SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

April 2018

Board Meeting
May 29, 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:	MAY 29, 2018
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2018 THROUGH APRIL 30, 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
- Recruitment IIES in Reynosa, Tamaulipas
- Mental Awareness Webinar
- Men's Retreat Welcome

ATTENDED

- South Texas College Radius meeting
- Pathways Core Team meeting
- South Texas College STARR County Campus Ribbon Cutting
- Summit for College Readiness meeting
- Advising Process for ERP Students meeting
- 2018 Supervisory Symposium
- Teaching Chinese Language meeting
- PSJA Heal2Grant students Financial Aid Advisement session
- Proyecta 100,000 meeting
- Texas Workforce Commission Regional Stakeholder

- Building H Renovation meeting
- Mental Health Awareness Training Grants – FY 2018
- Mental Health Awareness Training Grants – FY 2018
- RCPSE President's Advisory Council meeting
- Talent Hubs & CPA 2018 Convening in Denver, Colorado

ENROLLMENT SERVICES AND REGISTRAR

- Opened online registration for Summer 2018 and Fall 2018 semesters on March 5, 2018; **9,405** students have registered for Summer I & III 2018, **4,194** students have registered for Summer II 2018 and **6,727** students have registered for Fall 2018, to date, after required documents were processed and they were cleared to register.
- 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 Texas Pathways Project – Institute #4 held in Houston on April 16 – 18.
- 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 accreditation & tuition for bachelor programs, advising process for ERP, Banner 9, Bond Mobilization Team, BUGs, Enrollment Appeals Committee, Grade Appeals Committee, prior learning assessment, progress meter data test, student life cycle mapping, and review at State Farm Arena.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and began training the new Admissions Specialist, who will assist with related reports; Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analyst monitored Marching Order, web-based software designed to facilitate the planning of commencement exercises; via Marching Order, **3,500** potential graduates received an invitation and **2,574** accepted; the distribution of caps, gowns & tickets began on April 17, 2018.
- Document Management Specialist downloaded, reviewed and verified **8,066** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 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 **15** international students registered for Summer 2018 semester and **17** international students registered for Fall 2018 semester, to date.
- Processed **121** course substitutions and exceptions in Degree Works during April 2018.
- Processed *Schedule Change Forms* for **3,586** students, prior to the deadline to withdraw from the Spring 2018 semester on April 16, 2018.
- Processed *Change of Grade Forms* for **41** students during April 2018.
- Processed *Reinstatement After Census Date Forms* for **20** students during April 2018.
- Processed **3,025** high school and **926** college/university transcripts during April 2018.
- Evaluated **712** transcripts from other colleges and universities during April 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,867** STC transcripts during April 2018.
- Scanned and indexed **6,703** documents submitted by students during April 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
- New Financial Aid Outreach Specialist Carolina Miranda started working with the SFS department
- SFS Director and Coordinator Yesenia Garcia attended the ribbon cutting for the new Student Services building in Starr
- SFS direct wage employees helped with PR photoshoot
- SFS Department celebrated work-study week April 16th through April 20th with having small appetizers everyday
- Work-Study of the Year was selected, Brandon Lee Guerra from Starr Campus College Connections Department
- SFS Outreach Specialist Jovelli De Leon assisted with 41 FAFSA events in the month of April

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report					
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	**288**			**ACT**	**828**
Mid- Valley	**165**	**321**	**231 (72% show)**	**TSI EXAM**	**1191**
Starr Campus	**129**	**98**	**75 (77% show)**	**TSI EXAM**	**371**
Pecan Plaza	**109**	**67**	**62 (93% show)**	**GED/ PEARSON**	**485**
Pecan Plaza		**805**	**561 (70% show)**	**TSI EXAM**	**2810**
Pecan Plaza		**43**	**40 (93% show)**	**HESI**	**458**
Pecan Plaza				**HiSET**	**4**
TOTAL:	**691**	**1,334**	**969 (73% show)**		**6,147– All Campuses YTD**

TSI Scores: by placement score April 2018

READING		READING	
Monthly (04/01/18 - 04/30/18)		**Year To Date (09/01/17 – 04/30/2018)**	
College ready (351+)	93	**College Ready** (351+)	706
Holistic Placement (349-350)	25	Holistic Placement (349-350)	193
Developmental Ed (342-348)	118	Developmental Ed (342-348)	774
ABE Level 6 (Developmental Ed)	29	ABE Level 6 (Developmental Ed)	145
ABE Level 5 (Developmental Ed)	74	ABE Level 5 (Developmental Ed)	455
ABE Level 4	35	ABE Level 4	148
ABE Level 3	3	ABE Level 3	26
ABE Level 2	9	ABE Level 2	41
ABE Level 1	0	ABE Level 1	11
Total	**386**	**Total**	**2499**

MATH		MATH	
Monthly (04/01/18 - 04/30/18)		**Year To Date (09/01/17 – 04/30/2018)**	
College Ready (350+)	85	**College Ready** (350+)	399
Holistic Placement (348-349)	38	Holistic Placement (348-349)	166
Developmental Ed (336-347)	186	Developmental Ed (336-347)	769
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	51	ABE Level 5 (Developmental Ed)	370
ABE Level 4	35	ABE Level 4	204
ABE Level 3	8	ABE Level 3	45
ABE Level 2	5	ABE Level 2	21
ABE Level 1	2	ABE Level 1	11
Total	**410**	**Total**	**1985**

Writing		Writing	
Monthly (04/01/18 - 04/30/18)		**Year To Date (09/01/17 – 04/30/2018)**	
College Ready (363 & 4+ Essay or 5+)	145	**College Ready** (363 & 4+ Essay or 5+)	913
Developmental Ed (350-362 & 0-4 Essay)	26	Developmental Ed (350-362 & 0-4 Essay)	230
ABE Level 6 (Developmental Ed)	2	ABE Level 6 (Developmental Ed)	9
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	10
ABE Level 4	5	ABE Level 4	27
ABE Level 3	3	ABE Level 3	28
ABE Level 2	1	ABE Level 2	8
ABE Level 1	0	ABE Level 1	9
Total	**184**	**Total**	**1234**

Data retrieved from College Board Accuplacer

IMPORTANT HIGHLIGHTS

- The Dual2Degree Department held a total of 34 events and served approximately 2,800 students and parents throughout the month of April.
- The 5th Annual Dual Credit Update was held at the Technology Campus on Friday, April 27th. The event brought together 67 ISD administrators and staff from across the Hidalgo and Starr Counties. The agenda included an Enrollment Services update, peer-led activities, and a tour of the campus.
- A "Back on Track" matriculation event was held on April 28th at the Pecan Campus that targeted Dual Credit Stop-Outs. Students were contacted via the Radius CRM and received assistance with admission, advising, financial aid, and registration. Approximately 80 students have registered for summer/fall courses as a result of these efforts.
- Priority registration for Dual Credit students will continue through May. A total of 16 high schools have scheduled registration drives for students enrolling for Fall 2018.
- Dual2Degree Specialists continue to assist high schools in determining student eligibility to enroll in Summer and Fall term courses. In addition, staff is providing support at high schools with admission and registration in order to ensure students are enrolled by the first class day.

DEPARTMENTAL SNAPSHOTS

5th Annual Dual Credit Update

Back on Track Event – Pecan Campus

Hidalgo ECHS Fast Track – Pecan campus

ADMISSION

Event	High School Served	Date	Location	Total Served
Application Drive	McAllen HS	4/03	ISD	117
Application Drive	Edcouch-Elsa HS	4/03	ISD	66
Application Drive	McAllen Memorial HS	4/04	ISD	75
Application Drive	Edcouch-Elsa HS	4/04	ISD	90
Application Drive	McAllen Memorial HS	4/05	ISD	48
Application Drive	Sharyland HS	4/05	ISD	148
Application Drive	Donna North HS	4/05	ISD	236
Application Drive	McAllen HS	4/06	ISD	100
Application Drive	Donna North HS	4/06	ISD	250
Application Drive	Nikki Rowe HS	4/11	ISD	118
Application Drive	Palmview HS	4/17	ISD	51
Application Drive	Edinburg North HS	4/18	ISD	19
Application Drive	Weslaco CTE ECHS	4/20	ISD	9
			Total	**1,327**

DUAL CREDIT REGISTRATION

Event	High School Served	Date	Location	Total Served
Enrollment Drive	Mercedes ECHS	4/06	ISD	77
Registration Drive	Med-High	4/17	ISD	29
Registration Drive	Med-High	4/18	ISD	37
Registration Drive	Weslaco East ECHS	4/19	ISD	9
Fast-Track	Hidalgo ECHS	4/23	STC	59
Registration Drive	Edcouch-Elsa ECHS	4/24-4/26	ISD	141
Registration Drive	Veterans Memorial HS	4/30	ISD	24
Registration Drive	Med-High	4/30	ISD	50
			Total	426

DUAL CREDIT MATRICULATION

Event	Date	Location	Total Served
Student & Parent College Day	4/7	STC Pecan, Mid Valley, Starr	203
Senior Fast Track	4/24	STC Starr	60
Senior Fast Track	4/24	STC Starr	60
Back on Track – Dual Credit	4/28	STC Pecan	24
		Total	347

ORIENTATION

Event	High School Served	Date	Location	Total Served
Parent Meeting	Vanguard Mozart	4/17	ISD	70
Student/Parent Meeting	Palmview HS	4/17	ISD	75
Parent Meeting	Home School	4/23	Pecan	1
			Total	146

COLLEGE AND CAREER FAIRS

Event	High School Served	Date	Location	Total Served
Career/College Fair	Vanguard Rembrandt Secondary Academy	4/05	ISD	100
Library Open House	Roma ISD Rio Grande City ISD	4/07	Starr Campus	80
Women in Technology	All	4/19	Technology Campus	50
Women in Technology	All	4/20	Technology Campus	381
			Total	**611**

DUAL CREDIT RECONCILIATION – (April)

Request	Submitted	Approved	Denied	Under Review
Reconciliation	23	17	0	6
Appeals	13	27	4	6
Total	**36**	**44**	**4**	**12**

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Summer/Fall Enrollment Planning Meetings	• Economedes HS • BETA • McAllen HS • Nikki Rowe HS • Rio Grande City CISD • PSJA ISD	Plan for Fall 2018 dual credit enrollment

INTERNAL

Meeting	Department(s)	Purpose
Dual Credit Matriculation Task Force Meeting	Dual2Degree, Academies, ECHS, and Dual Credit Partners	Finalize Dual Credit Matriculation Task Force Recommendations
Fast Track Planning Meeting	SAEM	Plan for matriculation events
Summer Bridge Planning Meeting	ECHS, Dual2Degree, Academies, College Connections, Employer Services, Student Activities	Discuss planning of 2018 Summer Bridge Program for ECHS students
Weekly Staff Meeting	Dual2Degree	Discuss final planning of Dual Credit Update and Back on Track Event
SAEM Event Request Phase II Meeting	College Connections, Dual2Degree, Financial Aid, Information Tech.	Discuss recommendations for updated Event Request Page
Student Life Cycle Mapping Meeting	Various	3rd student life cycle mapping meeting for Dual Credit Program
Dual Credit Task Force Meeting	Various	Annual Steering Group meeting to discuss updates on progress towards Committee goals
Personnel Committee Meeting	Dual2Degree	Meeting to finalize planning of dual credit update
Texas Pathways Institute #3	Various	Institutional meeting focusing on Dual Credit Pathways

PROFESSIONAL DEVELOPMENT

Activity
Ambassadors Cross Training Academy (ACTA) Technology Campus- Campus Tour Training
South Texas College 13th Annual Summit on College and Career Readiness
Grant Development Workshop

Upcoming Events and Activities for May 2018:

- Communicate list of students placed on Academic Probation and Suspension to ISDs and work to coordinate Student Success Module and appeals process.
- Work with ISDs to finalize Priority Registration for Fall 2018 by assisting with pre-screening, admission, and registration.
- Continue to work with ISD registrars to troubleshoot issues with the submittal of STAR EOC test scores to STC via Texas Records Exchange (TREx) system.
- Continue matriculation efforts targeting Dual Credit “Stop-Outs” via Radius CRM to encourage Summer/Fall enrollment.
- Assist with May 2018 commencement ceremonies.

COLLEGE CONNECTIONS

- South Texas College
  - Senior Parent Open House
  - 13th Annual College & Readiness Summit
  - Jaguar Academy
  - Ambassadors Cross Training Academy
  - South Texas College Pursuing Higher Education Fair
  - Women in Technology Event
  - Starr Club Olympics
- Partnerships/Events
  - Leadership Mid Valley Meeting
  - STARN Network Meeting
  - TACAC Conference
  - Rio Grande Valley TACAC College Fair
  - Rio Grande City 2018 Dia Del Nino Community Event
  - 2018 Family Engagement Regional Conference
  - STC2UTRGV
- College Connections
  - Student Ambassador Program Meeting
  - La Joya Teaching Center Advisory Committee Meeting
- Recruitment
  - La Feria High School – STARN Junior College Fair
  - Edinburg High School - Registration Pre-Screening
  - Edinburg North High School - Registration Pre-Screening
  - Donna North High School - College & Career Fair
  - P2 Alamo Community Resource Center – College Night
  - La Joya ISD East Academy – Career Day
  - Juarez-Lincoln High School – College & Career Fair
  - UTRGV Upward Bound - College Decision Day
  - PSJA North High School – College Decision Day
  - PSJA Memorial High School - College Decision Day
  - PSJA Southwest ECHS - College Decision Day
  - PSJA Thomas Jefferson T-STEM Early College High School - Decision Day
  - PSJA Early College High School - Decision Day
  - Veterans Memorial High School – College Presentation
  - Rio Grande City High School – STARN Junior College Fair
  - PSJA High School – STARN Junior College Fair
  - PSJA Southwest High School – STARN Junior College Fair
  - La Joya High School – STARN Junior College Fair
  - South Texas High School for Health Professions– STARN Junior College Fair
  - Nikki Rowe High School – STARN Junior College Fair
  - Rio Grande City High School - Registration Pre-Screening
  - TSTC-Harlingen - College Transfer Fair
- Elementary & Middle School Events
  - Weslaco ISD - North Bridge Elementary STARR Pep Rally
  - Mission CISD – Arturo Cantu Elementary – Career Fair
  - La Joya ISD - Evangelina Garza Elementary – Earth Day
  - PSJA ISD - Vida N Clover Elementary STARR Pep Rally

- Fast Track

School		Attended	Registered
Senior Parent Open House	Pecan, Starr & MidValley	203 Students	131 Registered
McAllen Achieve ECHS	Pecan	4 Students	4 Registered
Sharyland High School	Pecan	25 Students	25 Registered
Donna North High School	Mid Valley	53 Students	51 Registered
La Villa High School	Pecan	10 Students	3 Registered
PSJA Southwest & PSJA North High School	Pecan	64 Students	54 Registered
IDEA Donna	MidValley	12 Students	12 Registered
Rio Grande City High School	Starr	20 Students	16 Registered
Nikki Rowe High School	Pecan	56 Students	56 Registered
Grulla High School	Starr	28 Students	26 Registered
San Isidro High School	Starr	6 Students	6 Registered
Weslaco High School	Mid Valley	27 Students	25 Registered
Mercedes High School	Mid Valley	26 Students	24 Registered
Progreso High School	Mid Valley	13 Students	13 Registered
PSJA Memorial & PSJA High School	Pecan	75 Students	60 Registered
Roma High School	Starr	121 Students	117 Registered
Juarez-Lincoln High School	Pecan	41 Students	34 Registered
Mission High School	Pecan	35 Students	30 Registered
Weslaco CTE High School	Mid Valley	19 Students	8 Registered
McAllen High School	Pecan	30 Students	27 Registered
Lamar Academy	Pecan	5 Students	3 Registered
La Joya High School	Pecan	26 Students	22 Registered
La Joya North High School	Pecan	14 Students	14 Registered
Mercedes Academic Academy	Mid Valley	9 Students	4 Registered
La Joya West Academy	Pecan	14 Students	13 Registered
La Joya East Academy	Pecan	14 Students	14 Registered
Sharyland Pioneer High School	Pecan	43 Students	40 Registered
Robert Vela High School	Pecan	27 Students	27 Registered
Edcouch Elsa High School	Mid Valley	21 Students	21 Registered

- Campus Tours
  - Pecan Campus
    - La Joya High School
    - La Joya North High School
    - La Joya West Academy
    - La Joya East Academy
    - UTRGV HEB
    - Personal
    - Nikki Rowe High School
    - Valley View Elementary
    - Donna 3D Academy
    - Juarez-Lincoln High School
    - Mission High School
    - McAllen High School
    - Lamar Academy
    - Robert Vela High School

- Technology Campus
  - Progreso ISD
  - Escandon Elementary
  - PSJA Memorial High School
  - Donna High School
  - JFK Memorial Elementary
  - UTRGV HEB
  - La Joya High School
- Starr Campus
  - Grulla High School
  - San Isidro High School
  - Region One
  - Roma High School
  - Rio Grande City High School
  - John & Olive Hinojosa Elementary School
- NAH Campus
  - UTRGV HEB
  - Medical Academy
- MidValley Campus
  - Mercedes Academic Academy
  - Donna High School
  - Progreso High School
  - Donna North High School
  - Mercedes High School
  - IDEA Donna
  - Veterans Memorial Middle School
  - Weslaco High School
  - Weslaco CTE High School
  - Edcouch-Elsa High School

Campus	# Visitors
Pecan	629 Visitors
Mid-Valley	287 Visitors
Starr	208 Visitors
NAH	40 Visitors
Tech	322 Visitors

- Call Center

Phone Calls	
Inbound Calls	11,125 Inbound Calls
JagChat	
Incoming Chats	613 Chats

Attachments

- **Upcoming College Connections Events**
  - Fast Track Events – Senior Days on STC Campus to facilitate enrollment process (advising, registration, financial aid, FYC registration, picture id) for prospective graduating Seniors
  - Decision Days – events hosted by high schools to celebrate the students' acceptance and commitment to attend college. Students identify the college/university they have selected to attend.

Fast Track Senior Day

Pictures include students who attended the Senior Open House at the Pecan and MidValley Campus. These students registered for classes for the summer and fall semesters. Students who registered received a #stcnewjaguar t-shirt and enrollment packet to celebrate their jaguar pride.

South Texas College
JAGUARS

College Decision Days

The College Connections department attended various High Schools "College Decision Days" to celebrate future South Texas College students. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

Earth Day

The College Connections department attended the 1st Annual Earth Day on April 26, 2018 at Evangelina Garza Elementary. College Connections set up a booth with information on services to our community, we donated a small tree and assisted students planting their plants. The main goal was to teach students about the importance of taking care of Mother Earth – replenishing plants, recycling waste, and learning how to leave a light imprint as we trek through our daily life events.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
500+	Student Contacts & Outreach
29	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
19	Employer Contact and New Employer Registered on CCN
32	Jobs posted to CCN
4,299	Total Students Registered to date
8,091	Total Alumni Registered to date
3,151	Total Employers Registered to date
8	Workshops Presented
8	On Campus Recruitment
1,634	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENTS

On Campus Recruitment (OCR)

- Technology Campus - Wonderful Citrus

WORKSHOP & PRESENTATION/ACTIVITIES

Workshop & Presentations / Activities

- Career Coach Resume Builder & Open Workshop – Starr Co. Campus
- Open Resume and Interviewing Workshop at Mid-Valley Campus
- 2 Women in Technology Fashion Show Practices
- Pecan – Resume & Interview Workshop
  - Shadowed Specialist T. Fogle presentation
  - 4 students attended
- Navigating the Career Planning Process Presentation at the College & Career Readiness Summit
- Pecan – Open Workshop
- CES Overview, Resume & Interview
- Women In Technology Event
- Pecan – College Success Classes
  - CES Overview, Resume & Interview, 33 students
- NAH – OTA In Class Presentation
  - CES Overview, Resume & Interview, 12 students
- Technology – Phlebotomy In Class Presentation
  - CES Overview, Resume & Interview, 5 students
- Women in Technology – High School Campus Visit
  - 380 High School Students in Attendance
- Diesel Technology Open House, 280 students, graduates and community members
- Tech- Diesel (class) in Lab Presentation
  - CCN & Resume Overview (10 students)
- Assistance with Diesel Open house event, Info. table
  - 200+ student/ alumni/ community attendance
- Automotive Resume Class Workshop, 9 Students in Attendance

COORDINATION OF UPCOMING EVENTS

- Women in Technology Event – CES Table, Fashion Show, model practices
- Preparation for Resume Workshop for automotive students.
- Preparing outline for Career Discovery Day proposal & Career Symposium
- Automotive & Diesel Resume Workshops
- PTA In Class Presentation & Mock Interviews
- Summer Workshop Schedule
- Met with Automotive & Diesel Program to coordinate Resume Workshops for incoming & graduating students, assisting on props for Women in Technology
- Women in Technology Event – CES Table
- P.A.S.S Program Resume Summer Workshops
- Summer Session Workshop Schedule
- Phlebotomy in class Resume & Interview Workshops
- PTA In Class Presentation & Mock Interviews
- Vocational Nursing July Graduates Presentations
- Summer Workshop Schedule
- Early College High School 2018 Summer Bridge Planning Meeting
- Fall Employer Symposium: Agenda proposal, event design, keynote speakers

MEETINGS AND MISCELLANEOUS INFORMATION

- Job development
  - Spectrum
  - Joes comfort air – CES overview & CCN registration
  - Heart institute of Brownsville – CES overview & CCN registration
  - Double tree suites – CES overview & CCN registration
  - Department of criminal justice – career expo updates and on campus recruitment information
  - TTEC – job posting
  - San Antonio Co. – job posting
  - SAMES, INC – job posting
  - Art + Object + Space – job posting
  - Community Options – job posting
  - L & F Distributers – job posting
  - Programa AC – job posting
  - Royal Technologies – job posting
- Weekly Department Information tables-91 students total
- Preparing Ice breaker & presentation for College & Career Readiness Summit
- Scheduling On Campus Recruitment
- Prepping for Women in Technology Fashion Show
- Working on Marketplace Administration
- Preparation Workshop and Career Days Dates and Locations
- Sharing career events in collaboration with community partner – Workforce Solutions
- Reviewed department PowerPoints, training on Career Coach, signed up for professional development workshops, One on one Mocked interview questions with a student.
- Shared OTA departmental career fair information with CES network of related employers.
- Planning dates for open resume workshop and resume review days for OTA students preparing for the OTA Career Fair.
- Met with Automotive and Diesel program to coordinate resume workshops for incoming students and graduating students.
- Training new CES Specialist.
- Working on compiling in class presentation evaluations.
- Hosted CES Info table and photo booth for Women in Technology event.
- Preparing for Automotive and Diesel resume workshops for incoming students and graduating students.
- Continuing to train new CES Specialist.
- Working on compiling in class presentation evaluations.
- Continuing to promote Spring semester workshops for the NAH an Technology campuses.
- Training on Career Coach, College Central Network
- Shadowed resume appointment
- Shadowed (in-class) resume & interview presentation
- Familiarized with presentation expectations including materials needed CTE sign in & evaluations
- Reviewed student resume expectation
- Continuing to review & familiarize myself with the CES handbook

EMSI ANALYTICS

Assessments Started	Assessments Completed
1001	872
Resumés Started	**Resumés Downloaded**
63	22

APRIL PHOTOS

Ombuds Cases for the month of April 2018				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		82	12	70
Mediation		8	0	8
Conflict Coaching		2	1	1
Title IX: Requesting Pregnancy Accommodation		367	127	240
Title IX: Victim Advocacy Support		74	18	56
Written Complaints/Maxient Referred to Human Resources Student to Employee		58	N/A	N/A
Total Cases		**591**	**158**	**375**

Ombuds Cases per Campus for the month of April 2018		
		YTD Cases
Pecan		270
Nursing & Allied Health		41
Technology		15
Mid Valley		93
Starr County		17
Internet		139
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		14
Total		**591**

April 2, 2018
The Office of Student Rights & Responsibilities set up a booth at the Sexual Assault Awareness Fair at the Mid-Valley Campus
April 6, 2018
Ombuds conducted the Student Academy Part I Session 1 at the Mid-Valley Campus
April 9, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the NAH Campus
April 10, 2018
The Office of Student Rights & Responsibilities set up a booth at the Sexual Assault Awareness Fair at the Pecan Campus
April 11, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the Technology Campus

April 12, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the Mid-Valley Campus
April 19, 2018
The Office of Student Conduct attended the 18th Annual Sexual Assault Training in Harlingen, TX.
April 20, 2018
The Ombuds conducted the Student Academy Part I Session 3 at the Mid-Valley Campus
April 23 - 26, 2018
Ms. Erica Hansen and Ms. Olga Moran attended the 2018 International Ombuds Association Annual Conference in Richmond, Virginia.
April 24, 2018
Ms. Erica Hansen and Ms. Olga Moran presented "Conducting a Conflict Resolution Student Academy," at the 2018 International Ombuds Association Annual Conference in Richmond, Virginia.
April 27, 2018
The Ombuds conducted the Student Academy Part I Session 4 at the Mid-Valley Campus.

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the week of month of April 2018			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	84	219	**303**

Student Conduct Cases per Campus for the month of April 2018		
		YTD Cases
Pecan		191
Nursing & Allied Health		19
Technology		14
Mid Valley		47
Starr County		21
La Joya Teaching Center		3
Pharr College & Career Teaching Center		4
Internet		4
Total		**303**

April 2, 2018
The Office of Student Rights & Responsibilities set up a booth at the Sexual Assault Awareness Fair at the Mid-Valley Campus
April 9, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the NAH Campus
April 10, 2018
The Office of Student Rights & Responsibilities set up a booth at the Sexual Assault Awareness Fair at the Pecan Campus
April 11, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the Technology Campus

April 12, 2018
The Office of Student Rights & Responsibilities set up a Conflict Awareness booth at the Mid-Valley Campus
April 17, 2018
The Office of Student Conduct held a C.A.R.E Meeting at the Pecan Campus.
April 19, 2018
The Office of Student Conduct attended the 18th Annual Sexual Assault Training in Harlingen, TX.
April 23 - 26, 2018
Mr. Karey Barnes attended the 2018 International Ombuds Association Annual Conference in Richmond, Virginia.
April 19 - 26, 2018
Mr. Josue De La Cruz attended the 2018 International Ombuds Association Annual Conference in Richmond, Virginia.
April 25, 2018
Mr. Karey Barnes presented "Validate Your Office and Create Sustainability with Your Annual Report," at the 2018 International Ombuds Association Annual Conference in Richmond, Virginia.

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of April 2018		
Student Affairs		YTD
Cases Reviewed		90

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

Human Resources		YTD
Cases Reviewed		0

Police Department		YTD
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	29	0	39	0	15	0	7	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

- Foosball Tournament (STARR)
- Men's and Coed Flag Football League (PCN)
- Women's and Coed Volleyball League (MV)
- Men's & Women's Teams competed at the Copa del Valle Soccer Tournament (Texas Southmost College – Brownsville, TX)
- Foosball Tournament
- SGA meeting
- SGA attended the Starr County Ribbon Cutting Ceremony
- SLA Puente workshop
- SLA workshop
- Library Open House Info Table, Sexual Assault Awareness
- 3 on 3 basketball tournament
- Movie "JUMANJI", Student Leadership Academy
- SLA DEMSA
- Coed & Women's Volleyball Leagues (MV)

- Coed & Men's Dodgeball Tournament (MV)

- Men's Ping Pong Tournament (MV)

- Coed & Men's Flag Football League Playoffs & Championship (PCN)

- Hot Shot Basketball Skills Contest (PCN)
- Student Leadership Academy – Dream Catchers Cohort
- Earth Day
- Student Government Association at South Texas College – South Texas College District 1 Board of Trustees Meet the Candidates Forum
- Student Leadership Academy Workshop
- Starr County Campus Club Olympics
- Beach Clean Up
- Back Yard Sports Week Bash (NAH & PCN)

Back Yard Sports Week Bash - Day 1
72 Photos

STUDENT ACTIVITIES CENTER
Back Yard Sports Week Bash - Day 3
16 Photos

2018 Spring Back Yard Sports Week Bash - NAH
15 Photos

- Indoor Coed and Women's Volleyball League Finals (MID)

- 3V3 Basketball Tournament (PCN)

- Info table at the Technology Campus AMT Competition

- National Pretzel Day Celebration (STR)

- Ping Pong Tournament (STR & PCN)

- Coed Softball Tournament (PCN)

- Presented during the high school tours at the Technology campus (TEC)
- Student Leadership Academy Workshops (District Wide)
- Arts and Crafts Day (TEC)
- Student Government Association Meetings (District Wide)

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	**133**	**183**	**126**	**16**	**25**	**219**	**333**	**1035**
Mid-Valley	**40**	**14**	**15**	**17**	**27**	**74**	**26**	**213**
Starr Co.	**9**	**7**	**3**	**4**	**0**	**5**	**5**	**33**
Tech	**0**	**12**	**48**	**3**	**1**	**1**	**1**	**66**
NAH	**1**	**6**	**26**	**18**	**0**	**1**	**26**	**78**
Total	**183**	**222**	**218**	**58**	**53**	**300**	**391**	**1425**

Student Disability Services Interpreter Contacts		
Type of Provided Service to Student	**Number of Students**	**Number of Contacts**
In-Class Sign Language Interpreting	168	282
Admissions/Enrollment Services	8	8
General Advising Services	4	4
Financial Services	3	3
Testing Services	3	3
Counseling Services	10	10
Student Disabilities Services	0	0
Orientation/Outreach Services	21	21
Case Management	0	0
Special Programs/ TITLE IX	0	0
Tutoring Services	6	6
Referrals/Consultation	0	0
Telephone Contacts	16	16
Workshops	10	10
Other	10	10
Total	**259**	**373**

MEETINGS/CONSULTATIONS

- CSDS Planning Meeting
- CSDS Workstudies Meeting
- Persistence Task Force
- CSDS Planning Meeting
- Disability Awareness Training
- Know Your Status (Mental Health, HIV/AIDS, and Substance Abuse) Coordination of Schedules Meeting
- Mental Health Counseling case staffing
- HVAC Search Committee
- Technology Campus Advisory Committee
- Fire Science Instructor Interviews
- 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
- President Administrative Staff Meeting
- AND Search Committee Interviews
- Meeting with Respiratory Department Program Chair and Faculty
- Coordinator NAH, MidValley and Technology Campuses Visits
- STC2UTRGV Saturday Event
- PSJA High School ARDs Meetings
- Participated in Women in Technology Event – Technology Campus
- Program Chair Meeting – Technology Campus
- College Parent Day Event – Pecan, Starr and Midvalley Campuses
- National Association of Social Workers Phone Meeting
- Student Hunger Needs Committee Meeting
- Men's Retreat Planning Meeting
- Men's Retreat
- Fast Track Debriefing Meetings
- CSDS Department Outlook Meeting
- CSPP Advisory Meeting
- Suicide Postvention Meeting
- Mental Health Training Grants 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…
- Alcohol Awareness Screening and Information Table – Midvalley, Starr & NAH Campuses
- Healthy Relationships Information Table – MidValley Campus
- CSDS Information Table – Technology Campus
- Presentation on CSDS in the New Enhanced Faculty Advising Initiative
- Presentation on CSDS to Weslaco High School
- Presentation on CSDS to College Success Classes
- Presentation on CSDS to Fires Sciences and Police Academy Students

- Presentation on CSDS to McAllen Memorial Students
- Workshop: It's More Than the Blues: Depression and Mental Health – Pecan Campus
- Workshop: Time & Stress Management – Pecan Campus
- Workshop: Depression on College Campuses – Pecan Campus
- Workshop: Key Strategies for Academic Success – Pecan Campus
- Workshop: How Important is Your GPA – Pecan Campus
- Workshop: Building Self-Confidence – Pecan Campus
- Workshop: Dealing with Stress – Tech Campus
- Workshop: Cultural Diversity – Mid-Valley Campus
- Workshop: Improving Our Self-Esteem – Mid-Valley Campus

PROFESSIONAL DEVELOPMENT

- Civilian Active Shooter Training
- Grant Development Training
- Accessibility Starts With You Training

INTERPRETER ACTIVITIES

- Meeting with Cindy Blanco about graduation set-up
- Meeting with SDS Coordinator about activity report
- April Interpreter monthly meeting
- Interpreter Training Program intern supervision meetings
- Online Training on Ethics
- Medical Interpreter Ethics Workshop in Weslaco, TX (DHHS approved for CEU's)
- Interpreted for CSDS Work-study meeting
- Civilian Active Shooter Training
- Interpret for Regional School for the Deaf (McAllen ISD) tour of Technology Campus

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3,482
Mid-Valley	1,058
Starr	549
Technology	315
Total	5,404

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising –**
  - Providing 1st Contact of JagAdvise Case Management Program Services for Fall/Summer 2018 FTIC students
  - Providing advisement during all scheduled Fast Track events
  - Providing 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; Coordinator for Faculty Advising scheduled to begin employment May 1, 1018; planning summer faculty advising activities;
- **College Advising Training Program-** Planning for next training scheduled for June 11th – 15th;
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planning training for mentors;
- **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 –**assisting SAEM Directors with completing grant strategies/activities;
- **PASS Program –** met with PASS Program staff to plan for program redesign; ongoing meetings with 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; reviewed/updated handbook of operating procedures;

PARTICIPATED IN THE FOLLOWING

- **Presentations** – Director presented on implementing and evaluating case management/intrusive advisement at the TSI Continuous Improvement Convening hosted by RAND and American Institute Research (AIR) in Austin, Texas;
- **Faculty Advising Steering Committee** – participated in meetings for implementation of current advising guidelines and strategies for new academic year; had training for 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:	MAY 23, 2018
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2018 THROUGH APRIL 30, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, and President's Administrative Staff 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, Risk, and Compliance Department:
  - Attended a meeting with Director of Accountability, Risk, and Compliance on Risk Assessment Policy.
  - Conference call with Risk Management Consultant and staff to review insurance RFP.
  - Held a meeting with Director of Accountability, Risk, and Compliance, Compliance Manager, and Support Specialist regarding TASB legislative and policy management.
  - Held meeting with Director of Accountability, Risk, and Compliance to prepare the Property Insurance Worksheet.
- Business Office:
  - Held meeting with Associate Comptroller, and Accounting Group Manager regarding review of the Finance Committee packet.
- Facilities Planning and Construction:
  - Attended Bond Mobilization Team Meeting.
  - Attended meeting with Broaddus & Associates regarding the 2013 Bond Construction Program.
  - Attended meeting with Director of FPC, Internal Auditor, and College President regarding audit of 2013 Bond Change Orders.
  - Held conference call with Legal Counsel, Director of Facilities Operation & Maintenance, Director of Facilities Planning & Construction, FPC Project Manager and FAS Project Manager regarding update to Starr County Chiller incidents.
- Food Services:
  - Held meeting with Food Service Director regarding auxiliary and operational reports.
  - Held meeting with Food Service Director regarding discussion on Student Hunger Needs Committee.

- Attended meeting regarding Food Services at NAH Campus and PR Marketing with VP of Academic Affairs and Dean for NAH Division.

- Human Resources:
  - Attended meeting with HR Director, HR Business System Analyst, VP for Academic Affairs, Curriculum & Schedule Coordinator, and Project Manager of VP for Academic Affairs regarding the FLAC status and action plan.
  - Held conference call with Faculty Load and Compensation (FLAC) Consultant, VP of Academic Affairs, Academic Affairs Project Manager, HR Director, Curriculum & Schedule Coordinator, and HR Business System Analyst to discuss FLAC.
- Purchasing and Distributional Services:
  - Conference call with Purchasing Director and insurance consultant from Shepard Walton King.
  - Held meeting with Purchasing Director regarding purchases of uniforms for employees.
- Title IX:
  - Held meetings with Title IX team regarding cases and policy revision.
  - Held meeting with Compliance Manager regarding Title IX Audit.
- Other Meetings:
  - Attended a meeting with Valley View Consultant.
  - Attended meeting with College President and VIDA representatives.
  - Attended meeting with Director of Grants Dev, Dean for NAH Division, Accounting Group Manager, and Comptroller regarding Project HEAL2.
  - Attended the Ribbon Cutting Ceremony for Mid-Valley Campus Expansion.
  - Conference call with Legal Counsel, Associate Dean of Ind Trng & Econ Dev, and Dean of Cont Prof & Workforce Ed regarding IIES training contract.
  - Held Finance and Administrative Services Director's Meetings.
  - Prepared FAS Risk Assessment.
  - Prepared the Internal Auditor Process Workflow.
  - Reviewed insurance requirements for Target Range grant.
  - Reviewed of M&O Expenditures for FY 2018.
  - Reviewed paycard process.
- Conferences/Trainings:
  - Attended the Association of Certified Fraud Examiners Annual Conference in San Antonio, Tx.

WORKED ON THE FOLLOWING ITEMS:

- Discussed of licenses, certifications, and memberships.
- Requested for Information and Subpoena Procedures.
- Reviewed the 2013 Bond Construction Program Mobilization Notes.
- Reviewed the Budget Calendar.
- Reviewed the FY 2019 Budget.
- Reviewed the MEDA Agenda Item.
- Reviewed the Non-Compliance Reports for Timecard Verification & Approval.
- Reviewed the Overtime Reports.
- Reviewed the Pay Source Card.
- Reviewed the Policy 4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct.
- Reviewed the Policy 4901: Standards of Conduct.
- Reviewed the Policy Management Gap Analysis.
- Reviewed the Recap of Foundation Structure from CFOs.
- Reviewed the Regional Center Graphic Options.
- Reviewed the Retrofit Schedule.
- Reviewed the Summary of Dual Enrollment Revenue and Exemptions.
- Reviewed the Travel Guidelines.

- Worked on the May Facilities Committee Agenda.
- Worked on the May Finance Committee Agenda.
- Worked on the Staffing Plan FY 2018-2019.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended AP Staff Meeting.
- Attended Banner 9 testing.
- Attended BBVA's State of the Economy Presentation.
- Attended Duties and Responsibilities meeting.
- Attended FAS Directors' meeting.
- Attended President's Administrative Staff Meeting.
- Attended Professional Development System Workshop Creation that will assist the department in tracking staff trainings during the year.
- Attended Records Management Training.
- Attended SAEM Saturday, April 28th event debriefing.
- Attended the Finance Committee Meeting.
- Attended TRS reporting meeting.
- Attended virtual card conference call.
- Attended Vision, Mission and Values meeting.
- Attended Workflow WebEx to troubleshoot an issue encountered.
- Conducted interviews for Accounting Assistant position.
- Conducted Interviews for Accounting Specialist Position.
- Conducted interviews for Payroll Assistant position.
- Conducted Interviews for Police Officers positions.
- Held Internal Controls Meeting with various managers.
- Hosted the Budget Transfer Pilot Group Training.
- Met and discussed Business Office and Cashier Office items with Comptroller and Bursar.
- Met and discussed TRS Reconciliation.
- Met to discuss items presented at the Finance Committee meeting.
  Met to discuss Bond 2013 bond construction.
- Met to discuss Fee Defray and Unrestricted Expense Funding Source.
- Met to discuss Non-Bond expenditures incurred for Bond 2013 construction projects.
- Met with Curriculum department to discuss the new Fall 2018 differential tuitions.
- Met with Grant Development, Management, and Compliance to discuss the Heal 2 fund.
- Met with Human Resources to discuss the FY 2019 Staffing Plan.
- Met with Information Technology to discuss JagNet student notifications pop ups on SFOA (Student Financial Obligation Agreement) and Title IV authorization.
- Met with Information Technology to discuss script revisions and reports necessary to implement the new Fall 2018 board approved changes.
- Met with Internal Auditor and discussed Business Office Risk Assessment.
- Met with the Vice President to discuss back up for the Finance Committee.
- Reviewed Accountant Applicants (General Accounting).
- Staff attended the CRC (Campus Receivable Collector) meeting to test processes prior to consultant visit.
- Staff met with Dispatch officer to schedule an "Active Shooter session" for the Cashier bite size training.
- Staff met with I.T. on Xtender training.
- Staff met with Professional Development to plan a series of customer service training beginning with the Cashier bite-size training in May.

TRAININGS OR WEBINARS:

- Attended TRS Training at Region One.
- Attended 2018 Ellucian Live in San Diego, CA.

WORKED ON THE FOLLOWING ITEMS:

- Management Reports – The Business Office staff worked on the March 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:

- Conducted interviews for two Accounting Specialist Positions.

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr
01 E&G	598	642	856	418	573	576	685	663
01 Direct Deposit	105	157	168	104	96	111	1556	115
03 Student	12,521	1,685	311	107	17,677	2,559	1,140	239
12 I&S Taxes	-	2	-	-	-	1	1	-
16 I&S Bond	-	-	-	-	-	1	-	-
17 Plant	31	10	17	10	17	10	24	15
32 AP Card	462	540	375	205	373	427	399	436
37 Unexp-LT Bond Series 2015	40	21	24	26	59	26	65	40
38 Unexp-LT Bond Series 2014	9	-	-	2	2	1	-	-

PROPERTY TAX / BUDGET & REPORTING:

- Calculated five year revenue and expense budget projections considering the proposed 2.5% rollback tax rate limitation.
- Completed section of the Integrated Postsecondary Education Data System Annual Report FY 2017.
- Planned Budget Transfer Automation project implementation.
- Prepared projections in regards to the FY 2017 fund balance designation.
- Prepared the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments motion.
- Prepared the FY 2017 Unrestricted Expenditures by Funding Source report.
- Provided backup reports and information requested for the Finance Committee meeting.
- Revised the FY 2019 Budget calendar.
- Revised the FY 2019 Faculty projected salary budget.
- Submitted the 2017 Performance Indicators to the Legislative Budget Board.
- Submitted the FY 2017 EZ Audit survey as required by the Department of Education Annual Report.
- Updated the five-year revenue and expenditure budget projections based on the 2.5% rollback limitation for property taxes.
- Updated the FY 2018 Bond Revenues and Expenditures report.
- Updated the FY 2018 Budget Amendment motion and forwarded to the Vice President of Finance and Administrative Services.
- Updated the FY 2019 Budget board presentation.
- 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.

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Assisted with Internal Audit Process map.
- Completed performance appraisal reviews with staff.

- Completed the GTOT Investment Policy Certification Application and Checklist.
- Prepared various Staffing hiring memos and conducted reference checks.
- Researched and drafted Employee Direct Deposit Policy.
- Reviewed and approved Tax entries and management reports.
- Reviewed Applicants for Accounting Assistant, Accounting Specialist, Accounting Group Manager & Police Officers.
- Reviewed Applications for Accounting Specialist, Accounting Assistant and Accountant Position.
- Reviewed Internal Auditor Flowchart.
- Reviewed Mission, Vision and Values proposals.
- Revised Business Office Procedures.
- Revised the MEDA Motion.
- Updated the Internal Control Matrix.
- Worked on updating two marketplace stores and continue testing CWA UPay site.
- Actively working on banner 9 testing.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	669
01 Direct Deposit	6	140
02 Payroll	7	742
02 Direct Deposit	3	2,221
03 Student	4	239
12 I&S	0	0
16 I&S	0	0
17 Plant	4	15
37 Bond Series 2015	4	40
38 Bond Series 2014	0	0
Total	42	4,066

ACH Direct Deposit-payments to vendors, students & employees	10
Bank Transfers between Bank Accounts	17
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	16
Bank Reconciliations	10
Cafeteria daily sales report	27
Cancelled checks provided to AP and/or verification and positive pay	26
Copies of booklets/journal entries requested	7
Deposits prepared	19
Returned mailed checks - Logged and Filed	8
Returned Mailed checks - Disbursement	18
Bond Construction Checks logged, filed and organized'	24

Duties	Total
Bond Construction checks scanned	89
Errands to Inter-office deliveries	33
Financial manager changes	4
FOAP created including activity codes	89
Hours Filing and organizing of Journal Entries and boxing	2
Hours used for scanning - estimated	84
IDT's - telephone calls received	25
Interdepartmental Transactions reviewed	70
Invoices and encumbrances reviewed	129
Journal entries prepared	79
Journal entries processed including FUPLOAD	1359
Journal entries/documents scanned	2364
Journal Entries Logged	1785
Journal Entries Filed and Organized including creation of labels	900
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	33
Record Retention - labeled boxes	5
Stale dated list prepared	3
Stale dated letters mailed	425
Stop payments processed (includes stale dated checks)	54
Stale dated stop payment verification	15
Transactions removed from bank reconciliation	97
ACTA and Workplace Answering training Hours	3
Training New Reports	2
Updated Procedures - hours	11
Banner Testing-hours	34.5

General Journal Entry (Intra-Fund) (JE15)	116
General Journal Entry (Inter-Fund) (JE16)	54
Cash Receipts (CR05)	859
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	18
Misc Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

THE CASHIERS/ACCOUNTS RECEIVABLE:

- Cashier are in process of updating and preparing presentations for the May 2018 Bite Size training.
- Cashier worked on presentations for the May 2018 Bite Size training.
- Cashiering at the Cooper Center's production of "The Elephant Man" from Thursday evening through Sunday afternoon.
- Cashiers are in the process of updating the Fall 2018 tuition tables for the tentative activation date of May 1, 2018.
- Cashiers continue updating procedures.
- Cashiers meeting with different departments on new fees for Fall 2018. Target date of activation is April 30, 2018.
- Cashiers reviewing and preparing due date booklets and publications for Summer and Fall 2018.

- Cashiers reviewing various I.T. scripts and revising for Fall 2018 tuition tables. Target activation date for Fall 2018 tables is May 3, 2018.
- Generated and contacted students on the Spring 2018 unpaid report for "N10", "M6, N7, " part of term.

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Reviewed Payroll Assistant Applicants.
- Worked on request form for overtime request memo workflow.
- Worked on troubleshooting TimeClock Plus Access request workflow after migration to new test instance.
- Payroll processes for the month ending April 30, 2018:

Payroll Re-issue Processed	4
Payroll Cycles	8
Payroll Checks & DD	3263
TimeClock Plus Access Forms Processed	70
Number of Employees with OT reviewed for OT Memos	491
NOE's Approved	242
Salary Budget Transfer Forms Processed	5 with multiple transaction

Business Office Performance Indicators
Payroll March 2018

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,824	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,144	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 03/16-03/31) SR07	572	Salaried	0
(Waged 04/01-04/15) SR08	574	Waged	4
(Salaried: April) MR04	3213		
		Void Checks Processed	
NOE's Approved		Salaried	0
Approve NOE's	242	Waged	4
NOE's Processed		**Replacement Checks Processed**	
(Additions, Deletions, Changes)	5	Salaried	0
Salaried	335	Waged	4
(Additions, Deletions, Changes)	5		
Waged	107	**Voided Direct Deposits**	
		Salaried	0
Payroll Adjustment Worksheets		Waged	0
(Additions, Deletions, Changes)	6		
Salaried	89	**Salary Budget Transfer Forms Processed**	5
Labor Distributions	1		
Waged	0	**Hand Cut/PBK**	
Liabilities Processed		Salaried	0
ORP	11	Wages	0
Annuity	11		
Student Loans	3	**Checks Processed**	
United Way	1	Salaried	251
Child Support	3	Total Net	$ 526,989.84
IRS Levy	0		
Withholding & FICA	3	Waged	487

Number of Employees		**Deposits Processed**	
Met Life	1	Total Net	$119,237.79
Legal Judgement	1		
Social Security Administration	0	**Direct Deposit Processed**	
		Salaried	1827
Reports Processed		Total Net	$ 5,046,583.86
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	0	Waged	698
Overtime & Straight Time Mgmt. Report	1	Total Net	$178,671.53

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Bond Mobilization Meeting.
- Attended FAS Directors Meeting.
- Attended Food Services Reports meeting with VP FAS.
- Attended Records Management Training.
- Attended Student Hunger Needs Committee Meeting.
- Conducted conference call with Bill Alt from TouchNet concerning Dining OneCard implementation.
- Conducted conference call with Labatt Vendor concerning their upcoming food expo in San Antonio in June.
- Conducted Food Services Manager Meeting.
- Met with Ed. Tech Assistant concerning Digital Menu Board installation at Pecan.
- Met with AV team concerning installation of Digital Menu Boards at MVC and NAH.
- Met with Boggus Ford concerning desired specifications of a van requested to project manager to assist with all catering events before going out for bid.
- Met with English Instructor concerning Student Hunger Needs Committee.
- Met with FAS Reporting Coordinator concerning physical asset inventory.
- Met with Pepsi Vendor to finalize setting of timers on soda machines at Technology campus.
- Traveled with Fast Signs Rep across district in regards to temporary signage for new cafeterias since Digital Menu Boards are still not in house or installed.

WORKED ON THE FOLLOWING ITEMS:

- Accepted all silver tagged items to begin workflow for physical asset inventory.
- Approved all temporary signage created by Fast Signs.
- Approved head cleaning schedule for all food service locations with industrial hoods.
- Approved video created by PR concerning Pecan Cafeteria for Digital Signage.
- Assisted with Student Activities event at NAH/225 cooked grilled cheese sandwiches.
- Completed equipment requests for excess M&O Funds.
- Confirmed the participation of the MVC Cafeteria to be open 5/5/18 for Family Day.
- Finalized additional needed equipment list needed for all new food service locations.
- Finalized graduation menu for NAH Campus.
- Finalized NAH East Café menu sign and response presentation.
- Inquired about travel for Labatt Food Expo.
- Mid Valley Campus staff participated in the Hurricane Expo.
- NAH East café menu board was installed at the Scrub & Grub Café.
- Re-adjusted Cash Handling End of Day procedures.
- Received quote for overhead security camera installation at MVC G building for snack bar.
- Requested additional M&O equipment.

- Requested advertisement of MVC Cook I position.
- Requested assistance from TouchNet and IT concerning Pecan PAX terminals malfunction.
- Requested camera be installed before POS with M&O funds.
- Requested for furniture to be moved from old office at Pecan to NAH East office.
- Requested for more funds to be allocated for work studies at MVC and NAH.
- Reviewed NAH Checklist for new menu rollout at the East Side café.
- Started mock sign/menu board for NAH East Café; Name changed to "Scrubs & Grub".
- Started response report for NAH concerns.
- Started working on FY19 Budget- Operating, Travel, and DW Pools.
- Submitted all M&O equipment requests to purchasing office.
- Submitted new IT action plan for POS installation at MVC.
- Submitted OT request for the month of May.
- Submitted Search Committee for Pecan cashier.
- Worked on menu for quotes requested by two summer orgs.

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 for development of a grant request to the Texas Department of Parks + Wildlife.
- Attended meeting pertaining request for additional surveillance cameras.
- Attended meeting pertaining to emergency management.
- Attended meeting to discuss budget transfer for gas expenses.
- 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 discuss upcoming Active Shooter Defense training for faculty, staff, and students.
- Attended meeting to finalize of a Title IX flyer for students and employees.
- Attended meeting to review applicants for security support specialist position.
- Attended meeting to review Clery Act statistics.
- Attended meeting to review police agency responses regarding Clery Act Crimes.
- Attended meeting to review process for recycling of paper documents.
- Attended meeting to review the college safety plan.
- Attended meeting to review Title IX departmental procedures and policy.
- Attended meeting to revise draft of 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 Temporary employees meeting.
- Attended the Title IX meeting.
- Attended the TLETS meeting.
- Attended the Transit Services meeting.

WORKED ON THE FOLLOWING ITEMS:

- 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 development of a grant request to the Texas Department of Parks + Wildlife.
- Worked on graduation ceremony planning.
- Worked on Human Resources online training sessions.
- Worked on internal and external event security planning.
- Worked on parking citation appeals.
- Worked on parking permit issuance management.
- Worked on purchase order requests.
- Worked on recommendations of the Texas Tropical Behavioral Health Department.
- Worked on review of Title IX departmental procedures.
- Worked on review process for recycling of paper documents.
- Worked on revision of a Title IX flyer for students and employees.
- Worked on revision of Title IX policy.
- Worked on the Behavioral Intervention Team threat assessment.
- Worked on the Clery Act statistical analysis.
- Worked on the college parking issues.
- 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 training for Active Shooter Defense.
- Worked on update of Title IX internal procedures.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the FAS Director meeting.
- Attended the M&O Purchases Review meeting.
- Attended the Travel committee meeting to discuss several items.
- Meet with the Internal Auditor to discuss the fuel card audit.
- Review and negotiated changes to twenty (20) vendor agreement/contracts.
- Reviewing and updating as needed Department procedures.
- Staff meeting to updated staff on Banner 9 and conducted training for the Purchasing and Central Receiving staff.

WORKED ON THE FOLLOWING ITEMS:

- The Purchasing Department processed one thousand seventy four (1,074) purchase orders, approved seven hundred seventy seven (777) requisitions, disapproved two hundred sixty six (266) requisitions, processed change orders for goods and services, completed sixty five (65) travel authorizations, and three hundred sixty two (362) new/exiting vendor W-9 forms which were created or updated in Banner.
  Prepared the following Request for Proposals (RFQ/RFP):
  - RFQ 18-007 Recruitment Advertising Services
  - RFQ 18-008 Job Description Software
  - RFQ 18-009 Job Description Evaluation Consultant Services
  - RFQ 18-010 Online Employee Training Services
  - RFQ 18-011 Records Destruction Services
  - RFQ 18-012 Recruitment Advertising Services
  - RFP 17-18-1033 Professional Recruitment Services
  - RFP 17-18-1038 Purchase of Projectors
  - RFP 17-18-1039 Audio Visual Rack Credenzas
  - RFP 18-19-1001 Property and Casualty Insurance
  - RFP 18-19-1002 Childcare Services

  Conducted Public Bid Openings for:
  - RFQ 18-007 Recruitment Advertisement Services
  - RFQ 18-009 Job Description Software
  - RFQ 18-009 Job Description Evaluation Consultant
  - RFQ 18-010 Online Employee Training Services
  - RFP 17-18-1029 New Bond Buildings Information Desks
  - RFP 17-18-1032 Creative Agency Services
  - RFP 17-18-1035 Student Insurance
  - RFP 17-18-1036 Regional Center for Public Safety Excellence Audio Visual Installation
  - RFP 17-18-1037 Pecan Campus Rainbow Room Audio Visual Upgrade
  - RFP 17-18-1038 Purchase of Projectors
- The Fixed Assets Department is currently reviewing all assets purchased since April 1, 2018. The asset review process is as follows:
  - Approved eight hundred (800) assets through April 15, 2018.
  - Adjusted one-hundred twenty nine (129) assets in Banner for the month of April.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete six hundred seven (607) deliveries (purchase orders and complimentary books) and nine thousand eight hundred eighty five (9,885) packages/boxes. Five hundred twenty two (522) purchase orders were received and posted in Banner, four thousand nine hundred forty (4,940) items were transferred/relocated as per move/set up request forms, and thirty eight (38) faculty/staff moves were completed in April.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $8,116.77, President's Office - $158.22, Valley Scholars - $68.57, and College Connections - $287.78.
  - A total of two hundred twenty six thousand six hundred twenty (226,620) copies were completed at the copy center for the month of April.
  - A total of thirty two thousand sixty eight (32,068) letters were mailed out and nine hundred sixty five (965) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the FAS Directors Meeting.
- Attended a Title IX – Procedures meeting.
- Attended an EEOC Mediation.

- Attended Records Management training, hosted by Risk Management.
- Attended the United Way awards presentation.
- Attended a Planning & Development Council meeting on behalf of VPFAS.
- Attended the President's Administrative Staff meeting.
- Attended McAllen Employment Law Briefing Training.
- Attended Internal Investigations Training Conference.
- Attended Emotional Intelligence Certification Workshop.
- Attended Title IX Meetings.
- Attended the FY18-19 Staffing Plan preparation meeting.
- Attended the Behavioral Invention Team meeting.
- Attended the Travel Committee Meeting.
- Attended graduation ceremony for ACTA participants.
- Attended Presidents Administrative Staff Meetings.
- Attended the Banner 9 testing.
- Attended the Supervisors Symposium.
- Attended the Lunch N' Learn Series.
- Attended the FY18-FY19 Staffing Plan Preparation Meetings.
- Attended the Veterans Event to help promote the Adjunct Faculty Job Fair.
- Attended the TRS Meeting at Region One.
- Attended the teleconference of the TRS Employer Advisory monthly meeting.
- Attended the PeopleAdmin Re-engineering/re-implementation Kickoff Meeting.
- Attended the PeopleAdmin Data Purge Meeting.
- Attended the 2018 PeopleConnect conference and presented part of a session in the conference.
- Attended Ellucian Live 2018 conference in San Diego, CA.
- Attended A.C.T.A. Academy: HR STAFF selected for presentation of "This I believe".
- Attended SHRM-RGV chapter meeting on Performance Management: 3 D's of Corrective Action.
- Attended Texas Workforce Commission Telephone Hearing.
- Attended the TRS Weekly Meeting regarding TEAMS Reporting.
- Attended HR Department team meeting.
- Attended Faculty Renewal notices on Jagnet with IT.
- Attended FLAC Discussion and Action Plan with FLAC Stakeholders and Ellucian Consultant.
- Attend FAS – IT Action Plan Meetings.
- Attended PeopleAdmin Certified Administrators presentation meetings.
- Attended weekly HR – IT liaison meeting –
  - Workplace answers data exchange specs were discussed the new script was reviewed.
  - Discussed the cleaning up of the Active Directories etc.
- Attended HR Data Standards meeting.
- Attended the What's New in Argos/MAPS 6.0 webinar.
- Attended the Adjunct Faculty planning session.
- Attended the Direct Deposit campaign meeting.
- Attended the Business Office Payroll Assistant search committee.
- Attended the Search Committee for Employee Relations Officer vacancy.
- Attended the Academic Calendar Meeting and presented on Policy 2510 Requests for Public Information.
- Attended the Stats on Advertising for the RFQ – Job Elephant.
- Attended the Application Process Meeting.
- Attended the Job Fair set up at the Cooper Center.
- Attended the Jagnet meeting for FY2018-2019 Faculty Notice of Letter of Appointment Renewal available via JAGNET.

- Attended the Texas A&M Healthy South Texas Conference.
- Met with VP FAS regarding FLAC Action Plan.
- Met with Staffing & Compensation Manager regarding April renewal notices for faculty.
- Met with Benefits & Payroll Manager, Business Office and Public Relations regarding the Payroll Direct Deposit campaign.
- Met with VP FAS and VP Academic Affairs (via conference call) regarding Texas State College FLAC system.
- Met with Workplace Answers (via conference call) regarding new course launch timeline.
- Met with Employee Relations Officer regarding personnel matters.
- Met with Assistant Director of Human Resources regarding personnel matters.
- Met with HR Administrative Assistant regarding support process for Workplace Answers Online Compliance Training System.
- Met with Director of CLE to discuss revisions to the Direct Wage CLE Salary Pay Plan for the Pay Plan.
- Met with Academic Affairs to discuss FY18-FY19 Pay Plan Revisions.
- Met with Assistant Dean of Industrial Training & Economic Development.
- Met with Internal Auditor regarding Risk Identification.
- Met with Director of Educational Technologies regarding FY19 position requests.
- Met with Administrative Assistant for scheduled status meeting.
- Presented the Adjunct Job Fair 2018 during the Council of Chairs meeting.
- Presented Human Resources Helping Hands at the Jaguar Academy.
- Hosted the 2018 Adjunct Faculty Job Fair.
- Hosted the Supervisory Symposium.

WORKED ON THE FOLLOWING ITEMS:

- Updated the HR Procedures Manual.
- Updated the Search Committee Confidentiality Agreement to replace the Statement of Confidentiality form.
- Updated the Staff Hiring Manual.
- Worked on acquiring retractable banner for future job fair events.
- Worked on Benefits Reports (ERS, Retiree Medical, TexaSaver, Leave).
- Worked on completing the remanding faculty's verification letters via EMT Audit.
- Worked on coordination of Summer Enrollment Fairs.
- Worked on EEOC Mediation packet.
- Worked on Employee Relations cases and reviews.
- Worked on Faculty/Staff notification of Policy 4714 - Acceptable Use of Information Resources.
- Worked on finalizing direct wage job descriptions for Division of MSB, HS Programs, and the EMT department.
- Worked on FY2019 Staffing Plan request reviews.
- Worked on Hiring Proposals.
- Worked on HR Faculty Training Binder.
- Worked on I.T. Action Plan and updated SharePoint folder.
- Worked on Jagnet submissions for FY2018-2019 Faculty Notice of Letter of Appointment Renewal – faculty less than a year.
- Worked on modifying all Argos scripts (>20) to access table STVCOLL instead of table STVCOLL_BAK.
- Worked on Nepotism Reviews on application submissions.
- Worked on Performance Appraisals for FY16-FY17.
- Worked on Policy 4216 review for board packet.
- Worked on processing faculty positions for Fall 2018.
- Worked on Renewal notice for Full Time Regular Faculty within first year of employment as per Policy 4118.
- Worked on requesting job descriptions for FY18-FY19 staffing plan.
- Worked on revisions to the HR Procedures Manual – Staffing section.

- Worked on setting up interviews for the new HR Staffing Specialist position SP0879.
- Worked on TCC response to Ellucian regarding position classes.
- Worked on Temporary Employee Guide/Best Practices.
- Worked on the Administrative and Executive Roster validation of certificate/licenses.
- Worked on the HR Personnel file workflow procedures and distributed to HR Staff.
- Worked on updating Intent to Hire/Re-hire forms.
- Worked on Vacancy Report.
- Worked on Web content accessibility guidelines and distributed to HR Staff.
- PeopleAdmin systems management:
  - Cases Opened: 4 (some of these were Inquiries, one case is veterans information enhancements).
  - Cases Resolved: 2 (Some cases were moved to level 2).
- IS&P Issues:
  - Opened 6 tickets.
  - Resolved 6 tickets .
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
- Seventeen boxes that total 652 files have been scanned/indexed and audited for the month Report Development.
  - Internal
    - Weekly Staff Posting status.
    - PeopleAdmin User information for ERO.
    - Ellucian Elive2018 recap.
    - Faculty statistics for VPAA.
    - Benefits Report of Medical Codes.
  - External
    - FOIA request for Faculty as of April 14, 2018.
    - Created a report for SEVIS visa recertification.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	20
Search Committees assigned/forms requested	78 / 3
Hiring Proposals reviewed & approved	37 / 0
Job Offers	14 / 0
New Hire Notifications	21 / 0
Vacancy Reports completed	4 / 1
Educational Supplements	3 / 0

Staffing & Faculty Staffing/Evaluation			
Positions Filled	27	Positions Posted	1
Resignations	21	Positions Cancelled	0
PeopleAdmin Sys. User Maintenance	25	Adjunct/Dual Credit Applications	10
Staff Email Accounts	16	Intent to Hire	
NOEs		*Adjunct*	2
Full Time Temporary	2	*Dual Credit*	4

Staffing & Faculty Staffing/Evaluation			
Direct Wage	69	Lecturers	0
Trainer (PT)	91	Transcripts reviewed	105
Application Processing		Transcripts entered on database	92
Applications		NOE's	
Staff	355	*Adjunct*	140
Faculty	6	*Overload*	260
Part Time (DW/PT/AD)	93	*Dual Credit*	360
New Hires, Rehires, Transfers	50	Temporary Agency Employees	
Nepotism Review	43	*Request*	4
		Replacements	1
		Assignment Extensions	7

System/Staffing Support			
Position Requests w/ Job Descriptions	14	New Hire (E-Verify)	33
Positions		Audits *Accepted*	88
Posted	22	Audits *Rejected*	15
Re-Posted	4	Banner Updates (PEAEMPL)	73
Extended	14	Form I-9 Requests	2
Cancelled	8	Financial Aid Workstudy review	0
		E-Verify TNC cases	1
		Name Changes on I-9	11
		For I-9 review	6
Records			
		Files scanned & indexed	652
		New Hire folders prepared	15
		Termed files prepared	15
		Boxes to Record Retention	11

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	661	64	TWC Claims	32	3
Fingerprints	293	39	Open Records Requests	10	3
DPS Driver Eligibility Checks	121	7			

Benefits & Payroll			
Benefits	4	Payroll	

Benefits & Payroll			
New Hire Orientations	19	PDR Notifications	210
Internal Transfers	12	Direct Deposit Transactions	
Benefits Credits/Collections	15	*Full Time*	52
TRS Records reported	2866	*Direct Wage/Work Study*	14
TRS Prior Yrs of Svc Verifications	240	Resignations	
TexaSaver 457/403B Accounts	35	*Full Time*	6
Benefits Eligibility Review (ACA)	2	*Direct Wage/Work Study*	14
Faculty (Adjunct, Temporary)	2	Garnishments	63
Staff (Direct Wage, Part Time)	13	TXOAG Reporting	43
Exits		Under Hours/DOC Worksheets	7
Full Time	5	New Hires, Rehires, Transfers	58
Part Time	0	Name Changes	4
Retirees	0	Address Changes	15
FMLA Requests		Form W-4 Changes	16
New	8	Verification of Employment	
Closed	24	*Forms processed*	25
Workers Compensation Claims		*Letters sent*	1
New	9	*Phone Calls*	23
Closed	3	Cell Phone Stipends	2
Tuition Reimbursement Applications	1	Adjunct Leave Forms	2
Tuition Grant Applications		NOEs	
Employee	29	*Faculty Full Time Regular*	0
Dependent	3	*Lecturer*	
Sick Leave Pool	10	*Direct Wage*	49
Enrollment		*Work Study*	20
Termed	36	*Adjunct*	28
Donations	285	*Overload*	89
SECC-State Charitable Deductions		*Dual Credit*	373
Letter/Appointment FT Regular Staff	0	*Trainers*	124
NOE's Staff Full Time Temporary	2	*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	0
		Assistant Chairs	0
		Dual Enrollment Faculty	0

Benefits & Payroll			
		Educational Increase	0
		Mini-mesters	0
		Certification Stipend	0
		PeopleAdmin Transactions	
		Approvals	7
		Hiring Proposals	28
		Payroll Worksheets	19
		Move Request Updates	39

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended 2nd interview for FPC project manager.
- Attended April Board Meeting.
- Attended April Facilities Committee meeting.
- Attended FAS Directors Meeting.
- Attended FPC staff meetings.
- Attended lunch and learn–Water proofing at Amtech Roofing office.
- Attended meeting for Pecan STEM Cybersecurity Lab Conversion.
- Attended meeting to review Outdoor Furniture proposed locations and quantities.
- Attended meeting to review proposed grant for Regional Center for Public Safety Excellence Target Range.
- Attended meeting with College staff to review faculty/staff moves into new and existing buildings.
- Attended meeting with CS/Arc-Com Fabric and Porcelain Tile to view new products.
- Attended meeting with FAS to review status of Board items.
- Attended meeting with Gateway.
- Attended meeting with Innerface to discuss wayfinding, vehicular, and pedestrian signage for the new bond buildings.
- Attended meeting with Purchasing and FPC staff to review status of M&O FF&E requests and budget.
- Attended meeting with Qube representatives.
- Attended meeting with staff to discuss most current Capital Improvement Proposals, change order and pay application procedures.
- Attended Presidents Administrative Staff meeting.
- Attended Starr County Campus Ribbon Cutting Ceremony.
- Attended the Bond Mobilization meetings.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- District Wide Furniture Installation-attended meeting with Broaddus, HPG, and college staff to discuss the status of remaining furniture installations.
- Furniture Install – attended meeting with Broaddus, HPG, and college staff to discuss the status of remaining furniture installations.
- La Joya Higher Education Center – Attended meeting to discuss final location of monumental sign.
- Mid Valley Campus Library - Attended phone conference meeting for the security gates installation.
- Mid Valley Campus-attended meeting for library security gates Installation; attended meeting with Broaddus & Associates, ROFA, and College staff to review status of epoxy latex paint use in facility.
- NAHC Library-attended phone conference meeting for the security gates installation.
- Pecan Building H Retrofit-attended meeting with College staff to review use of existing building.

- Pecan Campus-attending meeting with civil engineer to review pending punchlist items.
- Pecan Plaza Testing Site Renovation-attended meeting at project site with College staff to discuss CIP scope and schedule.
- Regional Center-attended AOC meetings and site visit.
- Starr County Campus Chiller Incidents-attended meeting with legal counsel and staff to discuss status of damaged chiller lines.
- Starr County Chilled Water Line Incidents – met with FAS Project Manager and Director of Facilities Operations and Maintenance to provide information as requested by the college's attorney.
- Starr County Library – conducted furniture walkthrough.

WORKED ON THE FOLLOWING ITEMS:

- District Wide Information Desks-participated in the evaluation of bids received from 2 vendors.
- Evaluated RFQ submissions for Geotechnical and Material Testing services.
- Mid Valley Campus-performed a site visit to verify status of construction.
- Pecan Campus Projects-visited projects to verify status of outstanding items from punchlist; reviewed and forwarded information regarding HVAC equipment in need of proper cleaning by CMR.
- Pecan Campus Relocation of Information to Mid-Valley Campus – met with City of Weslaco to conduct building inspection.
- Pecan Campus Sand Volleyball Courts-reviewed Owner/Architect Agreement.
- Pecan Campus-coordinated and received pending furniture.
- Pecan STEM Cyber Security lab–met with staff to review requirements to convert an existing classroom.
- Received and reviewed the final completion letters from A/E teams.
- Regional Center for Public Safety Excellence-performed a site visit to verify status of construction; reviewed landscape and irrigation proposals from CMR, reviewed light pole depth with Design Team, evaluated RFQ submissions for AV equipment.
- Reviewed and processed final pay applications for various projects.
- Reviewed and received various change orders to close out projects.
- Reviewed and worked on additional M&O FFE requests.
- 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.
- Reviewed the submitted close out documents to verify completeness.
- Starr County Campus – Site re-grading and Sidewalk Replacement – review close out documents, performed a site visit to verify status of construction.
- Technology Campus Expansion-worked on warranty issues with Maintenance department and project team.
- Worked on acquiring furniture quotes.
- Worked on additional furniture requests for the various projects.
- Worked on April Board packet backup information.
- Worked on April Facilities Packet.
- Worked on coordination of moving faculty/staff to Pecan South Academic Building.
- Worked on developing outdoor furniture plans.
- Worked on Final Completions and A/E fee adjustments for the April Board meeting packet.
- Worked on FPC Risk Assessment Plan.
- Worked on pending items list for close out of Bond projects.
- Worked on revised layout for Pecan D100 space.
- Worked on updating monthly OCIP schedule as requested by Risk Management Department.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended [AEP Texas SCORE] South Texas College Meeting.
  - Attended 2013 Bond Mobilization Team Meeting.
  - Attended MVC Covered Bus Drop Off Meeting.
  - Attended MVC HP&S Epoxy Paint Discussion.
  - Attended MVC Irrigation System Owner Training.
  - Attended Pecan Building H Renovation Meeting.
  - Attended Pecan Building H Walkthrough.
  - Attended Pecan Plaza Testing Center Site Renovation Walkthrough.
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting.
  - Attended Tech Campus Access Controls Meeting.
  - Attended the Starr County Chiller Plans and Specs Meeting.
  - Attended the STC RCPSE OAC Meeting.
  - Attended the STC-MVC Controls Meeting.
- Other Meetings:
  - Attended a Records Management Training.
  - Attended an ABBS Drives Training in Austin, TX.
  - Attended MVC Ribbon Cutting Ceremony.
  - Attended the FAS Director's Meeting.
  - Attended the M&O Purchases for Operations and Maintenance.
  - Attended the President's Administrative Staff Meeting.
  - Attended the Texas Association of Physical Plant Administrators Conference in Austin, TX.
  - Held an STC Bond Program T20 Process Presentation at the TAPPA Conference in Austin, TX.
  - Held an STC Police Meeting.
  - Held FOM Support Staff Meeting.
  - Held the Facilities Operations Managers' Meeting.
  - Participated in a telephone conference with Legal Counsel.
  - Participated in SchoolDude webcast conference call.

WORKED ON THE FOLLOWING ITEMS:

- Operations Contract Department
  - Pecan
    - Repaired sprinkler valve near building B, irrigation repairs to area in progress.
    - Completed landscaping improvements at building M.
    - Completed soft washing at buildings J, F and G.
    - Completed inventory of furniture.
    - Scheduled quarterly hood cleaning until May for build H cafeteria.
  - Starr
    - Completed landscaping improvements for Starr Campus circle.
  - Mid Valley
    - Received proposal for soccer field fence.
  - District Wide
    - Handled typical pest control issues and equipment rentals.
    - Attended meeting with Oracle Elevator regarding elevator service proposals.
    - Completed quarterly hood cleaning.
    - Scheduled fire suppression systems state inspections with State Fire Marshal's Office for late May/early June.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	265	$17,244.40
Electrical	205	$4,100.41
Energy Management	117	$3,093.59
HVAC	824	$13,957.36
Locksmith	157	$1,499.58
Painting	45	$1,074.61
Plumbing	185	$8,025.41
Plant Services	0	$0
Total Cost		**$48,995.36**
General Maintenance	3	
Total Work Orders	**1,801**	

- Custodial Department

Set-Ups	311
Moves/Relocations	124

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended accessibility training session hosted by Public Relations.
- Attended and participated in the Annual Summit CTE.
- Attended Board meeting.
- Attended conference call with External Officer External Affairs to discuss target range grant.
- Attended FAS Directors meeting.
- Attended Finance Committee meeting.
- Attended meeting with Admin Specialist for Board Relations, Compliance Manger, and ARC Specialist on Policy Management Program.
- Attended meeting with ARC Specialist on Title IX Bylaws.
- Attended meeting with Assistant HR Director and Director for Counseling for Title IX case.
- Attended meeting with Assistant HR Director to discuss Staff Performance Appraisal process.
- Attended meeting with Chief Security Information Officer to discuss enterprise risk management.
- Attended meeting with Creative Services Manager.
- Attended meeting with Director of ARC regarding root cause of properly disposing of sensitive information.
- Attended meeting with Director of ARC regarding Travel PI survey feedback and possible solutions.
- Attended meeting with Director of FPC to discuss and execute departmental risk assessment.
- Attended meeting with Director of Grant Development, Management, and Compliance to discuss target range grant.
- Attended meeting with Director of Grants Management & Compliance, Program Coordinator (TX Parks & Wildlife), and STC staff regarding target range grant.
- Attended meeting with Interim Dean of Dual Credit Programs and Academic Affairs Project Managers to discuss 13th Annual College and Career Readiness Summit.
- Attended meeting with VPFAS and ARC Specialist on Policy Management Gap Analysis.
- Attended meeting with VPFAS and HR Director for Policy 4901.
- Attended meeting with VPFAS and Project Management – VPFAS to perform FAS risk assessment.
- Attended meeting with VPFAS and Risk Manager regarding risk assessment policy, plan, presentation and environmental, health & safety policy.

- Attended meeting with VPFAS, Compliance Manger, and ARC Specialist regarding Policy Management and TASB.
- Attended meeting with VPFAS, Director of Purchasing, Associate Director of Purchasing, and Risk Management Consultant regarding insurance RFP.
- Attended President's Administrative Staff meeting.
- Attended the Move/Setup online system demo/testing.
- Attended Title IX Committee Meeting.
- Attended Title IX Meeting for Title IX Procedures and Policy 4216.
- Discussions with Facilities Planning and Construction Project Manager regarding certificates of substantial completion for new construction.
- Held conference call with LogicGate representative for risk assessment software.
- Held conference call with UTRGV/TMAC representative to discuss project management training.
- Held discussions with Associate Director of Purchasing and Chief Information Security Officer regarding Records Destruction RFQ.
- Held discussions with Associate Director of Purchasing regarding Insurance RFP.
- Held discussions with Chief Administrator for the Department of Public Safety regarding new Environmental, Health & Safety policy.
- Held discussions with Comptroller regarding Business Income worksheet for insurance RFP.
- Held discussions with Director of Facilities Planning & Construction regarding completion of new buildings.
- Held discussions with Risk Management Directors at various Texas colleges regarding Cyber, Computer Fraud, and Social Engineering coverage limits.
- Held discussions with staff regarding records management, risk assessment, and insurance matters.
- Held discussions with TASB Senior Market Research Analyst and Montalvo Insurance regarding grant-funded target range project.
- Held discussions with VPFAS regarding status of property insurance policy revisions.
- Held meeting with Comptroller regarding Business Income worksheet for insurance RFP.
- Held meeting with Executive Officer of External Affairs to discuss target range grant.
- Held meeting with Risk Manager regarding Records Management.
- Held Title IX presentation with Assistant HR Director at Starr Campus.
- Meeting with Professor of English to discuss records retention memo.
- Presented Records Management Training for FAS Division management, IS&P Division, and LASS staff.
- With Applications Analyst II regarding online link to test move/setup request.
- With Director of ARC regarding Travel PI and CTE Task Force.

WORKED ON THE FOLLOWING ITEMS:

- Calculated the number of travel requests submitted within the required 15 days.
- Completed Business Income Loss worksheet for Insurance RFP.
- Completed internal department compliance procedures.
- Completed Risk Management survey for Laredo Community College.
- Completed the Title IX Resource Guide for ADA accessibility.
- Completed/Reviewed draft RFQ for Records Destruction Services.
- Completed/submitted April Builder's Risk Report.
- Continued work on 2018-2019 Insurance RFP.
- Continued work on draft Title IX procedures.
- Continued work on Title IX board motion and crosswalk for policy 4216 and charter/bylaws; also reviewed and provided feedback.
- Continued working on the move/set up manual for demo group.
- Coordinated/scheduled visit with RCI (Records Management vendor).

- Created draft procedures for performing internal account reconciliations, online compliance trainings, risk assessments, staff performance appraisals, and records retention.
- Created general questions for FLAC process mapping session.
- Developed a summary memo detailing focus of improvement efforts per the HR hiring process.
- Developed insurance matrix.
- Initiated cause and effect diagram on destruction of sensitive records.
- Made travel arrangements for RIMS 2018 Annual Conference and 2018 TASB Risk Management Fund Member's Conference.
- Monitored Banner Workflow for Records Management related requests.
- Prepared "Limits and Deductibles" spreadsheet for VPFAS.
- Prepared matrix detailing cyber and crime insurance coverages from other colleges and associated definitions.
- Prepared Records Management Newsletter.
- Researched department trainings and calculated total cost.
- Researched Risk Assessment software and coordinated/scheduled demos.
- Reviewed and provided feedback over presentation for 13th Annual College and Career Readiness Summit.
- Reviewed and updated IE plan.
- Reviewed Travel Guidelines.
- Revised and uploaded Records Management Procedures manual.
- Revised new Environmental, Health & Safety policy.
- Revised travel PI questionnaire and sent to participants; compiled Travel PI questionnaire responses.
- Revisions made to the various type of change order procedures.
- Scheduled continued Records Management trainings.
- Tested the different types of move/setup request through the online system.
- Updated Policy Management gap analysis, timeline, guidelines, and process map/workflow diagrams.
- Updated Records Management Training attendance tracking sheet and PowerPoint.
- Updated the Legislative Summary Matrix User Guide.
- Worked on cause and effect diagram on destruction of records.
- Worked on crosswalk and draft for Policy 4901.
- Worked on insurance board motion.
- Worked on meeting packets for VPFAS and Admin Specialist for Board Relations.
- Worked on Title IX cases and prepared items for committee meeting.
- Worked on updating the Public Information Request and Subpoena Request Guidelines as per VPFAS request for Cabinet.
- Worked with Academic Affairs in reviewing and providing feedback per records retention memo.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	5/4/18
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2018 THROUGH APRIL 30, 2018

ACADEMIC AFFAIRS HIGHLIGHTS

HIGHLIGHT: RECOGNITION CEREMONY FOR RETIRING FACULTY

On Thursday, **April 26, 2018**, the **Academic Affairs Division** hosted the second College-Wide **Recognition Ceremony for Retiring Faculty**. A total of **10 retiring faculty** were recognized for their leadership, service, and contributions to the students and the community. Without a doubt, they are true champions of student success. In addition, one of the retiring faculty was announced and awarded Professor Emeritus.

The event kicked off with a small reception, where guest enjoyed some light refreshments and music by the South Texas College's music students and a cake provided by the Culinary Arts students. During the recognition ceremony, the Vice President of Academic Affairs, the College President, and the Division Deans gave some remarks. The retiring faculty **received a medallion** that resembled the STC logo on the Academic Mace and took photos with all that joined us to celebrate the bitter-sweet moment.

HIGHLIGHT: STARR PSYCH CLUB ATTENDED STC STARR CAMPUS EXPANSION RIBBON CUTTING

On **Thursday, April 5, 2018,** the Starr County Campus Psychology Club attended the STC Starr County Campus Expansion Ribbon Cutting Ceremony. Among the distinguished speakers included Dr. Shirley Reed, STC Board Members Alejo Salinas, Rose Benavidez & Gary Gurwitz, Congressman Henry Cuellar, Texas Representative Ryan Guillen, Starr County Judge Eloy Vera, Rio Grande City Mayor Joel Villarreal, and City of Roma Mayor Bobby Salinas. After the official ribbon cutting, attendees were given a tour of the new buildings (Health Sciences Building and Library, as well as Student Activities and Student Services Expansions). It was a great experience for the club members to attend this historic and memorable ceremony.

HIGHLIGHT: AMBASSADORS CROSS TRAINING ACADEMY COMMISSIONING CEREMONY

On **April 19, 2018,** the Office of Professional & Organizational Development held the spring 2018 Ambassadors Cross Training Academy Commissioning Ceremony in the Building D auditorium. During the event, Dr. Reed gave an inspiring welcome that addressed the importance of participating in the Ambassadors Cross Training Academy. In addition, we selected the new ACTA Ambassadors Krystal Garza, Tracey Gomez, Dr. Rebecca Milan and Dr. Brett Millan to read their 'This I Believe' essays to the audience that reflected on their core beliefs. Each of the 39 ACTA Ambassadors received a copy of the signed Proclamation certifying their completion of the Academy and their official status as an STC Ambassador. Several department supervisors attended to show support to the new Ambassadors of South Texas College.

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

DIVISION DEAN'S UPDATE:

- Participated in the Conversion of BPST programs conversion to competency based held by BPST Assistant Dean – Tuesday, April 3rd
- Attended the Guest/Motivational Speaker of CEO of balancebook and Executive Director for the John Maxwell team at the Pecan Campus on Wednesday, April 4th
- Met with Executive Officer External Affairs, Office of the President and Director of Grant Development, Management & Compliance to review and discuss the Target Range Grant – Wednesday, April 4th
- Hosted a tour of Technology Campus for JFK Elementary students. Faculty participated in the tour. – Thursday, April 5th
- Attended the Starr County Ribbon Cutting Ceremony – Thursday, April 5th
- Held the Business, Public Safety and Technology Program Chair Meeting to discuss faculty credentials, enrollment, events, advisory committee meetings, and information provided by administrative staff meetings – Friday, April 6th
- Participated in the TPWD Target Range Meeting held at the Pecan Campus – Friday, April 6th
- Attended the Texas Higher Education Marketable Skills Conference – Monday, April 9-10th
- Visited Arts Truck & Equipment to discuss student internship opportunity – Wednesday, April 11th
- Meeting with Facilities, Planning & Construction to discuss the Texas Range Grant – Wednesday, April 11th
- Attended the SACS Grant Meeting – Thursday, April 12-14th
- Attended the Regional Center for Public Safety Excellence - Planning Meeting – Monday, April 16th
- Meeting with Executive Officer External Affairs, Office of the President, to discuss the Texas Shooting Range Grant – Tuesday, April 17th
- Participated in the Space Allocation Meeting – Wednesday, April 18th
- Attended the Building H Renovation Meeting – Wednesday, April 18th
- All programs participated in the Women in Technology Event that was held on Thursday, April 19th
- Attended the President's Administrative Staff Meeting – Friday, April 20th
- Attended the Academic Council Meeting held at the Pecan Campus – Monday, April 23rd
- Participated the Target Range Grant Budget Justification meeting– Tuesday, April 24th
- Attended the Target Range Grant Meeting held at the Pecan Campus – Wednesday, April 25th
- Participated in the Building H: Walk-through at the Pecan Campus – Wednesday, April 25th
- Attended the Texas Gas Service Meeting held at Pharr Economic Development Corporation – Wednesday, April 25th
- Visited Mid-Valley Campus to get updates on the programs – Thursday, April 26th
- Attended the Prior Learning Assessment Taskforce Meeting – Thursday, April 26th
- Participated in the 3rd Annual Faculty Retirement Ceremony – Thursday, April 26th
- Held the Business, Public Safety and Technology Program Chair meeting held at the Technology Campus to review information from administrative staff meetings – Friday, April 27th
- Participated in the RCPSE President's Advisory Council Meeting held at the Pecan Campus – Friday, April 27th
- Attended the Texas Workforce Commission – Regional Stakeholders Meeting held at the McAllen Chamber of Commerce – Friday, April 27th
- Diesel Technology Program hosted an Open House on Wednesday, April 25th. Approximately 280 people were in attendance.
- The Computer and Advanced Technologies program hosted a 5 hour workshop on the raspberry pi open source hardware for 80 students from McAllen ISD Middle Schools on Friday, April 27th
- Program Chairs and faculty participated in the Spring Faculty Adjunct Job Fair on Saturday, April 28th
- Hosted a Diesel Technology Open House on April 25th
- The Women in Technology Event April 19th (evening-public) and April 20th (high school students)

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Attended Welcome session at conference, How to Get Hired, skills employers are looking for in graduates. Monday, April 9th
- Attend the Marketable Skills Conference - Monday, April 9th & 10th
- Attended the National Alliance of Concurrent Enrollment Partnership (NACEP) Accreditation Committee Review Meeting, several points will given for program chairs and other committee members to review, will meet again in two weeks. – Friday, April 13th
- Faculty took a group of students to visit UTRGV Brownsville Engineering Technology program. -Friday, April 13th
- Hosted Escandon Elementary 1st grades for campus tour and hands-on-activities. – Friday, April 13th
- Planning for the Wonder Women in the Making-Speaker Series, for September – Tuesday, April 17th
- Met with Curriculum & Scheduling Coordinator on block scheduling and past class offerings and future. – Wednesday, April 18th
- Assisted in the Women in Technology Event held on Thursday, April 19th
- Attended WIT event for high school girls, assisted with setup. – Friday, April 20th
- Attended NAFTA conference at Cooper Center with my faculty – Friday, April 20th
- Attended FLLC training at Priority Tooling Solutions with other faculty to learn on Wire EDM. – Friday, April 20th
- Attended Academic Council Meeting at Pecan campus. – Monday, April 23rd
- Planning meeting for the Wonder Women in the Making-Speaker Series, for September. – Tuesday, April 24th
- Attended the STMA meeting in McAllen with instructor – Tuesday, April 24th
- Conducted Welcome for Annual High School competition. Event was a great success. STMA and Royal Technologies representatives were in attendance them along with HAAS Automation donated $19,500 in scholarships to our students. – Thursday, April 26th
- Attended Ribbon Cutting ceremony at MidValley.- Thursday, April 26th
- Attended the 3rd Annual Faculty Retirement Ceremony at Pecan Campus. - Thursday, April 26th
- Traveled to visit Toyota Plant, spoke to recruiter on what their needs are, take an in-depth tour of facility and spoke to one of the plan managers on future relationship with the college and our students. Able to see one of our ex students to went on and is now an engineer at Toyota. – Friday, April 27th
- Attended the McAllen EDC Annual picnic. – Saturday, April 28th
- Attended Toyota company tour on Friday, April 27th

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Attended the Virtual Reality Lab Meeting: Thursday, April 5th
- Held the Lead Faculty Advising Meeting: Friday, April 6th
- Attended the Business, Public Safety and Technology Program Chair Meeting on Friday, April 6th
- Participated in the Faculty Advising Meeting for Police Academy: Monday, April 9th
- Participated in the Pursuing Higher Education Fair at the Mid-Valley Campus: Tuesday, April 10th
- Participated in the Faculty Advising Training for the Political Science Program: Friday, April 13th
- Escandon Elementary Tech Campus Visit: Friday, April 13th
- Faculty participated in the Women in Technology April 19th
- Faculty participated in the WIT High School Sessions, Friday, April 20th

AUTOMOTIVE:

- On Wednesday 4/11/18, the Diesel Department along with the Welding Dept. and Dean met with Art's trucking to discuss the possibility of placing students on a part time basis at their facility to assist the students in fulfilling their Capstone requirements.
- Program Chair and Automotive-GM Instructors attended a GM training in Dallas, Texas from April 9 to April 13, 2018.
- GM instructors obtained 20 hours in training on manufacturer's updates to satisfy NATEF requirements.
- Met with PSJA Advisors who organized a fast track event with 50 students. Ten (10) students were enrolled that day, 3 students in the GM ASEP Program, 4 in the Automotive and 3 students in the Diesel Program.

- Attended the Business and Education Council Meeting, Joint Automotive & Automotive Collision Programs at San Benito ISD to inform the committee members about the GM-ASEP Program.
- Met with PSJA to discuss the Equipment list for the Jet Grant.
- On Thursday, April 19th, Automotive instructor attended a career day at La Joya East Academy from 9am to 12pm.
- On Thursday, April 19th instructors participated in the Juarez Lincoln High School Family College and Community night event. 9th to 12th Grade students and parents attended the career fair from 5:30PM to 7:00PM.
- Diesel Program's Open House was held on Wednesday, April 25, 2018
- Attended Sharyland ISD Advisory committee meeting on April 25, 2018.
- Met with Subaru's technical training educational manager, to discuss about Subaru's curriculum. Subaru manager agreed to allow faculty to incorporate Subaru curriculum into the automotive courses free of charge with no school contracts required. – Thursday, April 26, 2018.
- Talent Search UTRGV at the UTRGV CESS building in Edinburg Texas. The purpose for the event was to talk to high school students about the Diesel Technology program and the opportunities the diesel industry has to offer. Diesel instructors that attended the event. – Thursday, April 26th
- Attended the Credit for Prior Learning (CPL) meeting at the Pecan campus, On April 26, 2018. We are tasked to develop a draft set of procedures for granting credit for prior learning and an action plan for their implementation at South Texas College.
- Attended the retirement ceremony at the rainbow room in pecan campus. Automotive instructor is retiring after 17 years.
- Attended BPST Program Chair meeting – Friday, April 27th
- Attended the Spring Adjunct Faculty Job Fair at STC's Cooper Center, on Saturday April 28, 2018. Interviewed one applicant for the Diesel program.

BUSINESS ADMINISTRATION:

- Attended the Competency Based Programs meeting held at the Technology Campus by BPST Assistant Dean – Tuesday, April 3rd
- Instructor for the Economic Department went to Vanguard Rembrandt Secondary Academy Career/College Fair to promote all BA and HR programs. – Thursday, April 5th
- Careers Program Chair attended "The Summit" at Region ONE all day. Monday, April 9th
- The Business Administration Club hosted an event where the students had the opportunity to apply for an internship position at the Texas Fiesta Events Association. – Tuesday, April 10th
- Will attend an event at the Greater Mission Chamber of Commerce, called Leadership Game Night – Thursday, April 12th
- Program Chair prepared, organized and provided instruction in the Border Patrol training – April 16-20th
- Meeting at UTRGV with Economics and Human Resources faculty and leaders on Monday, April 16, 2018.
- Program Chair attended the Sharyland Advisory Committee Meeting – Wednesday, April 18th
- The HR Dept. hold Seminar "Times and Trends Shaping Human Resources" at the Tech Campus with attendance of 88 people. – Thursday, April 19th
- AEB and HR participated in the Women in Technology Event at the Technology campus from 5 to 8 pm. – Thursday, April 19th
- Program Chair attended the Rotary meeting at Mission TX – Thursday, April 19th
- HR Seminar event was held on April 19th at Tech campus, auditorium
- BA Careers Program Chair attended the Academic Council Meeting – Monday, April 23rd
- BA Careers Program Chair Attended the Dual Credit Task Force Steering Committee Meeting to review any new issues or concerns submitted to the Council of Chairs and Faculty Senate. – Tuesday, April 24th
- BA Careers Program Chair attended the College-Wide Curriculum Meeting, to discuss the proposed Institutional Project Pathways Model for the Texas Pathways Project. – Tuesday, April 24th
- BA Careers Program Chair attend the Spring 2018 Sharyland ISD CTE Program Advisory Committee Meeting at Sharyland High School. – Wednesday, April 25th
- Institutional Award Accounting Recognition Ceremony was held on Friday, April 27th
- Business Programs presentation to Region One students was held on Wednesday April 25th
- Participated in the Spring Faculty Adjunct Job Fair on Saturday, April 28, 2018

DESIGN & BUILDING TECHNOLOGY:

- Construction Supervision department hosted, John Maxwell Motivational Speaker, Marie Cosgrove. She spoke to approximately 180 students at the Cooper Center Performance Center at the Pecan Campus. – Wednesday, April 4th
- Construction Supervision, Electrician Technology, & HVACR Faculty hosted students from Sharyland HS & Pioneer HS enrolled in the RGV Lead Job Shadowing Day from 9am to 1:30pm. Students toured the Technology Campus and toured the new construction site for Regional Public/Safety Building in Pharr, TX. – Friday, April 6, 2018.
- Construction Supervision and Electrician Technology students are prepping and planning for Women in Technology Event set for April 19, 2018 at the Technology Campus. April 9-13th, 2018.
- Construction Supervision faculty and students met with Campus Administrator and faculty concerning the Mid-Valley Campus reconfiguration of the garden. Student made design and construction recommendations. Tuesday, April 10, 2018.
- DBT programs participated in the Pursuing Higher Education Fair at Mid-Valley Campus on April 10, 2018.
- Electrician Program Coordinator and Program Chair, BPST Dean and other department representatives met with owner of Art Truck Sales. South Texas College and Art Truck Sales are joining efforts to start an apprenticeship program within the next couple of weeks. Wednesday, April 11, 2018.
- DBT Faculty assisted with the Technology Campus tour for 1st graders from Escandon Elementary students. Students toured the HVACR and Electrician labs and Construction Supervision hosted an activity for students. Friday, April 13, 2018
- HVACR Faculty met with school officials from Edcouch Elsa to initiate a dual enrollment program for FALL 2018. April 16, 2018.
- Electrician Technology Program Coordinator met with Dean Reyna, Starr County Campus Administrator, and other program chairs, to discuss space allocation at Starr County Campus. April 17, 2018.
- Construction Supervision participated in community service event by assisting with Accreditation Engagement Review at Louis Perkins Middle School. April 17, 2018.
- Met with Curriculum & Scheduling Coordinator, Office of Curriculum, to discuss the "block schedule" data provided the Higher Education Coordinating Board. April 17, 2018.
- Certified Welder and John Maxwell Speaker, spoke to students from the Construction Supervision and Electrician Technology students on invaluable laws of growth. April 17, 2018.
- HVACR instructor and students from his capstone class continued to work on the Habitat for Humanity-RGV house in Pharr, Texas. Student, with the supervision of faculty member, installed a heating & cooling system. April 17, 2018.
- Program Coordinators for Construction Supervision, Electrician Technology, and HVACR met with PSJA Career & Technology Education staff to collaborate on future dual enrollment "fast track" participation at the Pharr Higher Education Center. April 18, 2018.
- Design & Building Technology Department actively participated in the Women-in-Technology Event held on April 19th and 20th at the Technology Campus. The Construction Supervision & Electrician Technology faculty & student body helped with the construction of the stage and decorations for the atrium area.
- Construction Supervision and HVACR faculty participated in Family College Night at Lincoln-Juarez High School on April 19, 2018.
- Program Chair attended Habitat for Humanity-RGV Board Meeting on April 19, 2018.
- Construction Supervision students from the Construction Building Codes class toured the new Student Activities and STEM Building at the Pecan Campus. Also had the opportunity to meet and tour the chiller plant with Energy Management Specialist. April 19, 2018.
- Advisory Committee meeting for Electrician Technology was held on April 20, 2018.
- Program Chair invited Hunter Harrison from San Antonio, to speak with the Construction Supervision students at the Technology Campus on the morning of Tuesday, April 24, 2018.
- Program Chair, Dean of Institutional Research, Effectiveness and , and Hunter Harrison represented South Texas College at the RGV Lead Ambassador Leadership Conference on 15th Laws of Growth on April 24, 2018 at South Padre Island.
- Program Chair and Construction Supervision instructor attended HCISD Regional Construction Advisory Meeting with Spaw Glass and other industry leaders to discuss Construction Week event during the month of June. April 25, 2018.
- Construction Supervision faculty attended RGV Lead Luncheon at the Cimarron Country Club. Annual update meeting. April 27, 2018.
- HVACR Program Coordinator and HVACR instructor met with CATE Director at Edcouch Elsa to set up dual enrollment classes in the Fall. April 27, 2018.

- Electrician Technology faculty attended Digital Media Workshop at Pecan Campus on April 27, 2018.

DISTANCE LEARNING AND VIRTUAL CAMPUS
ANA PENA, DIRECTOR

DISTANCE LEARNING MEETINGS

- Distance Learning Helpdesk – 24/7 Support
  - Meeting with Blackboard to finalize contract
- 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.
- Meeting with PR for banners and advertising on Distance Learning Symposium 2018.
- SACSCOC Lumina Grant meeting to discuss 6 TMGT courses that will be converted into competency based courses. Discussion on the usage of the competency based template and usage of Open Education Resources.
- Distance Learning met with Assistant Dean of Bachelor Programs on April 24 to discuss:
  - Competency based template for all BASOL courses.
  - Course Learning Objectives
  - Grading Polocies
  - Rubrics
  - Respondus Lockdwon Browser
- CITP Meeting to discuss QM Reviews
  - Assisted faculty with submitting course worksheet through Quality Matters.
- Meeting with IS&P department and Admission department to discuss ILP Grading policies to match the setting with Blackboard, April 27.
- Meeting with Interim Dean for Dual Credit Programs and School District Partnerships to discuss dual enrollment courses using ILP. Currently the IT department is working on converting to a new ILP platform from Ellucian to improve integration between Blackboard and Banner starting this Summer 2018. In order for this integration to work accurately, we discussed the creation of dual enrollment courses in banner, April 4.
- Meeting with Assistant Dean of Bachelor Programs to provide an update to the final master template for all BASOL competency based courses, April 4.
- Participated at the President's Administrative Staff Meeting, April 6.
- Participated at the Banner User's Group committee and discuss adding South Texas College Online as a campus code in banner, April 10.
- Participated at the College-wide Committee "Vision, Mission, Values", April 12.
- Presented at Academic Council in creating a new campus code called South Texas College Online in banner, April 23.
- Presented at Planning and Development Council regarding the new feature coming to Blackboard for all faculty this Fall 2018 and as a pilot group in the Summer 2018 to be able to submit final grades directly to Jagnet, April 27.
- Continue to plan the annual Distance Learning Symposium for Fall 2018. The department met to discuss keynote presentations and sessions, April 26.
- Participated at the 3rd Annual Faculty Retirement Ceremony, April 26.
- Participated at the ILP Grading core team to go over grading policies, April 27.
- Met with staff to plan the cross training to meet the department's Risk Assessment, April 23.

PROJECTS

- Month of March– Summer/Fall 2018 Registration
  - Phone/Email – 7,129 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
        - 8 courses
    - Internal Review
        - CITP department
        - Biology department
- 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
        - Planning and Development Council
    - Pilot group created for Summer I 2018
        - Kickoff meeting April 27
- Distance Learning Distance Learning assisted with Hiring Committee for the following departments:
    - Philosophy Department
- 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.
- Nursing Department Perspective Student Online Orientation
    - Modifications and recommendations made to the orientation using SoftChalk.
- Continue to work on a PowerPoint presentation for Academic Council.
- Work on PowerPoint presentation that will be used in the beginning of each training session to provide the reason and goals of the training.

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 2 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 April
        - Students/Faculty Chats: 131
        - Students/Faculty Tickets: 192
        - Helpdesk phone calls: 462
- **Trainings/Workshops**

- Face to Face Trainings – Location: A -121
    - Blackboard Certification
        - 16 faculty/staff
    - Online Teaching Certification
        - 64 faculty/staff
- Online Trainings
    - Blackboard Collaborate ULTRA
        - 4 faculty/staff
- Workshops
    - Promoting Distance Learning Department
        - Women in Technology Event
- Professional Development
    - ACTA
        - Presentations by the following departments
            - Education Technologies
            - Information Security
            - Client/Services/Technology
        - Reviewed new concepts such as cyber lounge and wayfinding.
        - Updates on secure share.
        - Introduction to banner 9.
    - Webinars
        - Hoonuit Higher Ed Blended Learning Webinar
            - Webinar discussed how some of Hoonuit's enhancements can help to create a blended eLearning landscape..

➢ **Student Success Activities:**

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

Type of Service	Number of Students
General Advising:	562
Distance Learning Walk-Ins:	5
Telephone Contacts:	245
Virtual Campus Advising Email:	317
Registration Emails	6,000
Total:	***7,129***

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

DIVISION DEAN UPDATES:

- Dean attended a Starr Campus expansion ribbon cutting ceremony on Thursday, April 5, 2018.
- Dean attended the Focus Academy Graduation Luncheon on April 6, 2018 where Richard Buchli and Shannon Perales received their Focus award.
- This beautiful EMT unit surprised the Pecan campus with a visit in support of a Focus Academy presentation

- As part of a mediation effort resulting from an EEOC complaint, a Wednesday morning was spent to find common ground with one instructor who did not agree she was not hired.

- A festive ribbon cutting in Starr County was held to open the new Bond buildings. The mood was excellent and a variety official of notoriety spoke on the history and triumphs in Starr County and our presence there.
- The PAS meeting took place with good information on new timeclock rules, the results of the PR Survey, a new Budget Calendar, and some more on Policy 4216
- The Dean attended the College Readiness Summit and presented on the new co-requisite efforts at South and participants were treated to a smores board of quality sessions. Panels of business owners, students, presented information and one of the main ERP organizers, Dr. Lanich, delivered a presentation. Afternoon sessions were well attended and all timeslots had something for everyone. Developmental Chair Rodriguez and the Dean had moderate participation, but those who were there enjoyed it and a good discussion came out of the presentation. Probably the most successful Summit so far!
- The VPAA had prepared a very concise and clear presentation on Developmental Education, some data, some past accomplishments, and future challenges and initiatives. The Board members present had very good questions and an enjoyable discussion followed. We are always grateful for and impressed with the Board's interest and insights in the multitude of endeavors we engage in at South Texas College.

- The LASS program chairs met to discuss a variety of issues concerning the items discussed at the Academic Affairs Council, PDC, and PAS, and Nancy Garcia came in to take a poll of where chairs are with admitting ERP students to their introductory classes. After an initial reluctance to admit non-college ready students, the consensus was that if a student was deemed ready for ENGL1301 by the ERP folks, they should be able to enroll in every course, unless the ERP data specifically shows that they were not deemed ready in either History or Government.

- As part of our efforts to become members of an accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), an Accreditation Review committee was formed of which the Dean will be a member. This national organization can be of great help when it comes to our reputation as Dual Credit providers and their yearly conferences provide a host of best practices that we can study and perhaps adopt.
- The Dean attended the Pathways institute with interesting plenaries, workshops, and breakout sessions. Among the most interesting topics were a presentation by the THECB on expectations with regards to co-requisites and other developmental education plans and a variety of ways in which pathways have been implemented by other colleges and universities. The Dean concentrated on sessions having to do with the connections between Adult Education and Academic and Workforce degrees. Much work can be accomplished there to help bridge Adult Education students' skills and prepare them for college work. The last plenary brought pride and happiness to our team, because South Texas College showed up as nr. 1 in achieved upwards socio economic mobility in Texas which got them a huge applause from the audience.

- Upon return a travel committee meeting was held where several "hanging" subjects were covered, such as how to reimburse adjuncts for mileage, that the travel procedures needed to change to reflect that faculty will not be reimbursed for moving and travel cost when they apply and get the job, how mileage reimbursements are calculated when employees travel beyond Austin, etc.
- The Projects 100,000 is an opportunity offered to us by the Consulado the Mexico. They will pay up to $3,000 per student if we can offer 96 hours of ESL instruction, room and board, and transportation for 4 weeks. After a long discussion on what to do when there would be special needs accommodation

needed, we decided that it would perhaps be better to look at implementing an ESL institute such as at UTRGV and concentrate on setting that up.

- Two co-requisite meetings were held with participating History and English professors, who have been co-requed with Developmental INRW teachers. The meetings served as an orientation on how such collaborations should work. Overall, the questions were positive and it was clear that folks are looking forward to this new endeavor. Those who had participated in a pilot this Spring were able to give some helpful hints and pointers.
- The PAS covered three policies on Sexual and other Harassment, the graduation ceremony woes for December, the budget allocations, a presentation on new and deleted SACS rules, and the new calendar.
- The annual viva Vivaldi recital took place in a packed Cooper Center. Our own faculty and First violinist Lindsey Gamble treated us to a flawless performance. Jaime Garcia tickled through an impressive guitar concerto as first guitarist. They do deserve a building of their own!

- Not only was Texas 1 in mobility rate in Texas, we even scored an 8th place in the US
- An oversight committee meeting was held for the Mid Valley Child Development Center and a number of items were discussed such as the upcoming Center graduation and the financial status of the Center. Enrollment is good, but that also means that we have to keep a close eye on funding our new group of parents coming in August. The new funds will not come in until October. Several solutions were debated and found.

- The curriculum committee discussed pathways and it became clear that not everyone is on the same level of understanding on the matter. Very good questions came up such as "why is this better than the degree plans we have" and "what happens when a student wants to change meta majors". More time should be spent on explaining department by department what it all means.
- The Board Meeting was held on Tuesday night and discussed mostly Bond building matters, change orders, things going well and things not going well. A group of students from Dr. Ogundele's Government class attended and struggled with an assignment to observe and answer questions on what all happened. It was great to see the new generation there and help them understand the processes and procedures they were watching.

- A ribbon cutting was held in Mid Valley, which brought back sweet memories for all who had started their career there, such as myself. It was an excellent ceremony including good addresses by members of the Board, City officials, and even a successful graduate, and the Mid Valley Child Development babies all showed up in there Angeles® "Fat Tire" Bye-Bye® Buggy - 6 Seater to cheer us all on (see picture).
- The faculty retirement ceremony was a success as well. Their respective deans addressed retirees and more sweet memories were brought up. Members of the guitar ensemble of the STC music department provided excellent background music and the retirees received medals.
- The work force commission organized a forum at the McAllen chamber of Commerce and representatives of universities, community colleges, and officials from Austin complimented each other on the good work and collaboration we are all engaged in. I regretted that there were not more employers on the forum who could inform us on what marketable skills were most needed.

DEPARTMENT OF CRIMINAL JUSTICE AND SOCIAL SCIENCE:

- Assistant Professor Wendy Branwell attended, and spoke at, the "Cesar Chavez March for Justice" 5 April in the courtyard, Pecan campus. Photos can be found on the STC Facebook page.
- Dr. Sylvia Flores chaired a Faculty Senate committee re-warm food options for hungry students.
- Sociology students attended the "Cesar Chavez March for Justice" on April 5th March.
- The CJ/SS department met on Friday, April 20, 2018 to address college-wide and department-specific topics.
- Assistant Chair Dr. Rolando Longoria led the Friday, April 20 department meeting in place of Chair James Blair while he was out of town.

- Assistant Professor Wendy Branwell attended the 87t Annual Conference of American Physical Anthropologists, 11 April-14 April 2018, in Austin, Texas. Ms. Branwell met with attendees from around the world, learning detailed data on subjects such as the evolution of human saliva, Navajo genetics, and the evolution of Asian skin color. She also visited the Leaky Foundation table, which offered attendees to be "photographed" in the midst of renowned anthropological sites such as France's 18,000 year-old Lascaux cave paintings.
- The Sociology Club visited Restlawn segregated cemetery in Edinburg and met with Mrs. Straud, the oldest member of the Faith and Fellowship church. Mrs. Straud taught students the segregated history of RGV. (Please see the attached photos.) In addition, the club presented three documentaries and assisted in organizing the Cesar Chavez March.

- The Club also fundraised to donate 10 smoke alarms to the non-profit organization, "Strides for Fanny." This organization provides smoke alarms for houses in Colonias
- STC's Social Work club reached 985 people on Facebook.

- Mid-Valley Sociology Club advisors Kenny Chamberlain and Holly Pottle are busy preparing for the Mid-Valley Family Day scheduled for May 5, 2018.
- Assistant Professor Wendy Branwell attended part one of online teaching certification 25 April, 2018.
- Department Chair and Assistant Professor James Blair attended Sharyland ISD Career and Technology Education Spring Advisory Committee meeting 25 April, 2018. Mission PD, U.S. Customs and DEA officials joined Chair Blair to address CTE teacher and student questions about program improvements and how local officials and STC can assist in improvement initiatives.
- Mid-Valley Sociology Club advisors Kenny Chamberlain and Holly Pottle are busy preparing for the Mid-Valley Family Day scheduled for May 5, 2018.

DEPARTMENT OF CHILD DEVELOPMENT

- During the month of March, the children and teachers celebrated Dr. Seuss week with reading activities and dressing up in different Dr. Seuss characters. We had parents and students come in and read to the children. Also in March, the social work club came in and surprised the children with Easter baskets. The club also participated in the egg hunt with the children. The unit of study for the month was farm animals. Children learned all about caring for animal, what they eat and what products or foods come from the farm animals.

DEPARTMENT OF EDUCATION/COLLEGE SUCCESS DEPARTMENT

- Dr. Sandra Ledesma and her students participated in the annual Cesar Chavez march to represent teachers and better pay.

- The Education Department participated at the Mid-Valley's 6th Annual Pursuing Higher Education Fair. Faculty were able to answer questions related to the courses required to earn an AAT. In addition, students were provided with general information about the Education program. From left to right Mr. Terrance Miller and Dr. Lilly Moreno.

- Dr. Lydia Bean and a group of students volunteered at Palm Valley Animal Shelter in Edinburg. Students from the Dual Enrollment Club had the opportunity to help in the shelter walking, feeding, and tending dogs
- Dr. Sandra Ledesma participated as a key note speaker in the Dual Enrollment Academy Programs Cord Ceremony held at the Mid Valley Campus.

HUMANITIES

DR. CHRISTOPHER NELSON, ASSISTANT DEAN

- Work on the Program Clusters was discussed at the College Wide Curriculum Committee, and should be finalized by next week
- The final event in this semester's "Talking Culture" series, presented by Dr. Stephen Morrison, was well attended and sparked some lively conversation
- The World Languages Department held their annual Tierre Firme event, featuring dancing, student poetry readings, and the release of this year's issue of TF
- The first Professor Emeritus conferral was made: Mr. Nick Braune, Professor Emeritus of Philosophy

FINE & PERFORMING ARTS

MR. WILLIAM BUHIDAR, ASSISTANT DEAN

- After planning meeting in Oct. 2017, invitations to participate in the Emerging Artist High School Outreach event sent to thirty five local High School Art faculty including ISD Lead Art instructors in Jan. 2018.
- Six HS faculty responded, recommending fifteen students from McAllen, Mission, Sharyland, and La Joya ISDs.
- From 11am - 1pm, attending High School students and faculty were provided tours and workshop activities.

- Workshop #1: Creative Wellness: Channeling your Creativity for better 'Soft Skills' provided by Rachael Brown
- Tour of STC Art Department Studio facilities provided by Kyle Chaput and Eduardo Garcia
- Workshop Activity #2: Creative Careers: including career possibilities, medical and information technology strong careers that require creativity, and arts that are more traditional career paths, provided by Rachael Brown.

- Office of Campus Connections, Frank Perez, who also brought application information for students, provided tour of campus.
- Outcomes: Comments from evaluation surveys:
- "How Art and the brain interact"
- "Learning how to deal with stress in a different artist way"
- " I learned there is a lot more to art than a career as art teacher"
- "More information on tuition, requirements, scheduling, how long are programs. More promotion of this workshop!"
- High School student work was included in a slide presentation, which will run in lobby of Bldg. B until the end of Spring 2018.
- South Texas College Theatre ends the spring semester with Bernard Pomerance's The Elephant Man.
- The production ran from April 26-28 at 8 p.m., and included a matinee at 2 p.m. on April 29. Performances will take place at STC's Copper Center for Communication Arts Black Box Studio Theatre located at 3201 W. Pecan Blvd. in McAllen.

NURSING AND ALLIED HEALTH
DR. JAYSON VALERIO, DEAN

DIVISION DEAN'S REPORT:

- The Dean attended the EMT Faculty & Staff meeting to oversee preparations for the CoAEMSP Site Visit – April 2
- He reviewed Occupational Therapy Department's Annual Accreditation Council for Occupational Therapy Education (ACOTE) Report
- Held a Program Chair's Meeting to discuss the Spring 2018 Adjunct Faculty Job Fair; NAH recruitment activities and addressed the suggestions and concerns of the student for the week – April 3
- Participated in the Ribbon Cutting Ceremony for the Starr Campus – April 5
- Attended the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) On-Site visit for the Emergency Medical Technology program – April 5 & 6
- Attended the President's Administrative Staff Meeting – April 6
- The Dean attended the 13th Annual South Texas College Summit on College and Career Readiness in Region ONE - April 9

- The Dean attended the Project Heal meeting to discuss the Year 2 Plan - April 10
- The Dean a held a Program Chair meeting to discuss the preparations for the upcoming Ribbon Cutting Ceremony for the NAH West Campus - April 11
- UTRGV CLE Staff toured the new Nursing and Allied Health West building, led by the Dean - April 13
- Held a meeting with the ADN Leadership Team and discussed the opportunity to apply for the Nursing Shortage Reduction Grant Under 70 - April 12
- He reviewed and submitted the Occupational Therapy Department's Annual Accreditation Council for Occupational Therapy Education (ACOTE) Report
- Held a Program Chair's Meeting to discuss the Spring 2018 Adjunct Faculty Job Fair and NAH Recruitment Activities
- The Dean attended a meeting on the New Program Development Workshop Programs sponsored by the STC Curriculum and Student Learning Department - April 13

- Dean Valerio presented the Final Report on the Innovative Professional Dual Credit Pilot Nursing Program to the Texas Board of Nursing Directors and Board of Nursing Educational Consultants and Staff in Austin, Texas. This Innovative Professional Dual Credit Pilot Nursing Program started in Fall 2015 and commenced in Spring 2016. This pilot program is in collaboration with the PSJA ISD, DHR, and Region ONE and Dr. Jayson T. Valerio served as the Program Coordinator for the pilot initiative. The Texas BON Directors approved and accepted the final report with all recommendations included in the final report - April 19

- The Dean of Nursing attended and gave honor to all STC faculty retirees this academic year 2018-2018. The College has been doing this retirement ceremony for the past three years now. It is the first time that the NAH Division has a faculty retiree in the person of Ms. Maria Elena "Meg" Galvan, OTA Faculty and Clinical Fieldwork Coordinator for over 21 years. Dean Valerio thanked and honored Ms. Galvan for her 21 years of service to the OTA program and the College - April 28

- The Dean of Nursing attended the Spring 2018 STC Adjunct Job Fair from 9:00 to 1:00 pm at the Cooper Center - April 28
- The Dean spoke at the Texas Workforce Commission event held at the McAllen Chamber of Commerce to highlight the Rio Grande Valley's nursing shortage. The event was billed as a Regional Stakeholders Meeting - April 29

- Facilitated the NAH Staff & Faculty Secretaries Meeting, April 30th
- Reviewed four JET Grant applications for the following ISDs: Weslaco, Valley View, PSJA, Hidalgo, Edinburg

PROJECT MANAGER REPORT

- Project They were educated about pregnancy and women's health and how Physical Therapy can support and maintain a healthy lifestyle during and after pregnancy during their Obstetrics Lab - May 1
- PTAs assist the physical therapist to provide treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients. These students in training use the simulation lab to properly enhance these necessary skills

- They held a "Don't Be a Slouch" activity at the Healthcare Program Awareness Campaign at the Pecan building to promote their program and educated the public on how to prevent poor posture by providing free postural screenings and teaching participants eight exercises to prevent bad posture - April 17

EMERGENCY MEDICAL TECHNOLOGY PROGRAM

- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) held a site visit to the campus as well as clinical sites. The two-day visit included meeting with current students, Program Director, Medical Director, and other administration. Interviews were conducted with students, faculty, recent graduates, employers, Advisory Board members, and Preceptors – April 5 & 6

PHARMACY DEPARTMENT

- The Program Chair led a PHRA Advisory Committee Meeting, April 19th
- The PHRA program practices their skills in the Simulation Lab, utilizing the many tools available for them to learn how to accurately dispense, measure, and prescribe medicine. As they train to be Pharmacy technicians in order to assist licensed pharmacists, they learn how to prepare prescription medications, provide customer service, and perform administrative duties within this simulated pharmacy setting

- The students participated in a photoshoot and filming for all their future promotional items

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

- The South Texas Occupational Therapy Assistant (OTA) Program started to utilize the Simulation Transition Apartment at out NAH West Building to practice in preparation for their extensive one-hour final lab practicals at the end of this spring semester. The Simulation Transition Apartment provides the students with a home-like setting to develop clinical reasoning skills that they will later use in practice. Students implement intervention approaches they have learned throughout the semester while role-playing both patient and therapist allowing for a true empathetic experience. Instructor Celina Casas, OTD, OTR finds that making scenarios as realistic as possible for the OTA students enable them to enter the therapy field better prepared and more confident in their skills
- A Retirement Gathering was hosted by the OTA Program in honor of Maria Elena Galvan for her 21 years of service - May 4

MATH, SCIENCE, AND BACHELOR PROGRAMS

DR. ALI ESMAEILI, DEAN

DIVISION DEAN'S REPORT:

- Dean, Assistant Dean for Bachelor Programs, TMGT program chair, TAB Grant Director, and Director of Grant Office met to discuss the SACSCOC Lumina Grant and coordination.
- Dean, Assistant Dean for Bachelor Programs, MHSM faculty, TAB Grant Director, and Director of Grant Office met to discuss the application for a new TAB Grant from the Texas Higher Education Coordinating Board to convert the MHSM program into Competency-based..
- Attended Chair Academy's 2018 International Exemplary Leadership Award in Denver, CO
- Attended final Consortium meeting of the Texas Regional STEM Accelerator at the Mid Valley Campus
- Attended Texas Pathways in Houston, TX
- Attended SACSCOC in Atlanta.
- Dean, Assistant Dean for Bachelor Programs, and CITP program chair and faculty attended and presented at the Fast-Track to Success Competency-Based Conference in Austin, TX
- Dean, Assistant Dean for Bachelor Programs met with the Assoc. Dean of SFS, Director of Stu Records and Registrar, and the CITP program chair regarding the Competency Based Education grading language
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, Faculty Senate President, and TMGT program chair attended the 3rd Annual Faculty Retirement Ceremony
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, MS Program Chairs, TMGT and CITP program chairs and faculty attended the Spring 2018 Adjunct Faculty Job Fair

- Dean, Assistant Dean for Bachelor Programs, attended the Texas Workforce Commission Regional Stakeholder Meeting held at the McAllen Chamber of Commerce
- Dean met with Head of Security and MS Assistant Dean to discuss appropriate disposal of documents containing sensitive materials. Process and procedures to ensure documents were properly disposed were discussed; April 23rd.
- Dean, Math & Science Assistant Dean/Physical Science Program Chair attended Mid-Valley Health Science Building Ribbon cutting ceremony; April 26th.

BACHELOR PROGRAMS

ASSISTANT DEAN, DR. EMMA MILLER

- Assistant Dean attended the meeting with the Dean of Business, Public Safety, and Technology, Assistant Dean of Business, Public Safety, and Technology, CITP faculty, and program chair and faculty of Business Administration to discuss the conversion of the Accounting certificate into Competency-based, April 3rd
- Assistant Dean, CBE reviewer, Math faculty, Director and Instructional Designers from Distance Learning met to review and discuss the new QM CBE Template, April 4th
- Assistant Dean participated in the CBExchange 2018 Planning Committee meeting, April 4th

- Assistant Dean, CBE reviewer, Math faculty, Director and Instructional Designers from Distance Learning, and TMGT identified faculty part of the SOCSCOC Lumina grant to review and discuss Competency-based education and the new QM CBE Template, April 5th
- Assistant Dean participated in the FOCUS Graduation Luncheon, April 6th
- Assistant Dean, TMGT Program Chair, and BASOL faculty attended the Emotional Intelligence
- Certification program, April 16-17th
- Assistant Dean, BASOL faculty, TMGT program chair, met with PR to discuss the new program brochures and banners, April 25th
- Assistant Dean, Director for University Relations, Director of Stu Records and Registrar, Assoc. Dean of SFS, and Dean of Institutional Research & Effectiveness to discuss accreditation, articulation agreements, and tuition for out of district students, April 25th
- Assistant Dean, Dean of Institutional Research & Effectiveness, VP Information Services & Planning, Director of Institutional Research & Effectiveness met to discuss the creation of dashboard metrics for the Bachelor Programs, April 25th
- Assistant Dean attended the Prior Learning Assessment Taskforce, April 26th
- Assistant Dean and TMGT Program Chair attended the Learning Objectives and Assessment Committee meeting, April 27th
- Assistant Dean participated in the Grade Appeal Committee Meeting, April 27th

ORGANIZATIONAL LEADERSHIP PROGRAM

- Program Faculty had a booth at the La Plaza Mall in McAllen as part of their marketing efforts to promote the STC Bachelor programs, April 7th
- Faculty met with prospective students at Texas Southmost College,April 27th
- Faculty presented to the STC Occupational Therapy prospective graduates, April 28th
- Faculty participated in promoting their program at the McAllen La Plaza Mall booth, March 24th

COMPUTER INFORMATION TECHNOLOGY PROGRAM

- Faculty continue to promote the program.
- CITP faculty visited Austin Community College (ACC) Highland Campus to promote and advise prospective students on the Bachelors of Applied Technology – Computer and Information Technologies (BAT-CITP) on April 17-18, 2018. Many students visited the two information sessions were interested in enrolling in the program to benefit from competency-based education.

- CITP faculty presented on April 20, 2018 during the 2018 Fast Track to Success Conference in Austin, TX to share information about the competency-based education (CBE) version of the Bachelors of Applied Technology in Computer and Information Technologies. During the presentation, the faculty members gave live CBE course demonstrations, and those in attendance had numerous questions. It was an excellent turn out.
- Computer Science and BAT in CITP Faculty attended workshop 84655: Digital Media & Google Suite Applications on Friday, April 27, 2018 from 8:30 a.m. – 11:30 a.m. at the Pecan Campus Building J, Room 1.404. Topics covered were the use of www.gzaas.com, www.menti.com, www.smore.com, and www.google.com (specific apps used in training within Google were: Keep, Forms, Drive, Docs, Slides & Sites among others). Overall, it was an interesting and fun training.

BIOLOGY

- The Earth day celebration at the Pecan campus was supported by the Biology Club. Educational awareness was provided via posters on different ways we can help preserve the earth and environment. Director of the Operations from National Butterfly Center was the Earth Day Speaker.

- Biology students volunteered from Mid Valley at the Valley Nature Center for Earth day. April 22, 2018.
- Work Study Appreciation was held in the Biology department with assistance of donations from Faculty and Staff. We were able to provide cupcakes one day, donuts another day and a Pizza Party with gift cards and certificates on Friday. The Biology department really appreciate our work studies and all they do to help our department stay so efficient.
- Biotech workshop continues with the Step 2 Grant on Friday April 13th
- Biology Department held a Quality Matters Workshop April 27
- Ross University-School of Medicine was invited to speak to all interested parties regarding the program and application process to apply to the university. We had a very strong attendance for this presentation.
- The Biology Department faculty member was a speaker at the Health & Wellness Summit held at the McAllen Convention Center on April 11th. The topic was Continuing Medical Education Conference. The targeted audience was PCPs, Internal and Family Medicine Physicians, Advanced RNP and PAs. However, some of our faculty attended this event and invited their students, and many attended. Dr. Tamayo's lecture was on Lifestyle Therapeutics and Cardiovascular Diseases.
- The Biology Department participated the Mid Valley Campus 6th Annual Pursuing Higher Education Fair on April 10th.

- Starr Biology Faculty began their move to the new building on April 13th., Pecan Campus moved into STEM Building, April 27th.
- Participated in Culinary Arts taste testing events to support our culinary program here at STC.
- Biology Chair met with Mid Valley Campus instructor and site coordinator in regards to Biology Department Future botanical garden project.
- Rio Farms, Inc. Grape Growing & Wine Festival 2018 on April 7th - An educational agricultural convention that included speakers discussing the challenges to local winemakers. We learned about Pierce's disease, Pierce disease resistant table grapes and the pests/vector, and the genetic research being done to look for solutions to the challenges.

- Spring Feast Fundraiser for Valley Nature Center, April 14th
- Young Scientist meeting with lecture on Bioinformatics in Agricultural Farming in the RGV, April 19th
- Meeting with Rare Fruits in RGV Society, Dr Ben Villalon presenting about pepper breeding program & nutrition, April 21st
- Valley Nature Center board meeting, April 24th
- Mid Valley Campus ribbon cutting ceremony, April 26th
- Dine in the Woods fundraiser for Frontera Audubon Society, May 3rd
- Campout at Estero Llano Grande State Park, May 4th
- Our chair, and assist chairs met to hold Dual Credit interviews for the Biology on Friday, April 13th with Biology Chair Department.

- Assistant Chair and other Biology Faculty worked with the ACC committee to create new CLOs and assessments for PLOs, COs, and CLOs
- Attended the DC meeting April 6, 2018 and presented on EOSS PRIDE new CLOs, and Section Outlines with Dr. Maria Cervantes, Dr. Suleyman Tufa and Ms. Nadia Carreon from 4:30 PM – 6:30 PM in J1.206

- The Biology club at Starr County Campus held a fund raising event in Rio Grande City. The event consisted in selling brisket burgers. The funds raised will be used for club activities.
- Spring Adjunct job Fair 9:00 AM – 1:00 PM Saturday 4/28/18 at the Cooper Center
- Senator Ted Cruz re-election campaign April 3rd, 9-10am at National Border Patrol Council building off Trenton Road in Edinburg Community Engagement/State election research

- STC Summit on College and Career Readiness at Region One in Edinburg on April 9th, 7:45am-4pm. Annual event to address key issues in education
- Learning Outcomes Assessment Committee, April 6, D106, 10-11am
- UTRGV President's Circle Reception, Date/Place of Event: April 19, Quinta Mazatlan, 5:30-7:30pm Description of event: Philanthropy

- Faculty Senate met on April 24th meeting on Pecan Campus which is video-conferenced to satellite campuses, College Service: STC Faculty Senate (FS) monthly meeting, April 24th, F102, 4-5:30pm

- STC 3rd Annual Retirement Ceremony, Rainbow Room, 4:30-6pm STC Faculty Retirement Ceremony, April 26th, Rainbow Room
- The Biology club at Starr County Campus was part of a group of volunteers helping the Earth day celebration at the Valley Nature Center in Weslaco, Tx. The event was open to the general public. The purpose of this event is to create awareness of the issues affecting our environment, specifically here in the Rio Grande Valley, and to create a culture of respect towards all living things, especially among young children. Students are a big part of these events by showing a lot of enthusiasm and service.

COMPUTER SCIENCE

- Computer Science instructor attended the Faculty Senate Student Food Needs Committee Meeting at the Pecan Campus, T1.102 on Thursday, April 5, 2018 from 4:15 p.m. – 5:15 p.m. The committee discussed on possible initiatives to help our student population who are in need of meals. Committee will meet again on April 13, 2018 to further discuss the planning of such initiatives. Possible initiatives discussed were as follows:
- Provide meal vouchers in the form of gift /credit cards from outside donations.
- Invite student clubs to participate.
- Invite food services to provide meals from their leftover food.
- Maintain a food shelf with non-perishable food items.

- On April 10, 2018, Lab Assistant II from Starr Campus attended the Library event from 11:00 a.m. – 1:00 p.m. A table was setup to provide information about the three degrees offered: Computer Science, Computer Information Systems and BAT in Computer & Information Technologies.
- Computer Science instructor attended the Faculty Senate Student Food Needs Committee meeting at the Pecan Campus, T1.102 on Friday, April 13, 2018 from 9:00 a.m. – 9:45 p.m. The committee met with Counseling and Cafeteria administrators on possible initiatives to help our student population who are in need of meals. The committee and representatives agreed on several options but on one in particular where a food storage section would be available where students who already qualify to receive food from the food pantry may also get meals for the week such as bottled drinks, microwavable macaroni, fruit cups, tuna and cracker packets, microwavable soups, etc. The idea is to set up a food section like this for all campuses for students who qualify can get this type of meal as needed. The committee will continue to look into this initiative to make it a reality.

- Computer Science instructors attended a one day "Emotional Intelligence Learning System (EILS) Institute for Professional Success Coaching With Emotional Intelligence" workshop on April 18, 2018 from 9:00 a.m. – 4:30 p.m. at the Double Tree Suites, McAllen, Texas. The single-day workshop focused on introducing a research-derived model for improving individual performance, productivity, and achievement through coaching. The underlining Emotional Learning System (ELS) introduced in the workshop provided the structure and process for cognitive, behavioral, experiential pathways to positive and successful change.
- On April 20, 2018, Computer Science instructor attended the Jaguar Information Technology (JIT) Club meeting, from 7:00pm – 9:00pm, where they were competing in an event, which lasts 24 hours. Students were completing challenges against other schools to find vulnerabilities in various programs. The event concluded for the day and would continue the following day.

- On April 20, 2018, two Computer Science faculty attended the 3rd Annual Student by Student Technology and Leadership Conference held at the McAllen Convention Center from 8:30AM – 2:45PM. This conference was a unique experience where presentations on technology education were presented by students for their fellow students. This empowers student presenters to be leaders of their own future in the areas of technology and innovation, as well as provide a platform for students to showcase technology best practices.

DEVELOPMENTAL MATH

- Program Chair attended the Texas Pathways Institute #4 on April 16 – 18, 2018 held at Royal Sonesta Houston Galleria in Houston, TX.

- Faculty and Staff relocated from Bldg. J to a new facility – Bldg. Y, 2nd Floor.
- Program Chair and Student Success Specialists attended the Supporting Continuous Improvement around TSI Policy Implementation Working Group College Convening, Spring 2018 being held at the American Institutes for Research in Austin, TX.; April 27th
- Program Chair and Assistant Chair participated in South Texas College's Annual Adjunct Fair held on April 28th

MATHEMATICS

- The Department of Mathematics will be submitting one class, MATH 1351 – Mathematics for Teachers II, for internal review as part of the Quality Matters protocol to have this class QM certified. Currently, this class and two (2) others are all that are needed to have the full Mathematics degree plan, not only fully available online, but entirely Quality Matters certified.
- Assistant Chair participated in South Texas College's Annual Adjunct Fair held on April 28th. Over 13 candidates were evaluated for possible adjunct positions.
- Student Success Specialist represented Academic Mathematics at the RAND TSI Update conference this past Friday in Austin, TX
- Final Department Meeting of the semester is to be held this Friday, May 4th and all students graduating with an Associate of Science in Mathematics will be invited to be recognized and celebrated at the meeting. Faculty will provide a potluck lunch and a cake to celebrate.

MATH & SCIENCE ASSISTANT DEAN/PHYSICAL SCIENCES

- MS MS Assistant Dean/Physical Science Program Chair, Biology Program Chair, Physical Science Lab Coordinator, Physical Science Lab Specialist II and Computer Science Lab Assistant II from Starr Campus attended the opening ceremony of the new buildings on April 5, 2018. Dr. Reed and other board members gave speech on how grateful they were to attend the ceremony and the history of when South Texas College started.
- Two Engineering faculty and STC GEAR-UP students participated in HESTEC GREENPOWERUSA South Texas Electric Car Competition held on April 6 and 7 at Brownsville/SPI Int'l Airport. T he students have worked throughout the semester to design and build a car for this competition. Engineering Faculty guided and coached the HESTEC Electric Car STC team. Traveled and participated all day on Friday and Saturday at the Inaugural competition at the Brownsville Texas Airport. The team placed 5th out of 6.

- MS Assistant Dean/Physical Science Program Chair and Assistant Chair attended the Core Objective Rubrics meeting held by the Curriculum Office on Friday, April 6th.
- MS Assistant Dean and Biology Program Chair met with Administrator for Curriculum to discuss proposed THECB proposed Biology Field of Study. The public comments were reviewed and the Administrator informed us the FOS Advisory committee was in the process of scheduling a vote; April 5th.
- MS Assistant Dean/Physical Science Program Chair and Biology Program Chair attended meeting with Planning and Construction to finalize faculty office moves for Starr, STEM, and SAB; April 3rd.
- MS Assistant Dean/Physical Science Program Chair, Biology Program Chair, Computer Science Program Chair Math Program Chair, and Developmental Program Chair attended the Council of Chairs meeting to discuss the Complaint investigation process and upcoming adjunct fair; April 3rd.
- Math & Science Assistant Dean and Chemistry Lab Specialist II, and Physical Science Lab Specialist II participated the Mid Valley Campus 6th Annual Pursuing Higher Education Fair on April 10th.
- MS Assistant Dean/Physical Science Program Chair attended the Mobilization meeting held Monday, April 16th.
- MS Assistant Dean/Physical Science Program Chair met with Biology and Math Program Chairs to discuss the materials needed for NACEP accreditation; April 17th.
- MS Assistant Dean/Physical Science Program Chair and Pre-Pharmacy Club Advisor met with Director of Admissions for Irma Rangel College of Pharmacy to discuss the possibility of developing a Pharmacy Cooperative Agreement between the two institutions. The Director expressed interested in the development of Dual Enrollment Pharmacy Academy. A preliminary agreement is in the process of being written; April 18th.
- Assistant Chairs and Engineering Coordinator visited Dual Enrollment Courses to evaluate instructors, equipment, and mentor Dual Credit faculty.

- Program Chair/Math & Science Assistant Dean and Physics Assistant chair attended COAT meeting on April 6 in room D106. During the meeting the following items were discussed: Rubrics Scoring / Dr. Cleary feedback, Core Objective Template, Jag pride updates, CCESSE integration. April 6.
- The Chemistry Club and chemistry faculty volunteered at the Boys and Girls Club at their STEM fair during the Kite festival in San Carlos, TX on April 7, 2018. They did chemistry demos and hands on activities with the kids. They had magic sand and build catapults and density demonstrations.

- Chemistry committee for Chemistry for Engineers lab manual reviewed lab manuals from other institutions and organized a new lab manual from labs available from our publisher. There were several iterations of organizing the labs and order of the labs. This also included about 6 hours of testing new labs using Microlab which utilizing spectroscopic methods to perform chemistry labs.
- Chemistry Faculty attended Cengage and Macmillan presentation on April 13, 2018 and selected textbook for CHEM1405 and CHEM1407 courses.
- Engineering Coordinator member conducted an observation of Duel Enrollment instructor Thomas Padilla's Introduction to Engineering class on April 13.
- MS Assistant Dean/Physical Science Program Chair and Physical Science Lab Coordinator began meeting with staff to complete staff evaluations forms; April 17-April 19.
- Director of Science Olympiad in collaboration with UTRGV hosted the ACS Chemistry Olympiad on Saturday, April 21st. Students from the RGV participated in completing experiments and completing the ACS Chemistry exam.
- MS Assistant Dean/Program Chair, Assistant Chair, and Lab Coordinator hosted a luncheon for full time staff and direct wage staff in appreciation of all the work they do for the faculty and the department. The luncheon was held on Friday, April 20th.
- Physical Science Faculty participated in Region One Student by Student Technology and Leadership Conference held at the McAllen Convention Center on Friday, April 20th. The purpose of attendance was to promote programs of the Department of Physical Science. Faculty members showed interactive demonstrations of static electricity, magnetism, spectroscopy, angular momentum, and other physics related concepts.

- Physics and Chemistry Faculty Attended the Emotional Intelligence Conference April 23-24, 2018 at South Texas College. April 23-24.
- Physics faculty held the 2018 Rio Grande Valley Hurricane Ready Expo at the South Texas College Mid Valley Campus on Saturday, April 28. There were 8 presentations during the event with more than 35 organizations participating. It is estimated that more than 500 people attended. 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. Tim Smith, KRGV Channel 5 Meteorologist was the Master of Ceremony for the event. Meteorologists Bryan Hale from KGBT and Tania Leal from Telemundo were part of the panelist answering question both in English and Spanish; April 28.
- MS Assistant Dean/Physical Science Program Chair, Assistant Chairs, and Physics Faculty participated in South Texas College's Annual Adjunct Fair held April 28th. Seven (7) candidates were evaluated for possible adjunct positions.
- Physics faculty attended the National Tropical Weather Conference on South Padre Island from Wednesday April 4 through Saturday, April 7. The conference discussed the latest developments in tropical cyclone forecasting, safety, and preparedness. Most of the presentations focused on Hurricanes Harvey, Irma, and Maria. April 7.
- Program Chair/Assistant Dean for Math & Science and one Physics Faculty member attended Division Wide Curriculum meeting on April 24, 2018, 4pm-5pm. Meta Major Pathways were discussed. April 24.
- Chair, Assistant Chairs and a Physics faculty member participated Adjunct Job Fair on Apr 28 at Cooper Center as a representative of Department of Physical Science along with Dr. Nandigam, Dr. Cortez, and Dr. Moreno. During the fair one physics, one engineering, and four chemistry applicants were interviewed. April 28.
- Assistant Chair has participated in a New Program Development workshop Friday, April 27, 2018 from 9:00 am – 11:00 am. This workshop was hosted by the Department of Curriculum & Student Learning and is the first step in the program development process. It covered information regarding the required documentation for the program packet as well as any recent changes to the process. The department of Physical Science is scheduled to develop an Associate of Science in Environmental Science program in the 2018-2019 academic year for Fall 2019 implementation. April 27.

- Assistant chair attended Grade Appeal Committee Meeting on Friday, April 27th at the Pecan Campus, beginning at 11:00am in F-210. During the meeting Student Grade Appeal documentation from Admissions & Records. April 27 was reviewed and a decision was made. April 27.
- Assistant Chair attended a Texas Workforce Commission Regional Stakeholder Meeting at McAllen Chamber of Commerce - 1200 Ash Avenue - McAllen, TX 78501 on Fri 4/27/2018. During the meeting Texas State Workforce Commission representatives discussed priority areas for the Rio Grande valley and appreciated the achievements. Representatives of Rio Grande Valley business and educational entities presented the achievements of the past year and discussed their agenda for the future activities and programs. April 27.

- Program Chair, Chemistry Assistant Chair, and Education faculty (Chemistry Dual Credit Interview Committee) interviewed two Dual Credit faculty for the 2018-2018 academic year. The Physics Assistant Chair/Fall 2018 Physical Science Program Chair observed their interviews worked with current Program Chair to complete and submit committee recommendation, the credential review and intent to hire forms.
- The Dual Enrollment Academies Robotics Club has been meeting regularly. The club advisor has also been meeting regularly with Mr. Juan Cavazos, President, to come up with new strategies to do fund raising. Registration for the robotics competition FIRST starts in May. There are approximately 15 members, including officers. Fund raising continues to be the main activity presently.

- An Engineering Faculty member has completed the Blackboard Certification (Apr 20 & 27), as well as the Online Teacher Certification (Apr 28). April 20, 27, and 28.
- Engineering faculty acted as Committee chair for the Engineering Instructor hiring committee. Engineering Faculty search committee interviewed two engineering instructor candidates via Blackboard. April 27th
- Engineering Faculty spent 2 hours at the Pecan CLE for ENGR2405 tutoring. DEEA Mid-valley students do not have tutors in the subject area at the Weslaco campus, so an appointment was established. April 20th
- Engineering Coordinator drafted a proposal to offer a robotics summer camp in partnership with McAllen Public Utilities. The camp would utilize the Waterbotics curriculum belonging to the Engineering program. April.
- Engineering Coordinator is continuing to work with the UTRGV Mechanical Engineering department to recruit 25 STEM faculty member to participate in a one day workshop on May 15. 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. Only 7 seats remain for the workshop. April.
- Engineering Faculty/Engineering Coordinator 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. April.
- Engineering faculty/Engineering Coordinator reviewed 54 Duel Enrollment Engineering Academy applicants for acceptance into the Fall 2018 cohort. April.
- Chemistry Faculty worked on timeline material and attended meeting to discuss on timelines and syllabi for CHEM1405 and CHEM1407 on April 20, 2018.
- Chemistry faculty and students volunteered with the South Texas Local Section of the American Chemical Society to administer the National Chemistry Olympiad exam to the 10 students who advanced from the local exam in March. The exam consisted of 3 sections. A multiple choice exam, an open ended exam and a lab practical. Students from Mc High, Lamar Academy, McAllen Memorial, La Feria High School and Science Academy participated. The event was held on April 21, 2018.

- Chemistry faculty attended the Inventors and Entrepreneurs Network at the McAllen Chamber of Commerce on April 26th The meeting involved an educational presentation reviewing the use of Amazon for the distribution of merchandise for small businesses. The presentation was very informative with a number of insights into the world of online retail nuts and bolts, and resources available to local entrepreneurs. 04-26-18
- Chemistry faculty moved to new STEM building (V) on April 27, 2018.

UNIVERSITY RELATIONS AND ARTICULATION CENTER

- The University Relations, Transfer and Articulation Center Officer attended the South Texas Health Care Computer Science instructor attended the Faculty Senate Student Food Needs Committee Meeting at the Pecan Campus, T1.102 on Thursday, April 5, 2018 from 4:15 p.m. – 5:15 p.m. The committee discussed on possible initiatives to help our student population who are in need of meals. Committee will meet again on April 13, 2018 to further discuss the planning of such initiatives.
- Possible initiatives discussed were as follows:
- Provide meal vouchers in the form of gift /credit cards from outside donations.
- Invite student clubs to participate.
- Invite food services to provide meals from their leftover food.
- Maintain a food shelf with non-perishable food items.
- Attended the Texas A&M University – Kingsville College of Arts and Sciences Transfer Day, April 23rd
- Conducted a meeting with representatives from admissions, financial aid and accreditation to determine strategies to smooth the transition process for students transferring into the bachelor's programs from other institutions, April 25th
- Attended the Digital Media and Google Suites Applications workshop, April 27th
- Attended the OPOD Advisory Committee meeting, April 27th

STC MID-VALLEY CAMPUS
DANIEL MONTEZ, ADMINISTRATOR

CAMPUS EVENTS

- MVC Administrator's Office
  - Work Study Appreciation Day – Apr 13
  - Ribbon Cutting Ceremony – Apr 26
- Student Activities
  - SGA Workshops – Every Monday at 3pm
  - SLA Workshops
  - Sexual Assault Awareness Day – Apr 2
  - Co-ed Volleyball
  - World Party Day – Apr 3
  - Letters to Florida – Apr 4
  - World Health Fair Day – Apr 5
  - Dodgeball
  - Movie Day – Welcome to the Jungle – Apr 12
  - Earth Day Celebration – Apr 17
  - Work Study Appreciation Day – Apr 19
  - SGA Stress Free Zones/Kit Giveaway – Apr 30
- Page Turners Club Meeting – Every Thursday at 4pm
  - Book Sale Fundraiser – Apr 12 & 13
- Criminal Justice Club Meeting –
  - DPS Presentation – Apr 9
- MVC Spanish Club Meeting – Every Monday and Wednesday at 2:30pm
- Psychology Club Meeting – Apr 23
- Social Work Club Meeting – Every Wednesday at 1pm
  - Bikers Against Child Abuse RGV Chapter (BACA) Guest Speaker – Apr 11
  - Rainbow Room Donation Box
  - Popcorn Fund Raiser – Apr 18

- Campus Ministry Club Meeting – Every Wednesday 10:00am
- Education Club Meeting – Every Wednesday at 1pm
  - Fundraiser – Apr 9
  - Resume Clinic with Guest Speaker – Apr 16
- Faculty Senate – Apr 25
- RGV TASO Football Meeting – Apr 12, 23 & 25
- STAR Network Monthly Meeting – Apr 18
- Access Esperanza Clinic Promo Table – various dates
- United Blood Drive Mobile Unit – Apr 11 & 12
- VIDA/STC Group Meeting – Every Thursday at 11:30am
- Colonial Dames of the 17th Century Membership Meeting – Apr 28
- Fueling Hope Conference for Healthcare hosted by Behavioral Health Solutions – Apr 4
- Vector Marketing Recruitment – Apr 4 & 24
- America's Boating Course/Boating Knowledge & Safety Tips – Apr 14

STC DEPARTMENTAL TRAININGS AND WORKSHOPS

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

- Child Development Center
  - Parent Workshop – Apr 13
- 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 – Apr 12
  - TAMU College of Nursing Transfer Info – Apr 3 & 24
  - UTRGV One-Stop Shop Advising and Transfer Information – Apr 11
- Dual Enrollment Academies
  - Weekly Workshops for students
  - Stress Management & Self-Care Workshop – Apr 6
  - Cord Ceremony for DEA Graduates – Apr 19
  - Texas Parks and Wildlife Department Internship Opportunities Presentation – Apr 27
- Dual2Degree Department
  - Mercedes Fast Track – Apr 4 & 18
  - Donna HS Campus Tour – Apr 6
  - Donna North HS Fast Track – Apr 10
  - La Villa HS Fast Track – Apr 11
  - Veterans MS Campus Tour – Apr 11 & 13
  - IDEA Donna Fast Track – Apr 12
  - Progreso HS Campus Tour – Apr 12
  - Weslaco HS Fast Track – Apr 17
  - Progreso HS Fast Track – Apr 19
  - Weslaco HS Campus Tour – Apr 20
  - Weslaco CTE Early College Fast Track – Apr 27
- Career & Employer Services
  - Open Resume & Interviewing/Employment Workshop – Apr 4
  - Customs and Border Protection Recruitment Event – Apr 10
- Continuing Education

  - Region One Gear UP Collaboration
  - Medical Billing Intermediate Course – Apr 16-19
  - STC/MET Corporation Graduation Ceremony – Apr 26
- Counseling & Advising
  - Counseling and Student Disability Workshop – Apr 4
  - Improving Self Esteem Counseling & Student Disability Workshop – Apr 10
  - Diversity Awareness Workshop – Apr 11
  - Alcohol Awareness Screening – Apr 19
- Office of Student Rights and Responsibilities
  - Conflict Resolution Student Academy Apr 6, 20 & 27
- Library Services National Poetry Month
  - Guest Speaker Jose Antonio Rodriguez – Apr 19
- PASS Program – Summer 2018 Application – Apr 2
- Psychology Department – Sexual Assault Awareness Week/Clothesline Project – Apr 2-5
- TRSDA Grant Faculty Meeting/Lunch – Apr 6
- History Department
  - Pursuing Higher Education Fair – Apr 10
  - Academic Co-op Virtual Guest Lecture – Apr 17
- Math Department Recruitment Table – Apr 10
- Custodial Department Interviews – Apr 11
- Art Department
  - Tools for De-Stressing Creative Wellness Workshop – Apr 13
- Human Resources Department
  - Lunch and Learn Title IX Overview – Apr 18
- Veteran's Expo – Apr 25
- Bus. Administration Department – Institutional Accounting Award Recognition Ceremony – Apr 27
- Physical Science Department
  - Hurricane Expo – Apr 28

STC STARR COUNTY CAMPUS
DR. ARTURO MONTIEL, ADMINISTRATOR

CAMPUS ENGAGEMENT ACTIVITIES:

- Communicating with San Isidro ISD to provide informational table at health care event
- Monitoring Week of the Young Child event outcome from Easter weekend
- Working with Gear-Up volunteers to continue support by providing office and storage space
- Working with Outreach Ambassadors to increase awareness of college programs available
- Ribbon Cutting Ceremony to be held on April 5, 2018 in Courtyard
- Reaching out to parents of graduating class 2018 to register early
- Continue work with Gear Up Program to help current students on campus succeed in a college environment.
- Coordinating with Student Activities to offer more intramural sports on campus
- Requesting basketball court be painted to enhance look on campus near new buildings for public events
- Reaching out to city officials to include city events on calendar for college
- Reaching out to PR for procedures for plasma screen use on campus in an effort to keep students informed of events
- Renegotiating volunteering for faith-based clubs on campus for Fall 2018 service
- Faith-based groups on campus two days this month handing out literature to students/faculty/staff approved Student Activities

- Sponsoring two elementary schools on campus for campus tour and activities on campus
- Familiarizing community with campus club activities and events on campus through general information methods
- Working with DPS to use auditorium and specified parking space for training for Summer 2018
- Outreach to community promote new construction
- Outreach to community promote new programs on campus
- Outreach to community in election for South Texas College Board of Trustees
- Updating bus routes for Fall 2018 to Community
- Sharing growing need of occupational skills in county

CAMPUS EVENTS/ACTIVITIES

- Counseling and Student Disability services "Ways to overcome test anxiety" 04/02
- Student Leadership Academy "Ethics in Leadership" 04/03
- Gear up Students Training 04/04
- University Relations "TAMUK" 04/04
- Starr County Psychology Club Orientation/Rehearsal for Starr County Got Talent 12 04/05
- PASS Program Summer 2018 04/05
- 4V4 Soccer Tournament 04/06
- Valley Scholar Meeting 04/06
- Texas Department of Public Safety 04/09-10
- Office of Student Rights 04/10
- Sexual Assault Awareness 04/10
- Student Leadership Academy "Environmental Leadership" 04/10
- Starr County Library Open House "Celebrating National Library Week" 04/10
- 3 on 3 Basketball Tournament 04/11
- Human Resources Luncheon 4/12
- Student Activities "Jumanji Movie" 04/12
- Technology Programs Presentation 04/16
- Faculty Meeting 04/17-18
- Student Activities Center "Earth Day" 4/18
- Student Government Association "South Texas College Board of Trustees District 1 Meeting Candidate Forum" 4/18
- Computer Science 4/18
- Texas Retired Teacher Association 4/19
- Student Leadership Academy "Emotional & Social Intelligence" 4/19
- Region One Campus Tour 04/23
- Voting Booth 04/23-27
- Faculty Senate 04/24
- High School Programs "DEMSA Card Ceremony" 04/24
- College Connections "Roma High School Senior Fast Track" 04/24-25
- Starr County Campus Psychology Club-Starr County Got Talent 12 04/27
- Week of the Young Child 04/28

ENROLLMENT ACTIVITIES

- Preparing for mail out campaign "register now" fliers for April 19 deadline
- "Register Now" fliers for summer/fall 2018 arrived from PR for processing
- "Register Now" fliers for Fall 2018 arrived from PR for processing

- Technology Program informational fliers being prepared for distribution to current students
- Enrollment Campaign in full swing through Academic Advising, Outreach, and Academic Affairs
- Contact list complete for 2018 graduating high school seniors for recruiting
- Submitting request for post cards to mail out for new Technology Programs recruiting
- Beginning strategy for enrolling Fast Track students next two weeks.
- Working with community to get specific occupations to speak to Technology Programs on campus
- Working on activities to highlight graduation prospective students for Spring 2018
- Board member presenting occupational outlook for Technical Programs on campus
- Ordering post cards highlighting Technical Programs on campus for mail outs
- Focus on promoting collaborative classes through HIS Grant Fall 2018
- Continue with Transfer Track events on campus promoting "register now" idea.
- Mail out flier sent for graduating seniors to register now
- Mail out flier sent for graduating seniors to encourage technical programs
- Promote technical programs at Rotary Club for community news
- Continue work with school district for fast track registration.

PROJECT MANAGERS

ACADEMIC AFFAIRS HIGHLIGHTS

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

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS

- Finalized logistics and hosted the 3rd Annual Retirement Ceremony (invitation, room reservation, awards, food, and cake)
- Created a RCSPE Flyer for the Fall 2018 course offerings
- Created artwork for the Career Pathways Stackable Credentials to be presented at the RCSPE luncheon
- Finalized the Career and Educational Pathway crosswalks for Law Enforcement and Fire Science to be presented at the RCSPE luncheon
- Finalized the OPOD Commitment Booklet
- Assisted with finalizing the Academies Governor's Merit Program brochure
- Assisted with the CTE Session presentation at the College Summit and developed handouts (CTE Dual Credit data and presentation)
- Assist with the ECHS Distinguished Scholars Breakfast (certificate design and logistics)
- Finalized the Honors Program Flyer to showcase the Fall 2018 course offerings
- Continue working on artwork design for the 2018 Night with the Stars Gala Sponsorship Request booklet and web banner
- Continue working on the Technology Programs Certification list
- Continue working on the first NAH Annual Report Booklet
- Continue working on the Faculty Credentials Handbook and Manual
- Continued to assist HR with promotion of the Spring Adjunct Faculty Job Fair

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:
  - Finalized Overview of Developmental Education for EWDC
  - Finalized Dual Credit Program presentation for Texas Pathway Institute #4

- Submitted data request to update enrollment and program information for NAH annual report
- Continue to monitor program Chair evaluation timeline
- Updated enrollment and other data for Distance Learning report
- Continue to work on updating data for NAH Annual report
- Continue to work on updating Dual Credit Status and Success metrics Report for La Joya ISD
- Submitted data request to update Technology program booklet
- Assist Curriculum Specialist with inquiries related to SmartEvals internal process
- Continue communicating with RAS regarding data requests for Higher Education Center – Pharr presentation and Technology program booklet
- Prepared power point slides with Police and Fire Science programs' enrollment and graduate data for RCSPE meeting

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 new and existing office relocations
  - Working on obtaining class schedules for Spring 2018 for all buildings across Hidalgo and Starr County
  - Working with Assistant Dean for Math & Science to identify office space at the Mid-Valley Health Professions building
  - Completed and submitted the Request for M&O Funds documents for the Cybersecurity program
  - Institutional Moves for the following buildings will take place:
    - Starr County Health Professions & Science building, ~~April 13~~- on HOLD: elevator not functioning; will be notified of new move date.
    - Starr County Health Professions & Science building; moves took place on April 18
    - South Academic Building, 2nd floor, April 20
    - STEM Building, April 27
    - NAH East building (portables to existing building), May 18
    - LASS Music department and Political Science department, May 25
  - Continue working with FPC and Purchasing regarding the FREDs/GPUS and computer lab tables needed Cybersecurity Lab in STEM 1.202.
- Continue working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- PR/Marketing
  - Finalized names for Spring 2018 Commencement Program
- Accountability, Risk & Compliance
  - Working with Director to collect count of Maverick Boxes (shred stations) needed for instructional buildings
  - Collected count of Maverick Boxes (shred stations) needed for instructional buildings; pending final approval of vendor.
- HR
  - Continue working with HR on Faculty Load and Compensation (FLAC)
  - Continue working with FY 18-19 Staffing Plan
  - Begin working on updating the FY 18-19 Pay Plan
- 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
  - A-140 office conversion
  - 1.202 STEM lab conversion
  - 1.114 NAB Tier 2 upgrade
  - 2.114 NAB Classroom conversion to Tier 2
  - 2.101 SAB Tier 2 upgrade
  - Building H- 1st Floor Re-design for Culinary Arts
- Grade Appeals
  - Sent out email and documents to committee for upcoming Grade Appeal scheduled for April 27
  - Setup meeting for Grade Appeal Committee, scheduled for April 27

- Curriculum & Scheduling
  - Begin reviewing/editing Faculty Handbook for FY 18-19
- Policies
  - Continue reviewing the Policy Inventory List for Academic Affairs Division
  - Policy #3232: created motion for EWDC

MEETINGS

- Met with VPFAS, VPAA, Director of HR, and Coordinator of Curriculum & Scheduling to discuss FLAC status and action plan, April 2
- Met with Coordinator of Curriculum & Scheduling to work on Gap Analysis for FLAC, April 3
- Met with the Project Director for HSI Grant to discuss upgrading the Tier 2 Active Learning Classrooms in North Academic and South Academic Building and possibly utilizing the M&O Funds to cover the cost of the upgrades, April 3
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, April 3
- Met with Valley Scholars to discuss NWTS web banner, April 3
- Attended Council of Chairs to assist HR with Adjunct Fair presentation, April 3
- Held meeting with FPC, Academic Affairs Assistant Deans, and IS&P to discuss and schedule the Faculty/Staff moves into the new and existing buildings, April 4
- Attended the bi-weekly Regional Center for Public Safety Excellence meeting to the discuss the current status of the building and progression, April 4
- Met with Interim Dean of DC Programs and School District Partnership and Director of Accountability to prepare for CTE Session for College Summit, April 4
- Attended Accessibility Starts With You Workshop, April 6
- Assisted Presidents Office with binding booklets for the College Summit, April 6
- Assisted with the CTE Session presentation at the College Summit, April 9
- Met with ECHS team to discuss the ECHS Distinguished Scholars Breakfast, April 10
- Attended EWDC presentations, April 10
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, April 10
- Attended the Facilities Committee Meeting regarding the Bond Construction, April 10
- Met with Staffing and Compensation Manager to review edits to the upcoming Pay Plan FY 18-19, April 11
- Met with the Project Director for HSI Grant to review the necessary upgrades needed the Tier 1 and Tier 2 Active Learning Classrooms in North Academic and South Academic Buildings, April 11
- Attended meeting with VPFAS, VPAA, Director of HR, and Coordinator of Curriculum & Scheduling to discuss action plan and upcoming conference with Ellucian representative, April 12
- Participated in conference call with Ellucian representative, VPFAS, VPAA, Director of HR, and Coordinator of Curriculum & Scheduling to discuss FLAC questions, April 13
- Participated in the Risk Assessment meeting for the VPAA Office, April 12
- Met with ECHS team to discuss the ECHS Distinguished Scholars Breakfast, April 12
- Met with Coordinator of Curriculum & Scheduling to develop and send out email to Alamo College, Collin College, and Victoria College to inquire about their practices regarding Faculty Load and Compensation (FLAC) process, April 13
- Met with OPOD to provide registration link for the Distinguished Scholars Breakfast, April 13
- Attended the 2013 Bond Mobilization Team Meeting pertaining to the Bond Construction, April 16
- Held meeting with FPC, ISP, Purchasing, and Project Director for HSI Grant to discuss the necessary upgrades of Tier 2 classrooms, along with the conversion of a classroom to a full Tier 2 in the North and South Academic Buildings, April 16
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, April 17
- Met with Human Resources staff to discuss and review the upcoming Staffing Plan FY 18-19, April 17
- Met with Coordinator of Curriculum & Scheduling to review FLAC process used by Alamo, regarding dual credit compensation and overloads, April 17
- Met with Director of Distance Learning to discuss QM Presentation and Training, April 18

- Held meeting with FPC, SAEM, and Academic Affairs to discuss Building H- 1st Floor Renovation for Culinary Arts, April 18
- Attended the bi-weekly Regional Center for Public Safety Excellence meeting to the discuss the current status of the building and progression, April 19
- Met with Director of Distance Learning to review presentation development for upcoming presentation, April 19
- Met with Custodial Staff, PR's event coordinator, and ET staff for a quick run through for the 3rd Annual Faculty Retirement Ceremony, April 19
- Attended ACTA Commissioning Ceremony, April 19
- Walk-through of the Mid-Valley Health Professions campus for furniture layout and any minor modifications that may need to be addressed to FPC and/or to Operations & Maintenance, April 20
- Met with Interim Dean of DCP and Director of D2D to discuss finalizing the Dual Credit Program Brochure, April 20
- Met with OPOD and VPAA to discuss the final logistics for finalizing the Faculty Retirement Ceremony, April 23
- Met with VPFAS, Human Resources, and Curriculum & Scheduling Manager to continue FLAC (Faculty Load & Compensation) discussion, April 23
- Attended the Academic Council monthly meeting, April 23
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, April 24
- Met with Facilities, Operations & Maintenance, and Culinary Arts Department for retrofit walk-through of Building H 1st floor, April 25
- Attended the Mid-Valley Health Professions Ribbon Cutting Ceremony, April 26
- Hosted the 3rd Annual Faculty Retirement Ceremony, April 26
- Attend the Digital Media Workshop, April 27
- Attended the Regional Center for Public Safety Excellence President's Advisory Council Meeting, April 27
- Met with OPOD to review Faculty Spotlight nominations for the 2018 Faculty Spotlight booklet, April 30

GRANTS AND PROJECTS

DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

Grants:

- Active/Open = 20
- Amount (overall): $5,177,208.50
- Met with the Grants Office and Ms. Teniente from Tech campus to plan for upcoming grant submittal to support the Women in Technology initiative.
- Met with Dr. Kevin Peek to discuss his interest in applying for Perkins funding to support the transition of the Accounting courses to Competency Based courses.
- Telephone conference with Grants office to discuss outcomes from meeting and request guidance.
- Follow-up email will be sent to Chair for Account program to assess whether this is a viable program for Perkins funding.
- Attended RAND TSI Continuous Improvement mandatory meeting in Austin, Texas.
- Data was presented regarding the outcomes from participating colleges.
- Sessions attended were as follows:
    - Implementing and Evaluating Case Management and Intrusive Advising;
    - Providing Academic Supports for ABE Level 1-4 Students, Challenges Faces and Lessons Learned.
        - Of particular interest, Co-Requisite models should not be developed for students who place in Levels 1-2, and 18-hour course limit does not apply to all ABE Levels (not for lower levels 1-2).
    - Lunch plenary: Using Holistic Advising in Student Pathways. Dr. Suzanne Morales-Vale (THECB) mentioned that Holistic Advising should not be used for placement purposes.
- Assisted Darci with write-up for FOCUS and ALC for Excelencia Award.

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 three Tier 2 ALC summer upgrades
    - Mid-Valley G121
    - Pecan T1.506
    - Starr E2.104
  - Based on the faculty/student feedback and ALC utilization studies the new plan of action is to upgrade the Tier 1 ALCs to the Tier 2 design. This change in direction will allow every ALC to serve as classroom and as a training room to improve flexibility/efficiency of use. Removing the tiers will simply the dialogue centered on active learning and allow students and faculty at each campus the highest level of collaborative and engaged learning. This would also increase the level of ALCs originally proposed to DOE. Ending Year 4, September 2018, there will be a total of 12 Tier 2 ALCs (original proposal =7), 1 Tier 1 ALCs (original proposal = 7), and 1 Tier 2 Training room (original proposal = 2).
- Collaborated with Curriculum & Instruction, chairs and faculty to schedule the ALCs for summer and fall courses. To streamline the request process an email address was created, ALCRequest@southtexascollege.edu, and shared with all eligible faculty members, chairs and deans.
- 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. Modifications to the network group policies took place to meet the unique needs of these learning spaces. Pecan C111 is the only ALC utilizing the original tablet standard, Surface Pro. If issues persist with this class room replacement of the tablet is a logical solution. The IT team worked on solving connectivity issues and noted and trends and/or concerns at each campus. Pecan C111 is scheduled for reimaging May 4th to alleviate hibernation mode issues and upgrade to Windows 10.
- Completed ALC Observations of all eligible faculty scheduled in an ALC on each campus. Due to unavailable classroom space, two faculty members who have not completed the FOCUS Academy were scheduled in an ALC. This is not a common occurrence. Give the situation eligible faculty are given priority, but it is important to meet the needs of all students and faculty when alternative classrooms are not available.

➢ **FOCUS Academy**

- 56 faculty members successfully completed training. Spring 2018 was the pilot cohort for embedding the FOCUS Academy into the second half the Teaching & Learning Academy. The total number of graduates thus far is 258, 90% of the Year 5 summative goal of 288.
- Completed NOEs for all faculty who successfully completed the training. Faculty were compensated in the April payroll.

Component 2

➢ **Redesign and Expansion of Faculty Advising**

- Continued coordination with Lead Faculty Advisors and Director of Advising and Mentoring Services to collect data, support training and faculty advising.
- 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.
- Continued Faculty Advising trainings with the support of the Lead Faculty Advisors and the Advising Department. 342 faculty members are trained and certified. This is 22% above the Year 5 summative goal of 280. The Lead Faculty Advisors have been instrumental in the success of this program.

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
  - EMSP1371.GZ1
  - Pending CSFH0101.GZ1
  - Courses outside the NAH division
    - PHIL2303.GZ1 – streaming from the Mid-Valley Campus
    - PHIL2306.GZ1 – streaming from the Pecan Campus
    - PHIL2307.GZ1 – streaming from the Mid-Valley Campus
    - Pending courses from Business Administration
  - Continued efforts and collaboration with NAH and Starr County Campus to improve remote delivery course enrollment.

MANAGEMENT/COMPLIANCE

➢ **Department of Education**

- The Annual Progress Report (APR) revised template link is now open, as of April 25th, and is due July 25th.
- Participated in the HSI Grant Webinar Series on April 4, 2018. This webinar presentation focused on Academic and Student Support Programs.
- Participated in the HSI Grant Webinar Series on April 16, 2018. This webinar presentation focused on Success with Collaboration and Leveraging of Resources.

➢ **South Texas College**

- HSI Grant Specialist accepted the position and started April 16, 2018.
- Faculty Advising Coordinator accepted the position and will be starting on May 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 on a full scale.
- Revised carryover budget for new projects.
- Updated and completed March payroll reports.
- Updated and completed March expenditure reports.

HIGHLIGHTS

- FOCUS Academy Graduation – April 6th
- Faculty Advising Certification Ceremony – rescheduled for fall 2018
- APR Due – July 25, 2018

CURRICULUM AND STUDENT LEARNING

DR. MURAD ODEH-INTERIM ADMINISTRATOR

CURRICULUM INTERIM ADMINISTRATOR

- Researched on Faculty Load and Compensation process for Banner.
- Held a Prior Learning Assessment meeting to discuss the procedures and implementations for the taskforce.
- Held a Core Objectives Assessment Taskforce meeting to discuss rubric scoring and review Learning Outcomes Consultant's feedback.
- Attended the President's Administrative Staff meeting.

- Attended the meeting with the Executive Officer of External Affairs to discuss the FLETC MOU.
- Held an Academic Calendar Committee meeting to discuss and review initial draft academic calendar department's feedback.
- Met with Biology Chair and Biology Faculty member to discuss Biology Field of Study.
- Held a Curriculum & Student Learning Department meeting to update and discuss upcoming projects.
- Attended the New Program Development meeting with developers and Curriculum & Scheduling Coordinator.
- Facilitated the Texas Pathways Project Institute #4 in Houston, TX on April 16-18.
- Attended the South Texas College Prospectus meeting.
- Met with Communications Department chair to discuss the communication rubric updates.
- Attended the Academic Council meeting.
- Attended a Faculty Handbook Learning Outcomes meeting to discuss the proposed Institutional Project Pathways Model for the Texas Pathways Project.
- Held a Prior Learning Assessment Taskforce meeting.
- Attended the 3rd Annual Faculty Retirement Ceremony.

MEETINGS ATTENDED AND TRAININGS BY THE CURRICULUM STAFF

- Attended 2018 Ellucian Degree Works Forum Conference in San Diego, CA on April 5-8.
- Hosted Program Development Workshop for the programs scheduled for Fall 2019 implementation.
- Attended the Summit on College and Career Readiness at Region One.
- Met with Human Resources and VPs for Academic Affairs, Finance and Administrative Services to discuss states of Faculty Load and Compensation Banner project.
- Met with program chairs to review block-scheduling requirements.
- Attended Prior Learning Assessment Taskforce meeting.
- Hosted Program Development Workshop for the academic programs scheduled for Fall 2019 implementation.
- course scheduling
- Worked on schedule updates for Summer and Fall 2018

COURSE SCHEDULING

- Worked on changing building codes for Technology Campus.

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

COMPLETED PROJECTS/ACTIVITES:

- Conference Call was held with UT Austin OnRamps Program on Monday, April 2nd with the Academic Affairs Leadership Team. The OnRamps staff provided insight on their program and the Innovative Collaborative with partnering higher education partners across the state.
- Dual Credit Honors Program Discussion meeting was held on April 4th with the opportunity of expanding a pilot program to Academies and Early College Programs effective Fall 2018.
- WeTeach_Collaborative weekly meeting was held with Code/Interactive Associate Director in preparation for April 15th reporting requirements.
- On April 4, 2018, attended the ECHS Data Requests Meeting to determine a timeline for on-going requests submitted by partnering school districts.
- Starfish Academies Weekly meeting was held on April 4th to continue working on the portal for faculty which will be piloted by summer 2018.
- On April 5th and 6th, ECHS Team and Interim Dean attended the 2nd Annual Early College High School Conference: Charting the Course at South Padre Island. The sessions attended focused on current database utilized by partnering districts known as VECTOR, new initiatives for ECHS such as OnRamps and the role of Counselors.
- A presentation focused on CTE was held on Monday, April 9th at the 13th Annual Summit on College and Career Readiness. Interim Dean for Dual Credit Programs and Director for Accountability presented to approximately 50

attendees from partnering school districts, Institutions of Higher Education, and workforce to gather insight on their viewpoint of the current state of the program and determining the potential future direction needed for students.

- Governor's Summer Merit Program recruitment meetings with Administrators from Mission and La Joya ISD were held on April 10th to discuss tactics to fill the twenty slots available for June 2018 camps.
- WeTeach_Collaborative Report #1 was submitted on Friday April 13th which included a letter of commitment from our Computer Science Faculty, twenty confirmed participant registration, and Professional Development Plans for each attendee.
- On April 10, 2018, Nursing Allied Health Dean held a grant meeting with Valley View ISD in regards to the Texas Workforce Commission JET Grant.
- On April 11th, Academic Affairs Dual Credit Programs Retreat was held for the 17 staff members within the Early College High School, High School Programs and Academies Departments. The day was filled with team building activities, presentations on each department and presentations by: Transfer Center, TSI, and Financial Aid.

- Interview Committee conducted interviews for the Secretary of High School Programs on Thursday, April 12th.
- PSJA ISD conducted a facilities walk-through with Chair of the Art Department on April 12th at their Collegiate Academy High School which will open effectively in Fall 2018.
- A Taskforce Committee for the National Alliance of Concurrent Enrollment Partnerships (NACEP) was held on Friday, April 13th. The committee assessed the standards worksheet and determined the evidence that needs to be collected within each Academic Affairs Division.
- A presentation focused on Dual Credit Programs was held on Tuesday, April 17th at the Pathways Project Institute 4 in Houston, Texas. The Leadership Team presented to approximately 50 attendees from various Colleges across the State of Texas who gained insight on our program history, course scheduling, faculty hiring, Early College High Schools, Academies and Admissions process.
- On April 19th, a Dual Credit Program Meeting was held with Vanguard Academy Charter School to discuss the current state and future plans with their three high schools.
- On April 19th, Dual2Degree Director and Interim Dean met with McAllen Achieve High School Administration to discuss their recruitment and admission process for fall 2018.
- Dual Enrollment Academies Program hosted their Annual Cord Ceremony on the evening of Thursday, April 19th for the Mid Valley Campus students and parents in recognition of their accomplishments.
- A Textbook Sub-Committee Taskforce Committee for the Dual Credit Program was held on Friday, April 20th. The committee assessed the current state of the textbooks within the program and made recommendations for the upcoming academic year.
- Dual Credit Endorsement Brochure review was conducted on Friday, April 20th to determine the audience for the marketing material and determined the importance of focus groups with middle school students during summer 2018.
- On April 23rd, a meeting was held with the Starr Memorial Hospital Administration to finalize the logistics for the Internship that will begin in June 2018 for ten Dual Enrollment Medical Science Academy students from Roma ISD.
- On April 24th, Dual Credit Task Force Steering Committee Meeting was held to discuss updates regarding the various subcommittees for 2017-2018 AY.
- Dual Enrollment Academies Program hosted their Annual Cord Ceremony the evening of Tuesday, April 24th for the Starr County Campus students and parents in recognition of their accomplishments.
- A TexPREP Database Portal Review was held on Wednesday, April 25th. The portal is being built to fill the need of reporting necessary application details to the PREP Office at UTSA each summer.
- Dual Credit Student Life Cycle Mapping Meeting was held on Wednesday, April 25th.
- Invitations for Commencement Ceremonies were sent to Partnering Superintendents on Wednesday, April 25th with a deadline to respond by Friday, May 4th.
- On April 26-27, 2018, a TexPREP Director Meeting was held in San Antonio in preparation for Summer 2018. The UTSA PREP Office covered various updates including Memorandum of Understandings, TEA Requirements, Curriculum, Operational Blueprint, FERPA, Academic Records, and data.
- Upcoming in May: Schedule Dual Credit Meetings with Partnering School District Superintendent
- Upcoming in May: Planning of WeTeach_Collaborative and Governor's Summer Merit Program logistics
- Upcoming in May: Academies Staff to review Starfish Portal to provide feedback
- Upcoming in May: Attend the WeTeach_Collaborative Project Directors Meeting in Austin on May 2-3, 2018

- Upcoming in May: Planning of logistics for the Principal Summit and Superintendent Meeting in August 2018

ACADEMIES PROGRAM

- Review of Dual Enrollment Academies Applications for the 2018-2020 cohort was completed and selections were made.
- The Dual Enrollment Academies held its Annual Mid Valley Cord Ceremony on Thursday, April 19, 2018 in recognition of thirty-one prospective graduates. Academy students were presented their certificate of recognition, as well as their corresponding Academy Honor cord.
- Academies staff reviewed TexPREP Year 1 and returning student applications and made selections.
- Academies staff sent notification letters to selected and returning TexPREP students.

- Academies Staff conducted case management sessions with Academy students, as needed, to discuss academic progress. Calls to parents and high school counselors on an as needed basis.
- Staff weekly Skype Meetings with Campus Management Staff regarding the Radius Dual Enrollment Academies Application Online Portal in preparation for the selection of new Academy students.
- Academies Staff assisted students with completion of Marching Orders and pick up of cap and gown in preparation for commencement/graduation ceremony.
- Academies Staff have prepared for upcoming Dual Enrollment Academy Cord Ceremonies for Pecan, Mid Valley, and Starr Campus.
- Academies Staff has begun coordination of parent meetings and new student orientations for the 2018-2020 new cohort of Academy students.
- Academies Staff met with Mission ISD CTE director to discuss the continuation of the SCADE Program on Wednesday, April 4, 2018.

- Academies staff conducted degree audits and completed registration of Academy students for summer 2018.
- Academies staff completed registration for School to Career in Dual Enrollment (SCADE)-Welding Program students for summer 2018.
- Academies staff compiled list of and ordered office supplies for the Mid Valley and Pecan Campuses.
- Distribution of summer 2018 textbook list for Academies courses to participating school districts.
- Academies Staff assisted with Donna 3D Academy with campus tour and pick up of student IDs.
- Academies Staff conducted recruitment presentations for the Dual Enrollment Teaching Academy at Nikki Rowe on Friday, April 13, 2018.
- Staff Coordinated and assisted Mission CISD with pick up of graduation packages at the Pecan Campus on Thursday, April 19, 2018
- Academies staff picked up Teaching Academy applications from McAllen ISD.
- Academies staff hosted workshop on Friday, April 6, 2018 at the Pecan and Mid Valley Campuses. The following presentations were held:
  - Pecan Campus: Information Commons & Open Labs
    - Open Labs staff provided seventy-eight Academy Juniors an information session about the services and resources available to them. Students were provided information about software and printing services available to them. Additionally, they were provide instruction on how to access the printing resources, as well as the request process for additional printing credits.
  - Mid Valley Campus: Registration Workshop & Marching Orders Workshop
    - Forty-seven Academy Juniors were provided information regarding summer registration by Academies Staff. Students were asked to review their schedule via Jagnet and confirm registration. Additionally, students were provided an overview of Degreeworks and how to use this resources as a tool monitor their completion status.

- Twenty-nine Academy Seniors attended a Marching Orders Workshop. Academies staff guided students through the Marching Orders to RSVP for graduation. Assisting them in selecting the correct gown size, tickets for guests, and ensuring that they are aware of all the guidelines that they and their guests must follow.

- Academies staff hosted workshop on Friday, April 13, 2018 at the Pecan and Mid Valley Campuses. The following presentations were held:
  - Pecan Campus: Healthy Lifestyle (DEMSA: Juniors and Seniors), Emotional & Social Intelligence (DEEA, DECSA, DECJA, DEBAA: Juniors & Seniors)

    - Forty-six students attended a workshop hosted by the Kinesiology Department. The presenter, explained how to lead a healthy lifestyle in all aspects, mentally, physically, meal choices, and healthy habits. Students went on stage and competed amongst each other on how many push-ups they could do in one minute.
    - Forty-four students attended a workshop hosted by Student Activities. The presenter explained social-intellectual behaviors. Students went through different life scenarios where they envisioned themselves in tough situations.
  - Mid Valley Campus: Student Leadership Academy & Senior Exit Survey Workshop
    - Forty-seven Academy Juniors attended the Student Leadership Academy. Student Activities staff discussed the various types of leadership styles and assisted students in identifying their own. Through various exercises, students were better able to understand the differences between each, to better their own ability to be leaders in their community.
    - Twenty-eight Academy Seniors attended the Senior Exit Survey Workshop. Academy students completed an exit survey to provide feedback regarding their participation in the Dual Enrollment Academies. This survey provides information that will assist Academies staff in improving the program for future students, as well as yield valuable data.

- Academies staff hosted workshop on Friday, April 20, 2018 at the Pecan, Starr, and Mid Valley Campuses. The following presentations were held:
  - Pecan Campus: Healthy Lifestyle (DEMSA: Juniors and Seniors), Emotional & Social Intelligence (DEEA, DECSA, DECJA, DEBAA: Juniors & Seniors)
    - University of Houston College of Pharmacy representative provided information about the future University of Houston-Medical School to Dual Enrollment Medical Science Academy students. Degree plans and brochures and material for the Pharmacy College were provided to students as well as an overview of admission requirements.
    - DEBAA, DECSA, DECJA, & DEEA students received a career awareness presentation by SKANSA representatives. Future careers in engineering, business management, information technology, and security for their organization were discussed.

  - Valley Campus: Student Leadership Academy-Workshop
    - Forty-four Academy Juniors attended the Student Leadership Academy. Student Activities staff guided students through the graduation application process in preparation for the Student Leadership Academy graduation ceremony to be held at the Pecan Campus on May 2, 2018. SLA requirements consist of workshop attendance and a minimum of 30 volunteer hours.
      - Starr County Campus: UTRGV Clinical Lab Sciences, Biomedical Sciences, and Health Services Technician Programs
        - Twenty DEMSA juniors and seniors attended a workshop hosted by UTRGVs, providing them information about programs available in clinical lab, biomedical, and health services technician sciences. Students were provided an overview of admissions requirements, as well as the various future career opportunities in those fields of study.
      - Academies staff hosted workshop on Friday, April 20, 2018 at the Pecan, Starr, and Mid Valley Campuses. The following presentations were held:
        - Pecan Campus: International Museum of Arts and Sciences and Texas Parks and Wildlife Department
          - Sixty-one students attended a presentation provided by the International Museum of Arts and Science in which the presenter discussed possible STEM opportunities offered at the museum. He

also gave his own educational journey that started him as a Physics major, to planetarium coordinator at UTPA and then to his current position in education as a Science Curriculum Coordinator at IMAS. He mentioned the volunteer and internship opportunities they have throughout the year as well. Texas Parks & Wildlife: Presenter talked about all the different career opportunities that are offered through TPWL and how students cannot only get involved but work for them as well. He showed students where they could go to get more information on jobs and volunteer opportunities

- Valley Campus: Texas Parks and Wildlife Department & Student Activities Student Leadership Academy
  - Forty-four Academy Juniors attended a workshop hosted by the Texas Department Parks and Wildlife Department. Students learned about the various careers available, as well as internship and volunteer opportunities.
  - Thirty Academy seniors participated in the Mid Valley Student Leadership Academy recognition ceremony due to their completion in the leadership academy provided the by Student Activities Department

High School Projects:

- Staff collected TexPREP applications from participating school districts.
- Staff sent notifications to new and returning TexPREP students from Weslaco, PJSA, Roma, and Hidalgo ISD.
- Staff created rosters of new and returning TexPREP students for Weslaco, PSJA, Roma, and Hidalgo ISDs to and provided them to the Business Office and participating school districts.
- Hiring of TexPREP Instructors and Program Assistants in preparation for summer 2018.
- Staff conducted phone calls to all TexPREP new students and returning students to confirm participation in the summer program.
- Academies Staff met with UTRGV representative to coordinate TexPREP summer field trips for students on Monday, April 23, 2018.
- Academies Staff attended the University of Texas at San Antonio Site Director's meeting on Friday, April 26-27, 2018.
- Governor's Summer Merit Program Robotics and Automation Camp recruitment meetings were held with administrators for Mission CISD, Roma ISD and La Joya ISD.
- Application deadline for Governor's Summer Merit Program was set for Friday, April 27th for partnering school districts.
- Governor's Summer Merit Program student supplies, t-shirts and backpacks were purchased in preparation for the three-week camps in June.

PROFESSIONAL DEVELOPMENT/CONTINUED LEARNING

- Academies Staff attended the College and Career Readiness Summit at Region One on April 9, 2018.
- Academies Staff attended the Academic Affairs Dual Credit Program Retreat on April 11, 2018.
- Academies Staff attended the 2018 Annual Institute for Emotional Intelligence Conference on April 19-20, 2018.
- Academies Staff attended the American Association of Community Colleges 98th Annual Convention in Dallas, TX on April 28-30, 2018.

IN PROGRESS: PROJECTS AND MAJOR ACTIVITIES

- Notification of selection of new student for the Dual Enrollment Academies 2018-2020 Cohorts.
- Finalization of TexPREP Staff for summer 2018 program.
- Registration of new 2018-2020 cohort Academy students.
- Preparation for parent meetings and new student orientations for new 2018-2020 cohort Academy students.
- Preparation for the TexPREP Annual Research Symposium at the University of Texas at San Antonio.

SOFIA PENA
DIRECTOR – EARLY COLLEGE HIGH SCHOOL

MEETINGS

- Facilitated a University of Texas at Austin On-Ramps meeting to discuss the course offerings of the dual-enrollment program.
- Attended a meeting to discuss the potential for an STC Dual Credit Honors program.
- Attended a discussion on pending ECHS Data Requests.
- Facilitated a meeting to review ECHS Honors event for select graduating seniors.
- Participated in the Dual Credit Retreat that included presentations from Academies, High School Programs and Services, Financial Aid, Transfer and Testing Services. The retreat was interactive and informative of the functions of the Dual Credit Program.
- Attended 2018 Supervisory Symposium to discuss best practices ranging on issues of HR benefits and procedures.
- Attended a National Alliance of Concurrent Enrollment Partnership Accreditation Committee Review Meeting to discuss a timelines and worksheet to self-assess the quality of our practices.
- Participated in a Dual Credit Task Force Textbook Sub-committee meeting to discuss any issues on textbooks and adoption concerns.
- Invited various Early College High School partners and their top students to a Distinguished Scholars Breakfast Luncheon being held on May 15th, 2018.
- Hosted an ECHS Summer Bridge Planning meeting to discuss the current outline of our Summer Bridge Sessions in collaboration with Student Activities, Campus Tours and Dual2Degree.
- Attended Academic Affairs Council Meeting to discuss upcoming division plans for the remaining semester and upcoming semesters.
- Attended Dual Credit Task Force Steering Committee meeting to review any remaining concerns for the Council of Chairs and Faculty Senate as well as exchange any updates about sub-committee activities.
- Attended College-wide curriculum Committee Meeting to discuss the proposed implementation of the Institutional Project Pathways Model for the Texas Pathways Project.
- Participated in the Third Session for Student Life Cycle Mapping to improve upon and understand the points of contact South Texas College has with Dual Credit students.
- Attended the Dual Credit Enrollment update held at the STC Technology Campus.
- Attended the 3rd Annual Faculty retirement ceremony to honor our retiring faculty from South Texas College.
- Supervised ECHS students from across the Rio Grande Valley in their Cap & Gown pick-up on campus.

Early College High School Cap & Gown Pick-up		
ECHS District	**Early College High School Partners**	**Graduating Student Attendance**
Mission CISD	Mission Collegiate High School	68 Students
PSJA ISD	PSJA Southwest Early College High School	89 Students
Rio Grande City ISD	Preparatory for ECHS-Rio Grande City	63 Students
La Joya ISD	La Joya Early College High School	49 Students
Edinburg CISD	Robert Vela Early College High School	51 Students
	Edinburg North Early College High School	39 Students
Sharyland ISD	Sharyland Advanced Academic Academy	85 Students

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**

ECHS Student Degree Audit Evaluations		
PSJA ISD	PSJA Memorial ECHS	100 Students
La Villa ISD	La Villa ECHS	30 Students
Mission CISD	Mission Collegiate High School	60 Students
Mercedes ISD	Mercedes Early College Academy	60 Students
Valley View ISD	Valley View ECHS	40 Students

EXTERNAL VISITS

- ECHS departmental staff attended and facilitated meetings with dual credit partners across the Rio Grande Valley to discuss the early college high school and dual credit interests of their students.

External Dual Credit High School Partnership Meetings		
Dual Credit District	**Early College High School Partner**	**External Meeting Purpose**
La Joya ISD	*Thelma Salinas T-STEM ECHS*	ECHS Screening Committee to select incoming ECHS students based on Outcome-based Measures
Edinburg CISD	*Edinburg North ECHS*	Student Meeting to discuss ECHS information with various grade levels and student populations
McAllen ISD	*Achieve Early College High School*	Review the ECHS Renewal Application, Departmental Concerns, Summer Bridge and Staff Development
Sharyland ISD	*Sharyland Advanced Academic Academy*	Steering committee meeting to discuss upcoming ECHS concerns and strategies for the new school year
Weslaco ISD	*Weslaco T-STEM ECHS*	Attended a meeting with Weslaco ISD high school partners to discuss future ECHS plans for the upcoming year and ECHS concerns.
	Weslaco East T-STEM ECHS	
Donna ISD		Discuss courses STEM students could benefit from in partnership with STC and to scale their industry certifications and college hour goals for their students.
Mission CISD	*Mission Collegiate High School*	Early College High School Stole Ceremony

- 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.
- ECHS Student Tours of Pecan campus to familiarize students with South Texas College Campus for upcoming summer session.

Student and Parent ECHS Events			
School District Event		**Early College High School Partner**	**Event Attendance**
Edinburg CISD	*Student Tour of Pecan Campus*	Edinburg Collegiate Preparatory Academy	*40 to 60 ECHS Students per Event*
PSJA ISD	*Dual Credit Information Session*	PSJA Elvis J. Ballew ECHS	
EDINBURG CISD		Edinburg Collegiate Preparatory Academy	
EDINBURG CISD	*ECHS Parent Meetings*	Edinburg Collegiate Preparatory Academy	*40-70 ECHS Parents per Meeting*

- The Early College High School department staff attended and presented at ECHS and Dual Credit affiliated Conferences across the state of Texas.

Early College High School Affiliated Conferences		
External Conference	**External Conference Purpose**	**Attendance**
2nd Annual South Texas ECHS Conference *South Padre Island, Texas*	The Second Annual South Texas College Early College High School Conference was held to encourage dialogue regarding best practices in Early College High Schools. **South Texas College ECHS Presentation:** • *Best Practices for Monitoring Student Progress* • *Establishing Strong Partnership Agreements*	*ECHS Department Staff*
13th Annual Summit on College and Career Readiness *Region One Edinburg, Texas*	Summit on College and Career Readiness provided a forum for our department to interact and create a dialogue with our secondary and workforce partners in the community.	*ECHS Department Staff*
Texas Pathways Institute #4 Conference *Houston, TX*	The Texas Pathways Institute #4 focused on the essential elements of pathway design and strategies for improving the academic success of students entering into college at multiple points of entry. Topics: ○ Improving High School Partnerships ○ Aligning Endorsements ○ Dual Credit Meta-majors	*Three South Texas College High School Programs & Services Division Representatives*
98th Annual American Association of Community Colleges Convention *Dallas, TX*	98th Annual American Association of Community Colleges Convention is an opportunity for Community College Professional development and deeper discussion of best practices for dual enrollment and traditional college students.	*High School Programs & Services Division Representatives*
PSJA ISD "College for All" Learning Tour and Information Session *PSJA North ECHS Pharr, Texas*	Presented information on our South Texas College Early College High School System to visiting Jobs for the Future and Minnesota educators a PSJA ISD "College for All" Learning Tour and session. Attended a round table discussion at PSJA North ECHS for the PSJA ISD "College for All" Learning Tour.	*ECHS Departmental Staff*

- 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**

ECHS TEA Leadership Meetings		
Mission CISD	Mission CTE Early College High School	**8-10** Leadership Meeting Attendees **Leadership Team:** High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
PSJA ISD	PSJA North Early College High School	

- PSJA ISD holds Senior Capstone project presentations throughout their early college district and invites the ECHS Departmental staff to be a part of the student evaluation of these student projects.

PSJA ISD Senior Capstone Project Presentations		
School District	**Early College High School Partner**	**Site Visit Attendance**
PSJA ISD	PSJA Early College High School	**PANEL of JUDGES:** *High School Administrator, Counselor, ECHS Faculty, STC-ECHS Departmental Staff Member*
	PSJA Thomas Jefferson T-STEM ECHS	

HIGH SCHOOL PROGRAMS AND SERVICES
NICOLAS GONZALEZ- ADMINISTRATOR

ADMINISTRATOR REPORT

- Coordinated Dual Credit Faculty interviews with the English and History Department.
- We worked with high school administrators and program chair on finalizing the Edcouch Elsa and Edcouch Elsa ECHS fall schedules to meet the deadline for early registration.
- Worked with program chairs on finalizing faculty assignments for all dual summer sections.
- Ale attended a meeting with McAllen Memorial along with D2D Tony Matamoros and Mayra Carver. It was decided that because the schedule of the students will not be ready until late July/August, that the students will be enrolled during the first week of classes. This will be done by the DCF, who will be trained by D2D.
- The dates for Principals' Summit is tentatively set for August 8th at Cooper Center. The date for Superintendents meeting will be July 31st, although Rebecca will be calling the districts for better date if needed.
- All Dual Cost Agreements have been collected for the spring, and new ones for summer use of STC Faculty will start to be sent to schools next week
- Dual Enrollment Specialist has assisted in hosting interviews for Dual Credit Faculty
- Last minute DCF applications were accepted on deadline day (April 2nd)
- DE Specialist has been in continual contact with Program Chairs, HR, Candidates and HS Administrators to assist them with any interview/hiring processes
- DE Specialist attended the Dual Credit Programs Retreat hosted by Dr. Rebecca De Leon
- DE Specialist attended the Emotional Intelligence Conference held by Dr. Gary Low and Dr. Rick Hammet (Pictures Below)

- DE Specialist is assisting Dr. Rebecca De Leon with Governor's Summer Merit Program (GSMP)
- DE Specialist has been assigned the Point of Contact for administrators, parents and students taking part of the GSMP
- Met with Mission and La Joya ISD concerning the GSMP; applications and brochures were provided for students
- DE Specialist is assisting with spreadsheet updates, student applications, confirmations and dietary needs and accommodations for all students participating in the GSMP
- Met with Dr. Rebecca De Leon, Lupita Reyes and Cornerstone Meals about catering for GSMP's student.

Alejandra Cantu, DE Planning and Scheduling Manager

- Attended the 2017 College and Career Readiness Summit
- Met with Ana Pena on ILP dual enrollment course.
- Met with NACEP committee to go over each Standard and identify sub committees.
- Attended Dual Credit Program retreat hosted by Dr. De Leon.
- Met with Elvis Ballew ECHS Principal to go over summer and fall schedule.
- Attended the Dual 2 Degree Update at the Technology Campus.
- Met with McAllen ISD counselors and schedulers to discuss deadlines for fall schedule.
- Attended dual credit Portal meeting. Mapped the steps on requesting dual credit courses.
- Worked on summer welding courses for PSJA ISD.
- Requested two English courses for Edcouch Elsa HS fall schedule. Chair approved both sections.
- Created a new Web Operator for Lamar Academy.
- Added two new business courses for Ballew ECHS for summer I.
- Requested three night classes (Hist, Psyc, Govt) for Palmview HS for this coming fall. All three chairs approved the courses.
- Created four Spanish courses for Valley View HS fall schedule.
- Worked with biology program chair on staffing summer I & II dual courses.
- Edcouch Elsa requested new art section for summer I. Chair approved the request.
- Worked with communications program chair on staffing speech courses at PSJA for summer I.
- Made faculty changes for the PMT department.

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.
    - Self-Study Steering Committee reviewed 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.
    - VPAA reviewed accreditation timeline and extended timeline by one year, so the College will be applying in the 2020-2021 Accreditation Cycle.
    - 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 NACEP.
    - A preliminary self-assessment team met on April 13, 2018 to review the accreditation implementation timeline and to recommended membership for the Self-Study Steering Committee. Work began on the preliminary self-assessment of quality practices.
    - The committee structure of Steering Committee and Standards sub-committees 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. Follow up continues with those chairs who have not yet responded so the list can be finalized.
- Responding to requests for current textbook adoptions 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 textbook issues. Members of the Dual Credit Task Force Textbook Sub-committee and HSPS staff will collaborate on this communication before distribution.
- Held a meeting of the Textbook Sub-committee of the Dual Credit Task Force on April 20, 2018. This meeting was to discuss new or continuing textbook issues. A report was made to the Dual Credit Task Force.
- The Dual Credit Task Force Steering Committee meeting was held on April 24, 2018. This meeting is scheduled once a semester to go over actions accomplished by Task Force committees and for Faculty Senate and the Council of Chairs to submit any new issues. The Task Force decided to reorganize its structure. It will retain its Steering Committee as the formal committee and the sub-committees will be designated as work groups after August 31, 2018. The sub-committees/work groups will only meet as needed.
- Participated in the Dual Credit Matriculation Task Force meeting 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 the Interim Dean of Dual Credit Programs & School District Partnerships to review progress on existing department projects and identify new projects.
- Attended "Accessibility Starts with You" training on April 6, 2017.
- Participated in Dual Credit Programs Retreat on April 11, 2018.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- Fundraising – Mailed Sponsorship Brochure and Sponsorship Request letter for 2018 "A Night with the Stars" Gala. Followed up with sponsors pending payment for the 12th Annual ANWTS. Venue finalized and deposit submitted for 2018 ANWTS. Updated ANWTS webpage and marketplace site. Started design process for Silent Auction Sponsorship Request booklet. Requested data for online sponsorship requests. Donations received in April: Cash - $7,000; Pledged - $1,000; Silent Auction - $622.00.
- Retention – Held Valley Scholars meetings on Apr. 6, 2018 to update students on upcoming events and opportunities. Followed up with students identified as in need of assistance through VS Early Alert emails to faculty. Reviewed Valley Scholars Applications and notified eligible students of acceptance. Valley Scholar students participated in the Starr Campus Club Olympics on Apr. 13th and took home the championship trophy for the program.
- College Tour - Valley Scholars Program students participated in a College Tour from April 12-13, 2018 to learn about transfer opportunities at Texas public universities. The students visited four universities including UTSA, Texas State University, The University of Texas at Austin, and TAMUK. A College Tour Meeting was held prior to the event on Apr. 6th to go over rules and logistics.
- Recruitment – Student Success Specialist visited local high schools to recruit students for Class 22 including Sharyland Pioneer HS, Hidalgo HS, Roma HS, and La Grulla HS. Student Success Specialist met with students accepted into the program to go over program procedures and advising for Fall 2018.
- Scholarships/Awards – Valley Scholars Bachelor Program students continued mentoring Valley Scholar Associate Degree students.
- Community Service – Valley Scholars students volunteered at the Keep McAllen Beautiful Great American Clean up on Apr. 7th and the RGV Hurricane Ready Expo at the STC Mid-Valley Campus on Apr. 28, 2018.
- Administrative – Staff began planning for the Valley Scholars and Honors Program Graduation Banquet scheduled for May. VS Coordinator attended the Academic Council meeting on Apr. 23, 2018.

PHI THETA KAPPA

- Meetings – Held general meeting on Apr. 26, 2018, which included officer elections. Seven officer positions were filled for the upcoming year.

- Conferences – Two advisors and two PTK student officers attended the Phi Theta Kappa International Convention in Kansas City, MO from Apr. 19th – 22nd, 2018. Beta Epsilon Mu was recognized in the event program for achieving Five Star Chapter Status.
- Induction – Held Spring 2018 Phi Theta Kappa Induction Ceremony on Apr. 5, 2018. STC Speech Instructor, Carmela Jimenez, served as guest speaker.
- College Project – Students assisted with the RGV All-Hazards Expo on Apr. 28, 2018 at the STC Mid-Valley Campus. PTK assisted with recruiting presenters, volunteers, and creating the event program.
- Community Service – PTK students volunteered at the Keep McAllen Beautiful Great American Clean up on Apr. 7, 2018 and the RGV Hurricane Ready Expo at the STC Mid-Valley Campus on Apr. 28, 2018.
- Recruitment – 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 had a follow up meeting 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

- The Chair Academy – Interim Assoc. Dean attended the Chair Academy conference held in Denver, CO. Dr. Esmaeili and the Starfish Team received the Idahlynn Karre Exemplary Leadership Award and were recognized for their exemplary leadership at the Annual International Chair Academy Conference. To read more about the South Texas College Award winners: http://www.chairacademy.com/conference/2018/c18elsner.html. -April 3-5
- Summit Preparation –Interim Assoc. Dean and Instructional Coach met to prepare and review for the College Readiness Summit- April 6th
- FOCUS Academy Recap and Planning Session –Met with HSI Director and Instructional Coach to review Spring FOCUS Academy and plan for the Fall cohorts. Determined OPOD will offer a FOCUS Academy at the NAH campus in fall to meet the needs of and in response to ADN faculty requests. - April 10th
- Customer Service Training Discussion –Met with Cashiers to plan for a customer service training customized for their department. Training scheduled for May 4, 2018.- April 10th
- Vision, Mission, Values Committee –Participated in the 4th meeting to work on the a second draft of the mission/vision statement and core values to be submitted to cabinet. - April 12th
- Sustainability Meeting –Met with the Chief Sustainability Officer-UTRGV to discuss possible conference on Sustainability in Higher Education classroom. - April 12th
- Spring FOCUS Debrief –Met with Instructional Coaches to review the Spring '18 FOCUS Academy and discuss possible curricula changes for fall. - April 12th
- Faculty Spotlight Photos –Spotlight Editor-in-Chief arranged for PR to take pictures of various faculty members for the Faculty Spotlight. - April 12th
- OPOD Planning Session –Met with VPAA to review various projects in process and discuss plans for the upcoming fall.- April 12th
- Texas Pathways Project Meeting #4- Interim Assoc. Dean attended the meeting in Houston, TX and attended Pre-Institute Work sessions and scheduled sessions. Submitted the Scale of Adoption following the Institute on Thursday, May 3, 2018.
- Great Teachers' Seminar Facilitator Meeting –Met with the facilitators to discuss and prepare for the GTS scheduled for April 20 & 21- April 19th

- Discussion of Retirement Ceremony-Met with VPAA to discuss and finalized the Faculty Retirement Ceremony–April 23rd
- Examples of *Excelencia* Meeting –Met with the HSI Grant Director to review and submit a profile to be considered for the Examples of *Excelencia* award. Submitted a nomination featuring the FOCUS Academy and active learning classrooms- April 23rd
- Dual Credit Task Force Steering Committee Meeting - Attended the meeting where the committee reviewed any new issues or concerns to then be submitted to the Council of Chairs and Faculty Senate. Reported on the Professional Development Sub-Committee's activities for the year to dat. - April 24th
- College Wide Curriculum Meeting –Presented the proposed meta-majors and provided background on the meta-majors and Texas Pathways Project at the CW Curriculum Committee meeting. Committee will meet again next week to finalize and vote on meta-majors- April 24th
- OPOD Advisory Committee Meeting –Held an Advisory Committee meeting to provide updates on activities and gather input for the next academic year's offerings- April 27th
- Texas Workforce Commission Regional Stakeholders Meeting –Attended stakeholders' meeting. Three panels discussed recent activities and provided updates to the Commissioner. Panels focused on Regional Industry Partnerships, Aligning Education to meet Industry Needs, and Workforce Board Leadership- April 27th

ACADEMIES/TRAININGS

- DELTA Jaguar Academy –Participants had presentations from Human Resource Benefits, Bachelor of Science Organizational Leadership program, University Relations, Transfer, & Articulation Center, and Division of Math, Science and Bachelor Programs- April 5th
- ACTA Academy –Participants had presentations from Instructional Technologies, Information Security and Client Services/Technology Resources- April 5th
- FOCUS Academy Graduation & Luncheon –End of the year graduation & luncheon recognizing the FOCUS participants - April 6th
- College Readiness Summit –Presented on the Texas Pathways Project and Students' Sense of Belonging at the College Readiness Summit held at Region One. Also, facilitated opening and closing sessions- April 9th
- DELTA Academy – Session 1- 32 participants were asked to examine the role of community colleges, current challenges, and national and state goals in higher education and to determine how South Texas College's philosophy and mission addresses the issues and contributes to higher education- April 9th
- Jaguar Academy –35 participants had a presentation from the college President, Dr. Reed presented on the College Mission, Philosophy and Points of Pride. Participants also participated in a Team Building Activity April 12th
- ACTA Academy –37 participants had presentations from Public Relations & Marketing, Student Activities & Wellness and the Centers for Learning Excellence and participated in team building activities- April 12th
- DELTA Academy – Session 2- The DELTA participants were asked to examine the role of community colleges, current challenges, and national and state goals in higher education; and, to determine how South Texas College's philosophy and mission addresses these issues and contributes to higher education- April 16th
- Jaguar Academy –Participants were given a presentation by the Chief Administrator of the Department of Public Safety on "Maintaining Safety and Security"- April 19th

- ACTA Academy Commissioning Ceremony –37 participants graduated from the ACTA Academy. 3 participants share their "This I Believe" stories, and certificates and ACTA pins were presented to the participants by the President, VP of Academic Affairs, Interim Assoc. Dean OPOD- April 19th
- Great Teachers' Seminar- 2-day seminar for the Teaching and Learning faculty FY17-18. Faculty shared their challenges and successes in the classroom as well as best practices. - April 20 & 21

- DELTA Academy –Session 3– Facilitator provided and asked the participants to review documentation that STC faculty are required to submit, including course syllabuses, faculty vitae, Census Day rosters, learning outcomes, and final grades, as well as hot to submit this information, and to provide an overview of the faculty evaluation process- April 23th
- Third Annual Faculty Retirement Ceremony – Emceed the Faculty Retirement Ceremony -April 26th
- Jaguar Academy– Participants learned about Customer Service and Business Etiquette– April 26th
- Digital Media and Google Suite Applications (2 Sessions)– Collaborated with Educational Technologies to host two separate, three hour trainings on digital media and Google applications including various flyer and video creation tools. – April 27th

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

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

LA JOYA TEACHING CENTER

DR. RENE ZUNIGA-COORDINATOR

- Coordinator met with La Joya Higher Education Center Advisory Committee to discuss recruitment activities planned for Summer and Fall 2018, April 03, 2018.
- Coordinator participated in the Annual Elementary and Secondary Title I meeting at La Joya ISD administration building and provided information to participants about the La Joya Higher Education Center and courses and programs offered, April 3 and 4, 2018.
- Coordinator met with La Joya high school students to discuss courses and programs available at the center, April 3, 2018.
- Coordinator met with La Joya ISD administrators and STC staff to discuss the LJIASD2STC event to be held on May 22, 2018; April 17, 2018.
- Coordinator participated in the Annual Family College and Community Night at La Joya ISD Juarez-Lincoln high school. During the event, he provided information to participants about the La Joya Higher Education Center and courses and programs offered, April 19, 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:	MAY 18, 2018
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2018 THROUGH APRIL 30, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

JAGNET REDESIGN – PHASE II

The Applications Development team rolled out the new Student Progress Meter to the JagNet Portal. The new progress meter displays DegreeWorks student data towards completion in a graphical mode on the JagNet login page.

Administrative rights for the BO and HR Business Analysts were updated for them to be able to move the HR and BO forms from the external website to JagNet.

BANNER 9 UPGRADE – ADMIN PAGES

After rolling out the Banner 9 General and Human Resources Admin pages, the IT team worked on preparing the Banner 9 environment to continue with the Finance and the Purchasing module migration. The Finance and Purchasing teams tested the new screens with minor issues; they will go live as expected on May 21. The Financial Aid team will be the next to test and Student and Cashiers will be last. 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.

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 and Blackboard. Summer and fall student data is currently being transfer between ILP and Banner. A group of selected Faculty will be part of a pilot group that will use ILP to post summer grades; full deployment is schedule for the fall.

JAGMOBILE

The IT team continues to collect data on JagMobile downloads and usage after publishing the app to the Apple and Google stores. JagMobile is a lightweight student registration app with additional functionality for student services and connection activities. The data collected will be used to improve the next app version 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 Facilities team is currently overseeing a project to install two gas generators at the Rio Grande campus. One of these generators will provide power to the Data Center in Building E. The Data Center in Building E acts as the technology DR site for basic Banner services in the event of a disaster. The installation completion is schedule for the month of August; IT will test functionality then.

The CIP process to replace the generator in Building M is on hold due to Bond construction priorities. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies.

OFFICE 365 MIGRATION

The functional and technical taskforce for the Office 365 migration completed the OneDrive project tasks. The go live date for the OneDrive project is scheduled for early May. Communication will distribute via faculty-staff general e-mail to the STC community. The IT team will create a similar committee to approach other Office 365 solution deployments such SharePoint, Forms, Teams and Video chat.

VIRTUALIZATION PHASE II

This virtualization project was finished in April. A total of 400-computers in different labs in STARR, Pecan, Mid-Valley and the Technology Center were virtualized. The Information Technology team is gathering data on the usage of the current licenses in order to scale the virtualization project for the next phase.

WINDOWS 10 UPGRADE

The IT Department continues to work on the Windows 10 operating system upgrade project; expected completion is by the end of September 2018. Two-thousand four-hundred eighteen, (2,418) of the six-thousand (6,000) computers have been upgraded to the new OS. The next step in the project plan is to upgrade lab computers across the district.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- We are preparing a metric to 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

- The board motion was approved. We should be going through the onboarding process very soon.

INFORMATION SECURITY GOVERNANCE

- We had a kick-off meeting to develop media protection standards.
- We are working on an information security awareness mail-out to be sent 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 need to find some time and 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 testing with a few resources before we finalize on a strategy.

INTRUSION DETECTION

- The issue with TAP was resolved. It is now able to capture traffic bi-directionally.

INFOSEC NEWSLETTER

- The second issue of the Qubits newsletter went out on 4/29/2018.

PCI COMPLIANCE

- We participated in an event called PCI DSS 2018 hosted by the Treasury Institute for Higher Education.
- We will look at acquiring professional services no assess our PCI environment.
- We are still pending completion of the PCI self-assessment questionnaire.

INFORMATION RESOURCES DISPOSAL

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

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 4/2/2018: Project update conference call
- 4/3/2018: Bert Ogden Arena Walkthrough; Council of Chairs
- 4/4/2018: Team Appraisals
- 4/5/2018: ACTA presentation
- 4/6/2018: President's Administrative Staff Meeting
- 4/9/2018: HR Meeting; Project Update Conference Call
- 4/10/2018: CCUMC PD Meeting
- 4/12/2018: Netsync Meeting
- 4/13/2018: Library Services Meeting; Educational Technologies Director Update Meeting
- 4/16/2018: Project update conference call
- 4/18/2018: Educational Technologies Interviews
- 4/19/2018: Leadership Meeting
- 4/23/2018: Department Team Meeting
- 4/26/2018: Educational Technologies Interviews
- 4/27/2018: Digital Media Training
- 4/30/2018: Project update conference call

Monthly Special Events by Comparison:

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

2018	
Jan	74
Feb	131
Mar	110
Apr	236
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

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

2018	
Jan	211.35
Feb	284.6
Mar	219.25
Apr	430.45
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	1	11	1	37	1
Data Projector	71	11	6	8	0
Laptop	7	0	8	14	6
PA System	3	13	4	7	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	1	0	0	0
TV	0	0	0	8	0
Microphone	103	13	20	22	0
Direct Box	0	2	2	7	0
Digital Camera	0	0	0	0	0
Speakers	9	2	1	37	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	1	1	1	7	1
Document Camera	6	0	92	0	8
DVD/VCR Player	7	0	0	0	0
Wireless Lab	0	8	0	0	0
Keyboard/Mouse	15	12	7	2	0
Sympodium	9	0	6	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	4	1	3	7	3
Tripod	0	0	1	0	2
WebCam	8	1	1	0	3
Computer	71	0	8	0	0
Portable Table	0	0	5	14	0
Microphone Stand	0	6	5	0	0
HD Video Streamer	0	0	1	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	1	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	1	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	9	0	2	0	0
Mac Adaptor	1	0	0	0	0
Tabletop Mic Stands	0	0	3	4	0
IPad	0	0	3	4	0
Interactive Display	15	0	0	0	0
PTZ Joystick	0	0	2	0	0
Gooseneck Mic	0	0	1	7	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	30	5	16	5	3
TOTAL	**371**	**87**	**201**	***190***	***28***

FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Analyzed revisions made to the 2015-2017 IE Reports for the Grant Development, Management and Compliance Department and discussed discrepancies with the plan writer
- Analyzed revisions made to the 2015-2017 IE Reports for the Risk Management Department
- Arranged meeting with Interdisciplinary Studies to discuss graduation data needs for 2017-2019 IE Plan
- Assisted the plan writer for the Patient Care Assistant Department regarding student data
- Computed totals and percentage change from the 2015-2017 IE Reports for the Grant Development, Management and Compliance Department – finalized
- Contacted IE Plan Writers regarding Data Requests involving graduation rates
- Continued work on 2017 – 2019 IE Data Audit
  - Provided the Degree Awards Summary by AY and by Enrollment Type report
- Created a calendar for Institutional Effectiveness Activities for Plan Writers.
- Created new IE Reporting entity in Xitracs – Regional Center for Public Safety Excellence
  - Updated 2017-2019 IE Entity Tree
  - Updated 2017-2019 IE Plan Writers List
- Currently archiving 2015-2017 IE Cycle on SharePoint and organizing on PC for archiving on CD soon.
- Currently archiving all IE Plans from 2013 to present cycle in CD and department share folder.
- Currently on departmental calendar for departmental website.
- Finished archiving 2013-2015 IE Cycle on SharePoint website. Currently, revising all information has been placed appropriate
- Following up the 2015-2017 IE Final Report updates and revisions for The Division of Academic Affairs and Division of Finance and Administrative Services.
- Helped the Business Administration Department gather data for their 2015-2017 IE Report
- Helped the Psychological Science Department work on their 2015-2017 IE Report
- IE Success Story: CLE – finalized
- IE Success Story: Office of Academic Affairs – draft under review by Academic Affairs
- Keep updating departmental Factbook website with the 2015-2017 Final Report revisions from plan writers.
- Met with the Grant Development, Management and Compliance Department to revise and make changes to their 2015-2017 IE Report
- New IE Plan Writers added to Xitracs:
  - Dr. Jaclyn Miller – Interdisciplinary Studies
  - Dr. Rainlilly Elizondo – Mexican-American Studies
- Performance Appraisal.
- Provided assistance via email to plan writer from the Risk Management department.
- Revised all IE Final reports from 2013-present cycle had well transferred to share folder Sample CQI Reports:
  - Institutional Effectiveness & Assessment
  - Research & Analytical Services
  - Dean of Institutional Research
- Reviewed 2015-2017 IE Reports to select departments to feature in future IE Success Stories
- Shared compiled 2015-2017 IE final reports to plan writer for Division of Academic Affairs.
- Updated and edited Factbook website by adding IE Plans with most current update information.
- Worked on the Data Audit Report for the 2017-2019 IE cycle - ongoing
- Worked to organize Factbook user interaction look by creating departments under consistent format Worked with the Business Office to determine the number of completed Budget Notes - complete
- Worked with the Centers for Learning Excellence Department to analyze findings regarding Supplemental Instruction participants - ongoing

ACCREDITATION

- PAS Presentation on new SACSCOC Standards
- Standard 12. 6 Student Debt Meeting – Juan Miguel
- Substantive Change Prospectus PSJA New Site

ASSESSMENT/EVALUATION

- Carl Perkins Leadership Grant Evaluation Design – Dr. Champion
- Continued work on the Advanced CTE Planning – Carl Perkins follow up and data requests
- FTIC Mandatory Advising
- Worked on the Advanced CTE Planning – Carl Perkins follow up and data requests

REPORTING

- Collected Census Day – Spring 2018 Enrollment related data
- Continued work on the Enrollment dashboard – Power BI
- Data Request
    - Continued work on the Enrollment dashboard – Power BI
    - Continued Work on Title V Grant Data - the Advancing CTE Program Success Planning – Data Requests discussion and follow-up
    - Continued work on the Enrollment dashboard – Power BI
    - Provided CtN-Dream Catchers Grade and Success report
    - Provided ST #1869 Texas Pathways KPIs data
    - Provided ST #1878 - CTE Course Success for Minimester Courses report – CLE
    - Provided ST #1889 – Fire/Police Program courses Enrollment by AY – Academic Affairs
    - Provided Texas Pathways KPIs report – update version
    - Retrieved and shared STC Census FTIC cohort data
    - Submitted ST # 1882 - Fall to Fall Success Rate - Factbook
    - Worked on ST # 1878 - DFW and Pass Rate for Minimester Courses – CLE
- Factbook
    - Posted the Grade Distribution Dashboard – Power BI and presented to the Argos Dashboard meeting
    - Prepared SENSE Summary for Factbook update
    - Retrieved data and updated Academic Performance of South Texas College Transfer Students at Texas Public Universities report for external Factbook and the internal Factbook Beta
    - Retrieved THECB data for Factbook update
    - Updated Factbook websites
- Persistence Task Force
    - Persistence rates for targeted group: Fully Online, FTIC, Part-time, and Enrolled in one course and target setting
- Regional Center Law Enforcement & Fire Science Enrollment & Graduation – Dr. Petrosian
- Texas Pathways Institute Homework Data Template
- Texas Pathways KPI's – Dr. Murad Odeh
- Updated and posted Factbook reports
    - Archived old version Enrollment by Campus Fall/Spring reports
    - New versions of the Enrollment by Campus - Spring 2018 and the Enrollment by Campus – Fall 2017
    - STC Comprehensive Annual Financial Report (CAFR) FY – 2017

OTHER

- Employee Performance Appraisal
- IEA Staff Performance Appraisals
- IEA Physical Inventory
- Illume Nudges
- Institutional Research Analyst Hiring Committee – applicant review using PeopleAdmin
- Gave a presentation on the 2018-2019 IE Planning and Budget Request training Met with the Psychological Science Department to explain the purpose of the IE&A Department and Success Stories, and also gathered information for their 2015-2017 IE Success Story
- Reviewed the Academic Affairs Success Story
- Reviewed the CLE Success Story
- Updated the 2017-2019 IE Plan Writers List
- Worked on data to be included on the IE webpage pertaining to the IE Timeline - ongoing
- Worked on the Success Story for the Psychological Science Department, and sent a draft for review – ongoing
- Worked on self-evaluation – Staff Performance Appraisal

MEETINGS / TRAINING

- ACTA
- Admissions Policy Review – Physical Therapy Requirement Changes
- Argos Dashboard/Fact Book meeting
- Carl Perkins Leadership Grant Evaluation
- BAS-OL Dashboard Meeting
- Biology Faculty Search Committee
- Digital Media
- Evaluations
- Factbook Dashboard Meeting
- IE Plans data audit meeting
- IEA Weekly Team meeting
- Illume Nudge Meeting – Mike Carranza
- Learning Outcomes Assessment Committee
- NAFTA CONFERENCE
- One on one meeting with IEA director - Performance Appraisal
- Planning and Development Council Presentation
- PSJA Prospectus Meeting
- Psychological Science departmental meeting – shared draft of upcoming IE Success Story with Psychological Science faculty
- Quality Improvement (CQI) Report meeting
- Student Debt Training – SACSCOC Standard

DR. JESUS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Meetings:

- Attended NAH Security Gate meeting
- Attended the Texas Library Association Annual Conference - 4/3 – 4/6/18
- Participated in planning meetings with ISPP & SI VP.
- Met with installers to review compact shelving installation at Mid-Valley Campus Library.
- Participated in Library Team Bond Mobilization meeting.
- Participated in STC 2013 Bond Construction Program Planning meeting.
- Participated in meeting with Broaddus, STC Facilities Planning and Construction staff, furniture consultant, and Library Services staff to discuss status of library furniture installations.
- Met with installers to review compact shelving installation at Nursing & Allied Health Campus Library.
- Prepared and submitted M&O Funding Requests for Information Commons, Open Labs, and Library equipment.
- Participated in Library Collection Development and Acquisitions meeting.
- Participated in Centers for Learning Excellence Director update meeting.
- Participated in Educational Technology Director update meeting.
- Participated in Library Services and Educational Technologies projects update meeting with IT staff.
- Participated in 2013 Bond Mobilization Team Meeting.
- Participated in Library Team Bond Mobilization Meeting.
- Participated in meeting with Facilities Planning & Construction and with CLE staff to review and plan furniture and space arrangements for the space vacated by the library, which the CLE will be occupying at the NAH Campus.
- Participated in search committee interviews for NAH CLE Coordinator.
- Participated in planning meeting with Counseling and Distance Education staff regarding library CCTV Magnifiers for students with low vision requirements.
- Participated in Circulation, Reference, and Reserves meeting.
- Participated in Library Operational Staff Meeting.
- Participated in Librarian III Coordination Meeting.
- Participated in President's Administrative Staff Meeting.
- Participated in meetings with HR staff to discuss staff position descriptions and adjustments for CLE and for Educational Technologies.
- Participated in meeting with CLE and library automation staff to discuss options for online tutoring contract renewals.
- Attended STC Board of Trustees meeting.
- Participated in phone conference with library facilities consultant and STC staff to review objectives for assessment of Pecan Campus Library facility.
- Participated in Library & Learning Support Services Team update meeting.

Key Ongoing Projects:

- Corresponded with Facilities Planning and Construction staff and staff from Sentry regarding installation of anti-theft gates.
- Corresponded with Library Design Systems regarding completion of installation of compact shelving and collection moves.
- Planned May 3rd supervisor training.
- Corresponded with furniture consultant regarding furniture specifications and deliveries to the new library facilities.
- Coordinated with consultant and FPC staff regarding upcoming phone conference involving assessment of Pecan Campus library building.
- Planned programming metrics for Library Annual Report with planning team.
- Corresponded with HPG and vendors regarding status of furniture deliveries and other issues relating to completion of libraries.
- Reviewed preliminary proposal for directional signage inside the 2013 Bond Construction libraries.

PUBLIC SERVICES DATA

Library Services Data: 4/1/2018 - 4/30/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	2	0	99	n/a	1	3	105
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	7038	3,094	10,459	31,888	1,436	5,996	2,892	62,803
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	244	603	n/a	232	79	1,158
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	318	433	2,173	n/a	451	318	3,693
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	11	3	23	0	0	1	38
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	167	46	527	n/a	107	65	912

TECHNICAL SERVICES

KEY ONGOING PROJECTS OF TECHNICAL SERVICES PERSONNEL:

- Continued researching and working with SirsiDynix to configure several Enterprise features.
- Continued working on a new layout and design for the library homepage.
- Continued working with the Office of Professional and Organizational Development to identify errors with the training tracker system.
- Modified several web interfaces in preparation for publishing content concerning the Open Labs 3D printing services.
- Continued working on marketing materials for an event hosted by the Office of Information Security.
- Continued designing the 2017 Library Services Annual Report.
- Began working with EBSCO to make modifications in preparation for going live with Enterprise.
- Began working with IT staff concerning the configuration of the new instructor laptops for the active learning classrooms.
- Continued editing a video to promote Supplemental Instruction.
- Continued testing new web components and functionality for the CLE website redesign.
- Started definitions for all DeskTrack data fields.
- Continued to collect information for database evaluation is approximately 95% complete for Phase I.
- Completed the Annual Report pamphlet.

- Completed the Library Materials RFP and submitted to Purchasing.
- Begin RFP for Library Serials.

COLLECTION DEVELOPMENT BALANCES:

- Library Acquisition $ 36,196.00
- BAT & BAS/ Materials $ 4,371.00

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- Three staff members attended the Jaguar Academy.
- Director attended the Computers in Libraries Conference in Arlington, VA.

April 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,325	7,667	17,726
Pecan F-134 Internet Café	742	2,206	11,011
Pecan P 3.102 Open Lab	145	410	
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	913	2,302	
Mid-Valley K 2.801			
Starr J-108, J-109	485	1,843	
NAH 1.208J	935	3,084	
Technology B-141	564	2,661	
Technology B-160 Internet Café	235	766	
District Total:	**6,344**	**20,939**	**28,737**

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

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,114	8,875
Pecan F-183 Community User Corner	63	282
Pecan F-222	287	714
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	634	2,904
Technology A-136 Library	238	643
District Total:	**4,336**	**13,418**

***Mid-Valley Learning Commons 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	279	419
Pecan F-130 Group Stations	46	63
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	733	1,847
District Total:	**1,058**	**2,329**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,611	10,880
Mid-Valley A101A Open Labs	1,030	3,488
Mid-Valley G-270 CLE Open Labs	1,574	7,117
NAH CLE Open Lab	522	2,064
Starr CLE Open Labs	255	1,348
Tech CLE Open Labs	284	811
District Total:	**6,276**	**25,708**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	695	1,403	4,704
Pecan P2.102 Info. Commons	101	193	
Pecan V1.111 Info. Commons			
Pecan Y1.107 Info. Commons	10	24	
Mid-Valley 1.801 Info. Commons			
Starr L2.102 Info. Commons.			
District Total:	**806**	**1,620**	**4,704**

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

- 04-03-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 04-05-2018 -- Director traveled to the Mid-Valley Campus to attend a meeting regarding the Library security gate installation.
- 04-06-2018 -- Director attended the President's Administrative Staff meeting.
- 04-09-2018 -- Director attended the 2013 Bond Mobilization Library Team meeting.
- 04-10-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 04-10-2018 -- Director met with a search committee to review applications for the vacant Open Lab Technician position.
- 04-10-2018 -- Director attended an Academic Calendar Committee meeting.
- 04-11-2018 -- Director attended a meeting to review the status of current furniture deliveries and installations, as well as pending purchase orders.
- 04-12-2018 -- Director and a hiring committee held interviews for the vacant Open Lab Technician position.
- 04-12-2018 -- Staff member attended a Records Management Training.
- 04-16 thru 4-20-2018 -- Director attended the Computers in Libraries conference in Arlington, VA.
- 04-16-2018 -- Staff member attended the 2013 Bond Mobilization Team meeting.
- 04-16-2018 -- Staff member attended the Library Bond Construction Mobilization meeting.
- 04-23-2018 -- Director attended a Library Bond Construction Mobilization meeting.
- 04-24-2018 -- Director attended a South Texas College 2013 Bond Construction Program Planning meeting.
- 04-25-2018 -- Director attended a Pecan Campus Building F Library Assessment Conference Call meeting.
- 04-26-2018 -- Director attended a Library and Learning Support Services Leadership Team meeting.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Meetings and Events

- Coordinator met with Learning Support Manager to continue planning Summer TSIA boot camp.
- Coordinator and Specialist met with Director to discuss content of TSIA workshops and changes to the College and Career Readiness Standards.
- Coordinator and Specialist met to define consistent workplace expectations for the staff.
- Coordinator and Specialist conferenced with SI Manager to discuss staffing needs for summer 2018.
- Coordinator and Specialist met with Librarian and Sociology faculty to continue planning of Family Day at STC event.

- Specialist attended Jag Academy.
- Specialist met with Director and Learning Support Manager to discuss upcoming presentation at South Texas College 13th Annual Summit on College and Career Readiness.
- Specialist met with English faculty to discuss curricular changes resulting from changes in the TSIA.
- Coordinator and Specialist met with full-time SLA to discuss CRLA trainings and summer content trainings.
- Specialist met with Humanities SLA's to discuss progress on revisions of TSIA Reading and Writing workshops.
- Specialist facilitated documentary screening for English 1301 students.
- Coordinator attended Leadership meeting to discuss changes to the part time SLA and SI job descriptions.
- Coordinator attended meeting to discuss changes to Jagtrax.
- Coordinator and Specialist met with Librarian and Sociology faculty to continue planning of Family Day at STC event.
- Specialist met with Direct Wage Specialist to discuss TSIA summit information and summer schedule for workshops, boot-camp, and training.
- Coordinator and Specialist attended UTRGV tour and presentation given by STC CLE.
- Specialist attended and presented at the South Texas College 13th Annual Summit on College and Career Readiness.
- Specialist donated to and assisted with the Mid Valley Campus Book Sale.
- Coordinator conferenced with Leadership team to discuss GPA requirement for SLA's.
- Coordinator attended Lunch and Learn: Title IX.
- Coordinator and Specialists met to discuss and provide feedback on the upcoming "Who moved my cheese?" team building and communication workshop.
- Coordinator and Specialist met to finalize summer schedules and plan for the interim period.
- Specialists met with SLA's to assess progress on the development of TSIA Reading and Writing workshops.
- Specialist met with Sociology faculty to continue planning of Family Day at STC event.
- Specialist attended Jag Academy.
- Specialist participated on a Supplemental Instruction development panel.
- Coordinator met with Learning Support Manager to continue planning for TSIA Math Summer boot camp.
- Coordinator, Librarian, and Campus Administrator conducted interviews of candidates for faculty secretary position.
- Coordinator conferenced with SI Manager to discuss concerns and recommendations for revising job descriptions.
- Coordinator and Specialist met with Library staff to schedule Research Workshop for SLA's.
- Coordinator and Specialists met to discuss changes to position titles and duties.
- Coordinator and Specialists attended the ribbon cutting ceremony for new buildings at Mid-Valley campus.
- Specialists attended leadership meeting to continue revising job descriptions for SLA and SI.
- Specialist conferenced with Mercedes ISD to discuss Family Day participation and TSIA workshop services.
- Specialist met with Spanish, English, and Sociology faculty to coordinate Family Day events

Tutor Trainings

- Survey of Anatomy and Physiology
- Survey of Anatomy and Physiology Part II.

NAH:

Meetings and Events

- CLE Learning Support Manager and Mid-Valley Coordinator continued planning summer camp. 4/3
- CLE Learning Support Manager attended smart thinking webinar. 4/4
- CLE Learning Support Manager and Specialist met to begin on summer NOE's. 4/4
- CLE Learning Support Manager and Specialist met to plan for Math Dosage workshops. 4/4
- CLE Manager and Tutor Level 3 conducted a tutor interview. 4/6
- CLE Manager, Mid Valley Specialist, and Learning Support Manager met to discuss Summit Presentation. 4/6
- CLE Learning Support Manager, Mid-Valley Specialist, and Director presented for the Summit Training at Region One. 4/9
- CLE Learning Support Manager, Coordinators, and Director began planning for Pecan/Starr Summer Camp. 4/11
- CLE staff met to discuss the implementation of Academic Coach in Jagtrax. 4/11
- CLE staff met to develop SLA job duties. 4/11
- CLE Learning Support Manager and Specialist began finalizing NAH - NOE's. 4/12
- CLE Learning Support Manager and Mid-Valley Coordinator met to continue planning for the math summer camp. 4/12
- CLE staff hosted the UTRGV Learning Center Staff for Pecan/NAH campus tours. 4/13
- CLE Learning Support Manager and Director met with the Dean of Library/Learning Support Services and ISPP&SI VP to discuss NAH furniture request. 4/16
- CLE Learning Support Manager served on interview committee for NAH Coordinator position.

- 4/16 and 4/18
- CLE Learning Support Manager and Academic Coaches reviewed coach requests on calendar. 4/17
- CLE staff phone conferenced to discuss tracking tutor GPA requirements and academic implementation plan. 4/17
- CLE Learning Support Manager and Pecan Coordinator phone conferenced to plan out Math Faculty Department presentation. 4/19
- CLE Learning Support Manager met with ADN advisor to examine passing rate on math dosage exam. 4/19
- CLE Learning Support Manager and Pecan Coordinator presented to Math Faculty on summer camp and test proctoring. 4/20
- CLE Learning Support Manager met with Graphics and Multimedia Specialist to look at new NAH CLE floor plan and design furniture space. 4/20
- CLE Learning Support Manager and Academic Coaches reviewed student sessions. 4/24
- CLE leadership staff met to draft an HR proposal. 4/24
- CLE Learning Support Manager and Mid-Valley Coordinator met to assign tutors to teach math content for summer camp. 4/25
- CLE Learning Support Manager met with Assistant Chair from the math dept. to discuss summer camp. 4/25
- CLE Learning Support Manager met with Continuing Education faculty to collaborate on TSI workshops. 4/26
- CLE staff met Student Activities Director at Sam's Club to purchase snacks for Finals week. 4/27
- CLE Learning Support Manager attended OPOD Advisory committee for CLE Director. 4/27/18

Workshops/Class Presentations

- ADN Care Map Workshop
- CLE Services for LVN-ADN boot camp
- 2 Math Dosage Workshops 4/23 & 4/25

Trainings

- Level 0 to 1- Jagtrax training

PECAN:

Meetings and Events

- CLE Continues to Conduct Tutor Session Observations 4/1-4/6
- CLE Continues to Finalize Tutor Evaluations 4/1-4/6
- CLE Specialists participate in ACTA 4/5
- CLE began vetting trainings for CLE Level 2 and Master Tutor Presentations 4/3-4/7
- CLE Pecan Coordinator met with Supervisors to Assess Personal Professional Missions 4/10-4/16.
- CLE staff met to plan summer TSI Camp 4/11.
- CLE staff met to discuss Jagtrax updates 4/11.
- CLE staff met to update HR policies regarding CLE SLA position Job Description 4/11.
- CLE staff hosted a tour and visit from UTRGV Learning Center 4/13.
- CLE continues to Conduct Tutor Session Observations 4/10-4/14.
- CLE continues to Finalize Tutor Evaluations 4/10-4/14.
- CLE Specialists participate in ACTA 4/12.
- CLE continues vetting trainings for CLE Level 2 and Master Tutor Presentations 4/11-4/13.
- CLE PCN Coordinator met with Supervisors to Assess Personal Professional Missions 4/19
- CLE Staff Met to Plan Summer TSI Camp 4/18
- CLE Staff Met to Discuss GPA requirements for SLA Position 4/17
- CLE Continues to Finalize Tutor Evaluations 4/17
- CLE Specialists participate in ACTA 4/19
- CLE Continued vetting trainings for CLE Level 2 and Master Tutor Presentations 4/16-4/19
- CLE Met with Math Department to discuss CLE TSI Summer Camp and Proctoring Procedures 4/20
- CLE began process for Leveling up tutors with next CRLA certification if applicable 4/23-4/27
- CLE Staff Met to Plan Summer TSI Camp with Continuing Education 4/26
- CLE Staff completed updates to SLA Job descriptions 4/24
- CLE Began delivering Specialist Evaluations 4/26
- CLE Began delivering Tutor Evaluations 4/26

Trainings

- Content Training – Tutoring Thesis Writing 4/6

- Content Training – Sequences and Series 4/6
- CRLA Training Socratic Method Questioning 4/9.
- CRLA Training Use of Probing Questions 4/9.
- Content Training – Intro to Probability and Statistics in Contemporary Math 4/13.
- Content Training – Dosage Calculations Intro 4/20
- Content Training – Incorporating Avid Strategies into Humanities Tutoring Sessions 4/20
- Content Training – Emotional Intelligence 4/23
- Content Training – Systems of Numerations 4/24
- Content Training – Truth Tables Introduction 4/25
- Content Training – Inverse Matrices 3x3 4x4 4/25
- Content Training – Tutoring Suggestions for Students with Disabilities 4/26
- Content Training –Motivating Unmotivated Students 4/26
- Content Training – Disk Washer Shell Method in Calculus4/26
- Content Training – Lessons in Chemistry 2 4/27

Workshops/Class Presentations

- TSI Workshop – Authors Use of Language 4/2
- TSI Workshop – Statistics 4/3
- TSI Workshop – Inferences 4/4
- TSI Workshop – Probability 4/5
- TSI Workshop – Literary Analysis 4/10.
- TSI Workshop – Exponents 4/10.
- TSI Workshop – Writing Main Idea 4/12.
- TSI Workshop – Expressions and Equations with Radicals 4/12.
- TSI Workshop – Sentence Structure 4/16
- TSI Workshop – Factoring Polynomials 4/17
- Weekly Workshop for Organizational Leadership Online 4/17
- TSI Workshop – Polynomial Equations 4/19
- TSI Workshop – Sentence Structure 4/16
- TSI Workshop – Factoring Polynomials 4/17

STARR:

Meetings and Events

- Coordinator conducted Student Learning Assistants performance appraisal 4/2-5/18
- Coordinator completed NOE's for summer 2018 semester
- Coordinator out sick 4/5/2018
- Learning Support Manager and Coordinator discussed summer camp for Starr Campus
- Coordinator continued working on CRLA Certifications for SLA's.
- Coordinator continued working on summer 2018 NOE's.
- Coordinator met with Campus Administrator to discuss Summer Camp at Starr 4/10/2018.
- Coordinator met to discuss Summer Camps for district campuses Pecan Campus 4/11/2018.
- Coordinator training on Academic Coaching in Jagtrax Pecan Campus 4/11/2018.
- Coordinator met to discuss Job Descriptions Pecan Campus 4/11/2018.
- Coordinator assisted SI Manager to Observe and Evaluate SI 4/12/2018.
- Full time SLA and Coordinator attended UTRGV Touring Pecan and NAH campuses 4/13/2018.
- Coordinator met with Campus Administrator for Summer TSI Camp
- Coordinator met with Dual to Dual specialist to discuss Camp
- Coordinator assisted SI Manager to conducted SI Observations
- Coordinator meeting on GPA requirements
- Coordinator meeting on Job Descriptions April 24, 2018
- Coordinator ACTLA Conference April 23-28, 2018

TECHNOLOGY CENTER:

Meetings and Events

- Coordinator finalized Summer '18 NOE Inventory

- Coordinator submitted hiring packet for Math SLA
- New Customer Service Clerk attended HR Orientation
- Coordinator met with Library Technical Services team member to discuss updates to JagTrax in reference to Embedded Tutoring
- Coordinator attended ACTA, Ambassadors Cross Training Academy
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours
- Coordinator attended a JagTrax Data Recording Training on Academic Coaching.
- Coordinator met with CLE staff to discuss updating the SLA job descriptions.
- Coordinator participated in welcoming the UTRGV Learning Assistance Center staff to the Pecan CLE for a tour.
- Coordinator attended the Ambassadors Cross Training Academy.
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours.
- Coordinator submitted Summer NOEs and budget inventory for approval
- Coordinator met with CLE staff to discuss Student Learning Assistant GPA requirement
- Tech CLE closed early on Thursday 4/19/2018 for the Women in Technology Event
- Coordinator attended ACTA, Ambassadors Cross Training Academy Graduation
- Coordinator met with Library Technical Services Technician to discuss updates to the CLE web page
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours
- Coordinator attended SLA, SI, and Embedded Tutoring job description update meeting
- Coordinator met with the CLE Director for his staff evaluation
- Coordinator began working on the Tech CLE Summer & Interim Schedules
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours

CLE DATA:

CLE Usage Data (April 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	231	164	142	107	21	20
NAH	147	69	85	49	39	
PCN	559	422	430	348	89	113
PWC	261	145	150	151	34	55
STR	48	58	53	54	16	
TEC	73	67	52	31	20	
TEC-ET	57	14	130	36		

Total Sessions by Profile
100%
99%
98%
97%
96%
95%
94%
93%
92%
2
1
682
0
19
370
22
10
1929
2
12
782
3
8
218
3
0
240
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
2500
2000
1500
1000
500
0
685
24
389
0
1961
127
796
17
229
10
243
1
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
38
1462
186
1138
412
44
0
200
400
600
800
1000
1200
1400
1600
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	839	733	866	817	858	695	592	443	416	255	339
NAHCLE	522	472	600	802	897	817	786	856	836	648	403	279
PCNCLE	1385	2589	2011	2869	3382	2221	1880	1844	1162	988	696	678
STRCLE	358	474	369	653	364	429	492	345	275	326	203	107
TCHCLE	244	212	213	273	353	271	256	267	236	244	228	234

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPASS Submission
- IPEDS Fall Enrollment
- LBB Performance Measures Data

SURVEYS

- CCSSE Survey
- Chair Evaluation Survey
- Dental Assistant employability survey report
- Dual Credit Update eval survey
- EMT accreditation graduates survey
- Faculty/Staff News survey
- FOCUS Academy Survey
- Grant workshop eval survey
- JagExpress survey
- NIGP End of Semester survey
- Non Matriculated Survey
- PSYC2317 survey
- Readiness Summit eval survey
- Simulation Design Survey

QUALITATIVE STUDIES

- HSI Grant
- MVC-CDC
- Online Tutoring Platform Evaluation
- Transfer Summit discussion
- Starfish

DATA REQUESTS

- Almanac review
- CTE Non-traditional Completions Historic
- CTE Performance Measures
- Dual Contact Hours Historic
- Factbook
- Faculty Senate Elections Report
- Fall Lead
- Fall 2016 and 2017 FTIC Performance Measures
- Fall 2017 and Spring 2018 Students only enrolled in online courses
- Fall 2017 and Spring 2018 Traditional Students only enrolled in one course
- Fall 2017 NAH Enrollment
- IPASS Submission
- La Joya ISD Dual Indicators Fall 2017
- MHSM data for TAB Grant
- MHSM upper level enrollment Fall 2017
- Nontraditional CTE Enrollment and Graduates Historic
- Pathway institute data by race/ethnicity
- PMTD Ethnicity Count
- PSJA Area AY 2016 - 2017 Enrollment, Demographic, and Graduate Information
- PSYC2317 Spring 2018 Contact and Demos
- Retention Fall to Fall 2016 Cohort and Sub-cohorts
- SE Enrollment and Contact Information for ECHS Senior Cohort Class of 2017
- SE Enrollment for Students who dropped @ 99% completion
- SI Attendance Falls and Springs Department Comparison

- Spring 2017 Dual Enrollment Matriculation Rates
- STEM Enrollment Data and Retention Rates
- Summit slide data on Developmental
- Technology Campus Enrollment
- Valley Scholars' Starfish First Survey Results
- Welding program data

MEETINGS

- ALC Focus Group
- Argos dashboards/factbook meeting
- Civitas Nudge Feature walkthrough
- Dean/Directors
- Discussion on ECHS data requests
- Discussion of Reports for Online Leads
- EWDC meeting
- Online Teaching Certification (Part A)
- PAS
- PR data request meeting
- SmartEvals intro
- TAB grant data meeting
- TACC metrics committee meeting
- TEA report for ISD partners
- THECB Two-Year Institution Accountability Peer Group Meeting
- Records Management Training

OTHER RESEARCH/SUPPORT

- First draft of Qualtrics survey protocol
- Program enrollment, course enrollment, graduates reports

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS(2):	Enrollment System	Execution: Monitoring & Controlling	ATD Coach (Virtual Meeting) Scheduled for 5/24/2018.
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Execution: Monitoring & Controlling	Vision Statement Draft is currently being circulated for review and feedback.
Training RFP	3 Year Training Plan	Execution: Monitoring & Controlling	Project Management Fundamentals Training Scheduled for June 2018. The training course is full.
Student Life Cycle Mapping	Business Process Mapping	N/A	9th Grade Spring Term Mapping In Progress 9th Grade School Year Mapping In Progress
Dual Credit Portal Requirements Mapping	Business Analyst	N/A	1st Requirements Draft has been completed and has been shared for feedback.

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 August or September 2018.

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

LEADERSHIP ACTIVITIES

- Attended Board Meeting for the Texas Association of College Technical Educators- April 10
- Attended HR Lunch and Learn training on Best Practice for Hiring Processes.
- Attended TACTE Conference-April 11th – 13th
  - Worked registration desk
  - Assisted with accounting transactions
  - Assisted with meeting logistics
  - Coordinated lunch keynote speaker
- Coordinated with AAWCC chapter to deliver a mastermind group on the 15 Invaluable Laws of Growth beginning in May or June for interested members.
- Met with Mentee from the DLA program for leadership mentoring.
- Met with the Vice President to discuss ongoing and upcoming projects
- Participated in Academic Affairs Leadership Council meeting.
- Participated in mock dissertation defense for a staff member defending their dissertation.
- Participated in the President's Planning and Development Council.
- Provided Leadership training to 400 students at the RGV Lead Leadership Ambassador's Orientation.

ACCREDITATION RELATED ACTIVITIES:

- SACSCOC Accreditation Activities:
  - Coordinated the review of the Academic Affairs Credentials guidelines by an outside reviewer and personally reviewed the guidelines and provided feedback on compliance of the requirements defined by each department for each course.
  - Followed up with leadership on the fall 2018 notification letter for review.
  - Met with Curriculum and Student Learning Administrator and the Director of IEA to discuss scoring options for the Communications Core Objectives rubrics.
  - Met with staff from Financial Aid to discuss the requirements of the new SACSCOC standard for providing Debt Education to student borrowers.
  - Met with team from PSJA to review draft materials for prospectus for PSJA Collegiate Academy scheduled to be submitted by June 1 for spring 2018 implementation of 50% or more of credits towards degrees or certificates.

RAS/IEA RELATED ACTIVITIES

- Coordinated fourth meeting of the Vision, Mission, Values Taskforce and submitted draft for review.
- Coordinated with Civitas on the final steps of integrating Blackboard data into Illume.
- Conducted phone conference with the President regarding an outside request to conduct a study.
- Continued coordination with Civitas representative on upcoming projects including set up of the "Courses" module.
- Coordinated with the VP of ISPPSI on feedback from Cabinet for the Mission, Vision, Values taskforce drafts.
- Continued coordination with Civitas representative and co-presenter from University of Arizona to finalize presentation for the Civitas Summit on April 3.
- Facilitated the third meeting of the Vision, Mission, and Values Taskforce.
- Facilitated the fifth meeting of the Vision, Mission, and Values Taskforce.
- Issued response letter for an IRB request
- Met with Biology Department to discuss potential application for a Research Intensive program for introductory Biology courses.
- Met with the director of IEA to review presentation on Changes to the Principles of Accreditation for PAS on April 20.
- Met with Director of RAS and Director of IEA to coordinate ongoing and upcoming activities.
- Met with IT and the Curriculum and Student Learning staff to discuss modifications needed to Jag Pride to facilitate the new Core Curriculum assessment process.
- Met with staff from the Bachelor's programs, Admissions and Transfer & Articulation to discuss the possibility of developing articulations agreements to accept AAS degrees from other institutions into the Bachelor's program.
- Met with staff from Bachelors Programs, IEA, and the Reporting Team to discuss the development of Dashboards for data visualization.