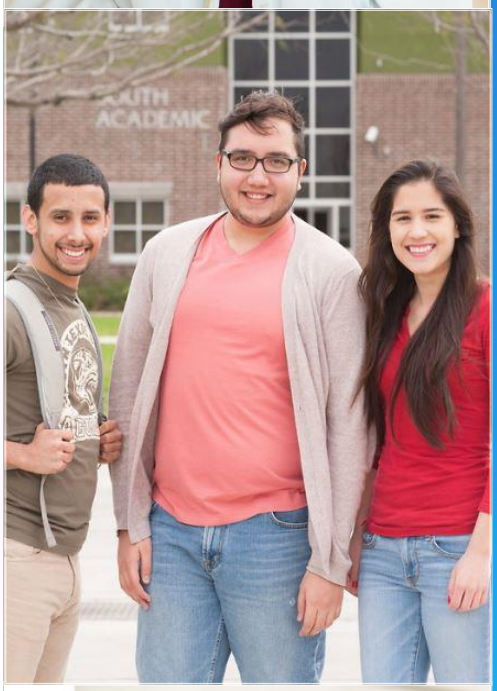


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

September 2020

Board Meeting
October 27, 2020

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:	OCTOBER 27, 2020
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2020 THROUGH SEPTEMBER 30, 2020

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- Student Affairs & Enrollment Management Division Leaders meeting
- Fiscal Year 2020 Performance Appraisals
- VP's Performance Appraisal with Dr. Plummer
- Premeeting for Standards 10.5, 12.1 and 12.4
- Southern Association of College and Schools Commission on Colleges (SACSCOC) on-site Visit planning QEP capacity, focus and assessment
- Southern Association of College and Schools Commission on Colleges (SACSCOC) On-Site Visit update
- Continued mapping process of OLMS
- Unpaid list Action Plan meeting
- IE Plan for Student Affairs and Enrollment Management
- Southern Association of College and Schools Commission on Colleges Committee (SACSCOC) meetings with QEP Leadership Team: Breakout Room, Group2 and Group 3
- QEP Group II: Capacity-Break Room
- Southern Association of College and Schools Commission on Colleges (SACSCOC) Exit Conference Webinar
- Journey Mapping for Financial Aid Services
- Risk Assessment and Operational Plan Review
- TXDOT Debrief and Review

- Discuss Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Grant
- Finalization of the Student Affairs and Enrollment Management Division IE Plan
- Gates Foundations P-16 Community Investment Evaluation Call

ATTENDED

- Military online student Journey Mapping team meetings.
- IME BECAS 2020 Check Presentation to South Texas College, Mexican Consulate in McAllen.
- Governor's Emergency Educational Funds (GEER) – Grant Initiation meeting
- Superintendents Leadership meeting
- Southern Association of College and Schools Commission on Colleges (SACSCOC) Welcome session with institution's leadership team
- Southern Association of College and Schools Commission on Colleges (SACSCOC) On-site Visit
- Cuyahoga Community College call regarding community/Faith based initiatives
- Texas Pathways Project 2 Institute 2 Team meeting
- South Texas College Data meeting
- Hidalgo County Sheriff's Office Information sessions

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Fall 2020 semester of **28,502** students on September 9 by processing required documents, clearing students to register and assisting students.
- Assisted students by responding to hundreds of emails sent to the "admissions" address and "registration" address, as well as on the phone and in person, if necessary.
- Director of Student Records & Registrar ("Director/Registrar") attended bi-weekly Directors meeting and monthly SAEM Division Leaders meeting.
- OAR staff participated in the virtual College-Wide Professional Development Day on September 25.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner User Group (BUGS), Degree Works (testing upgrade), Dual Credit Program (DCP) Mission & Goals Committee, Enrollment Appeals Committee, NSLDS – Clearinghouse, and SACS virtual visit.
- Director/Registrar and Coordinators 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.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts began reviewing December 2020 graduates.
- Document Management Specialist downloaded, reviewed and verified **2,812** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 2020.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and assisted international students with all aspects of admissions and registration.
- STC has **71** international students enrolled for Fall 2020 semester.
- Processed **376** course substitutions and exceptions in Degree Works during September 2020.
- Processed requests for reinstatement for **462** students during September 2020.
- Processed grade changes for **70** students during September 2020.
- Processed schedule changes for **2,001** students during September 2020.

- Processed **936** high school and **251** college/university transcripts during September 2020.
- Evaluated **446** transcripts from other colleges and universities during September 2020.
- Scanned and indexed **2,715** documents submitted by students during September 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,049** STC transcripts during September 2020.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- 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, deadlines and College Updates in regards to COVID-19 and CARES Act and Fall Enrollment.
- VA staff continue serving our VA students, staff has been completing and awarding VA benefits for Fall 2020 registrations.
- SFS & VA staff worked all Saturdays in August
- Relocated staff to different labs due to the labs they were in were to be used for the Fall semester. We have extended their stay until January 15th
- Award letters and missing information letters are being sent out weekly
- Student files are being completed and awarded for the Fall semester, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Dual2Degree Department is in the process of meeting with partnering school districts to plan for Spring 2021 enrollment. Meetings are focused on establishing internal timelines for ISDs to finalize the recruitment, admission and registration processes.
- Department staff will provide online support with the Dual Credit enrollment process for Spring 2021, including virtual student and parent meetings, admission application drives, and registration drives.
- Director continues to work with various offices to implement enrollment and marketing strategies required as part of the CAEL/Excelencia HSI Adult-Learner Grant, including working with RAS to finalize adult-learner focus groups, working with Grants Office to participate in grant/consultant feedback, and collaborating with the College Connections Department to coordinate adult-learner activities for Spring 2021 enrollment.

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Dual Credit Student/Parent Information Session	La Joya ECHS	9/30/2020	Virtual	23

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Spring enrollment:

- Health Professions
- La Joya ISD
- Roma HS
- Jimmy Carter ECHS
- Science Academy
- Weslaco ISD
- World Scholars
- PSJA ECHS
- La Joya ECHS
- Vanguard Beethoven
- McAllen ISD
- Edcouch Elsa ECHS
- Vanguard Rembrandt
- Palmview HS
- PSJA Southwest
- PSJA ISD
- Hidalgo ECHS
- Donna ECHS
- Vanguard Mozart
- Mission Veterans HS
- Oratory Academy
- Monte Alto ECHS
- Robert Vela HS
- Juan Diego Academy
- Rio Grande City CISD
- La Joya HS/Academy
- Sharyland HS
- Juarez Lincoln HS
- Edinburg North HS
- Thelma Salinas ECHS
- Donna HS
- Mercedes HS
- Mercedes Early College Academy
- Mission CTE ECHS
- PSJA Collegiate
- Edcouch Elsa HS
- PSJA North
- PSJA T-STEM
- PSJA Memorial
- Progreso HS/ECHS
- La Joya Health Science Academy
- Sharyland AAA
- Achieve ECHS
- Donna North HS
- Edinburg CISD
- Mission Collegiate HS
- Sharyland Pioneer HS

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Staff Meeting
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Advisory Group Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Dual2Degree Personnel Meeting
- Dual2Degree Records and Retentions Meeting
- Dual Credit Programs Review of Spring Enrollment &Scheduling Timelines
- SACSCOC Pre-Meeting
- Carl Perkin's Grant Planning Meeting
- Carl Perkin's Grant Follow Up Meeting
- Dual Credit Programs Mission and Goals Committee Meeting
- Dual Credit Programs Inquiry Form Meeting
- SACSCOC Committee Meeting
- SACSCOC 12.1 Standard Meeting

- Initial Mapping for Dual Credit Course Scheduling
- Dual credit Programs Marketing Timeline
- Non-S Form Update Meeting

PROFESSIONAL DEVELOPMENT

- Superintendents Leadership Meeting Participation
- Dual Credit Leadership Meeting Presentation: Dual Credit Programs Events and Resources in a Virtual World
- Dual Credit Spring Enrollment Planning Meeting Training
- SACSCOC Exit Conference Participation
- Facilities Operations & Maintenance New Room Reservation Training
- Office of Professional & Organizational Development Co-host Presentation Training
- Office of Professional & Organizational Development - Building a Sense of Belonging with Flip Grid Workshop
- College-Wide Professional Development Day
- Dual2Degree Work Study Training

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- SACSCOC - NAH Staff Interviews
- SACSCOC – Pecan Interviews

DEPARTMENT MEETINGS AND EVENTS

- Talent Hub Monthly Meeting
- TV Interview – Channel 5
- TV Interview – Univision
- Student Ambassador Program Teams Meeting
- Fall 2020 Virtual Talent Hub Learning Lab Event

RECRUITMENT

- Meeting with Prospective Student – 1 Students
- Rio Grande City CISD – Admission Virtual Presentation
- Sharyland High School – College Presentation
- Juarez-Lincoln High School – College Presentation
- McAllen Memorial High School – Application Drive
- Progreso Police Department – LE Outreach Efforts
- Valley View High School – Virtual Apply Texas Drive
- Roma High School – Virtual Apply Texas Drive
- Sharyland Pioneer High School – Virtual College Presentation
- Hidalgo County Sheriff's Office – LE Information Session
- Weslaco East High School - Virtual Information Session

CALL CENTER

Phone Calls			
Inbound Calls	8,389 calls		
JagConnect			
Contact Form Submissions	152 emails		
Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Fall 2020 Unpaid List - Verification 09.04.20	341	214	344
Fall 2020 Unpaid List - No FAFSA 09.04.2020	591	264	598
Fall 2020 Unpaid List - HEF HAid NAid 09.04.20	100	56	102
Fall 2020 Microgrant Eligible 09.08.20	120	64	120

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report September 2020					
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, 2020**
Pecan Campus	**36**			**ACT**	
Mid- Valley	**25**	**21**	**19 (90%show)**	**TSI EXAM**	**19**
Starr Campus	**15**	**5**	**4 (80%show)**	**TSI EXAM**	**4**
Pecan Plaza				**GED/ PEARSON**	
Pecan Plaza	**0**	**105**	**90 (86% show)**	**TSI EXAM/ includes TSI Online**	**90**
Pecan Plaza	**0**	**109**	**99 (91% show)**	**HESI**	**99**
Pecan Plaza				**HiSET**	
TOTAL:	**76**	**240**	**212 (88% show)**		**212 – All Campuses YTD**

- Please note that we only allow a few students into our office, since most testing questions and inquiries can be resolved by phone or email. Only students needing official documentation are allowed to make an appointment to see our staff.
- A total of over 350 students were assisted by phone or by email by STC Testing Center Staff.

TSI PLACEMENT REPORT

TSI Scores: by placement score September 2020			
READING		**READING**	
Monthly (09/01/20-09/30/20)		**Year To Date (09/01/20 – 09/30/20)**	
College ready (351+)	24	**College Ready** (351+)	24
Holistic Placement (349-350)	6	Holistic Placement (349-350)	6
Developmental Ed (342-348)	14	Developmental Ed (342-348)	14
ABE Level 6 (Developmental Ed)	6	ABE Level 6 (Developmental Ed)	6
ABE Level 5 (Developmental Ed)	19	ABE Level 5 (Developmental Ed)	19
ABE Level 4	3	ABE Level 4	3
ABE Level 3	0	ABE Level 3	0
ABE Level 2	1	ABE Level 2	1
ABE Level 1	0	ABE Level 1	0
Total	**73**	**Total**	**73**
MATH		**MATH**	
Monthly (09/01/20-09/30/20)		**Year To Date (09/01/20 – 09/30/20)**	
College Ready (350+)	16	**College Ready** (350+)	16
Holistic Placement (348-349)	6	Holistic Placement (348-349)	6
Developmental Ed (336-347)	14	Developmental Ed (336-347)	14
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	26	ABE Level 5 (Developmental Ed)	26
ABE Level 4	16	ABE Level 4	16
ABE Level 3	7	ABE Level 3	7
ABE Level 2	3	ABE Level 2	3
ABE Level 1	1	ABE Level 1	1
Total	**89**	**Total**	**89**
Writing		**Writing**	
Monthly (09/01/20-09/30/20)		**Year To Date (09/01/20 – 09/30/20)**	
College Ready (340 & 4+ Essay or 5+)	43	**College Ready** (340 & 4+ Essay or 5+)	43
Developmental Ed (310-390 & 0-4 Essay)	12	Developmental Ed (350-362 & 0-4 Essay)	12
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	2
ABE Level 4	4	ABE Level 4	4
ABE Level 3	3	ABE Level 3	3
ABE Level 2	0	ABE Level 2	0
ABE Level 1	1	ABE Level 1	1
Total	**65**	**Total**	**65**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
2	Student walk-ins and visits
4921	Student Contacts, Outreach & Virtual Appointments
1994	CTE Student Contacts
57	Student & Alumni Registered on CCN
31	Student & Alumni Resumes Revised/Uploaded on CCN
15	New Employer Registered on CCN
31	Jobs posted to CCN
0	Workshops Presented
26	Resumes Reviewed Online by Employers via CCN
2737	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

On Campus Recruitment

Workshop & Presentations / Activities

- **Job Development**
  - 1st Patriot Insurance Services. – 1 job posting
  - ABASTO CORPORATION. – 1 job posting
  - City of South Padre Island. – 3 job posting
  - Coreslab Structures (Texas) Inc. – 1 job posting
  - Gartner. – 3 job posting
  - Hidalgo County. – 3 job posting
  - Live Music Tutor. – 1 job posting
  - Macaroni Grill. – 2 job posting
  - Nova Medicla Centers. – 1 job posting
  - PMG, Inc. – 3 job posting
  - ShurMed EMS. – 1 job posting
  - Synergy Elite, Inc. – 1 job posting
  - T D LOGISTIX LLC. – 1 job posting
  - The Borgen Project. – 8 job posting
  - Univision. – 1 job posting
  - Vaddo, Inc. – 1 job posting

- **Employer Outreach**
  - International Paper
  - Dimart Hospital Equipment
  - DHR
  - Nova Medical Centers
  - Magic Valley Coop
  - Nuñez Medical Clinic
  - Hidalgo County Elections Department
- **Employer Registrations**
  - 1st Patriot Insurance Services
  - ABASTO CORPORATION
  - Dimart Hospital Equipment
  - Gartner
  - Hidalgo County
  - International Paper
  - Macaroni Grill
  - Medical & Trauma Specialists, L.P.
  - NOAA Satellite & Information Service (NESDIS) International & Interagency Affairs
  - Nova Medicla Centers
  - ShurMed EMS
  - T D LOGISTIX LLC
  - United Launch Alliance
  - Volte, Inc.
  - Washington County EMS

Coordination of Upcoming Events

- CES is in the preliminary planning stages for an STC Virtual Entrepreneurship Fair for Spring/February 2021.
- Collaborating with the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division in the launch of the Virtual Transition Career Expo, set for October 16th, 2020 from 9am-12pm, and are requesting for STC CTE programs to participate.
- CES is coordinating with Dr. Saint Pierre for the upcoming mock interviews for the MHSM Capstone practicum cohort.

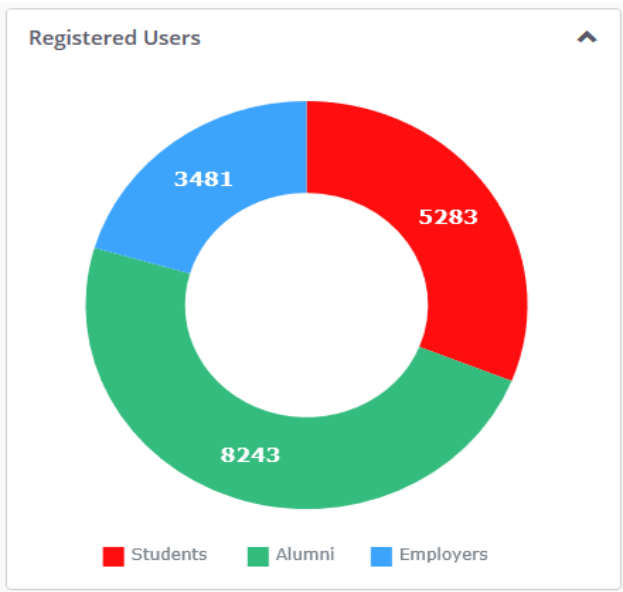
MEETINGS AND MISCELLANEOUS INFORMATION

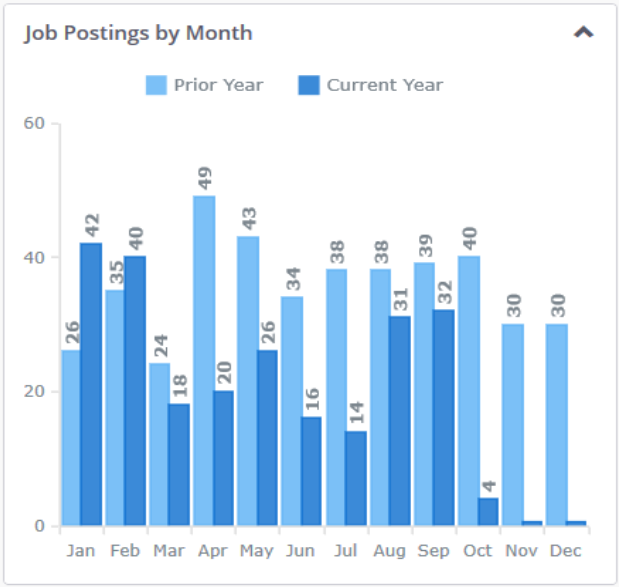
- Participated in the U.S. Department of Labor, Office of Federal Compliance Programs webinar: "Applying for Federal Employment"
- CES Director is currently participating in the Excelencia in Education's 2020 Seal of Excelencia Leadership Institute initiative.
- CES staff in a CCN webinar in continuation of research for a suitable online career fair platform.
- CES staff assisted Dr. Sandra Treviño of the BASOL program by conducting numerous virtual mock interviews and by providing resume and interview feedback to BASOL capstone students.
- CES staff met for a demo with a representative of EZ Virtual Fairs in continuation of research for a suitable online career fair supportive platform.
- CES is in the preliminary planning stages for an STC Virtual Entrepreneurship Fair for Spring/February 2021.
- CES staff attended a TEAMs meeting with CES Director to discuss Work Force Solutions Vocational Rehabilitation Services Virtual Career Fair.

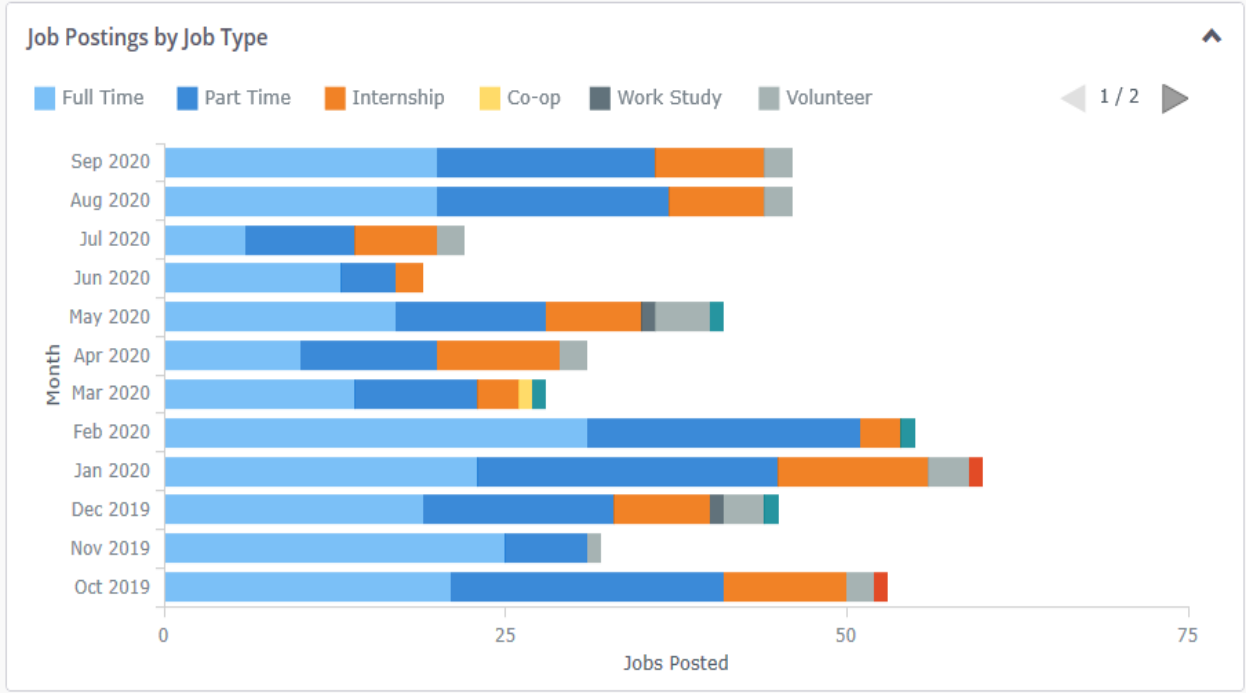
- Collaborating with the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division in the launch of the Virtual Transition Career Expo, set for October 16th, 2020 from 9am-12pm, and are requesting for STC CTE programs to participate.
- CES promoted Amazon Career Day with students and alumni via CES social media pages.
- CES staff attended *Applying for Federal Employment*, Office of Federal Contract Compliance Programs (OFCCP) webinar.
- Reviewed *How to Sell Yourself with No Work History*, Career Contessa article.
- Reviewed Recruiters *Top 5 Tips for Acing Prescreen Interviews*, Career Contessa article.
- Reviewed *How to Answer Anything: Why Are You Looking for a New Job*, Career Contessa article.
- Reviewed *Self-Love at Work: How to Track & Celebrate Your Successes*, Career Contessa article.
- Reviewed *Managing On-Campus Virtual Interactions This Fall*, NACE article.
- Reviewed *The Significant Impact of COVID-19 on College Enrollments*, NACE article.
- Participated in STC 2020 Professional Development Day.
- Attended *Self-Care in the Workplace*, OPOD training.
- Attended *Creating Compelling Digital Stories with SWAY*, OPOD training.
- Continuing to promote Hidalgo County Election Poll Worker hiring drive via CES social media pages, CCN student/alumni contact, and through STC Faculty/Staff email.
- CES specialist contacted Tech CTE for potential employment opportunity with Hidalgo County Poll Election Worker; 896 students, 1963 alumni (targeted majors; Diesel, Automotive, PMT, Construction Supervision, HVAC, Welding, Electrical, Paralegal, Office Management, Computer Technology)
- CES staff assisted Dr. Emma L. Miller of the BASOL program by conducting numerous virtual mock interviews and by providing resume and interview feedback to BASOL capstone students.
- Updated email script to help mitigate student registration confusion and to provide guidance regarding TSI requirements and the registration appointment process.
- CES staff participated in NAH Division SACS preparation overview and mock interview.
- CES staff reviewed QEP-MAP Advising Plan in preparation for SACS visit and interview.
- Compiled CES Fact Sheet, highlighting key CES data, events, and platforms in preparation for SACS visit.
- CES staff conducted mock interviews for the BASOL program's December 2020 graduate cohort, in support of Dr. Ruben Flores, and reviewed the BASOL student resumes in preparation for the mock interviews.
- CES promoted DHR Health Phlebotomist Hiring Event through CES social media platforms and to target student groups via CCN (91 students/alumni total).
- CES staff participated in STC 2020 Professional Development Day and attended the General breakout sessions.
- CES staff assisted Dr. Emma L. Miller of the BASOL program by conducting numerous virtual mock interviews and by providing resume and interview feedback for BASOL capstone students.
- CES Career Coordinator provided numerous headshot photo sessions for STC students.
- CES Etiquette Advisor conducted an Etiquette Workshop for BAT program students.
- CES staff serving as panelist for the Academy High School Programs and Services (AHSP) Academies Specialist.
- CES is researched the use of V-Mock as an interviewing technology to enhance the virtual interview process for students and alumni.
- Updated articles for the Career Insights section of the CES webpage
- TEAMs meeting with CES Director and Technology Specialist to finalize Carl Perkins 2020-2021 Basic Grant Application.
- Compiled data with NAH specialist and submitted CES Carl Perkins Grant Application for new fiscal year.
- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M to promote joint career center services.
- Conducted 13 virtual student appointments.

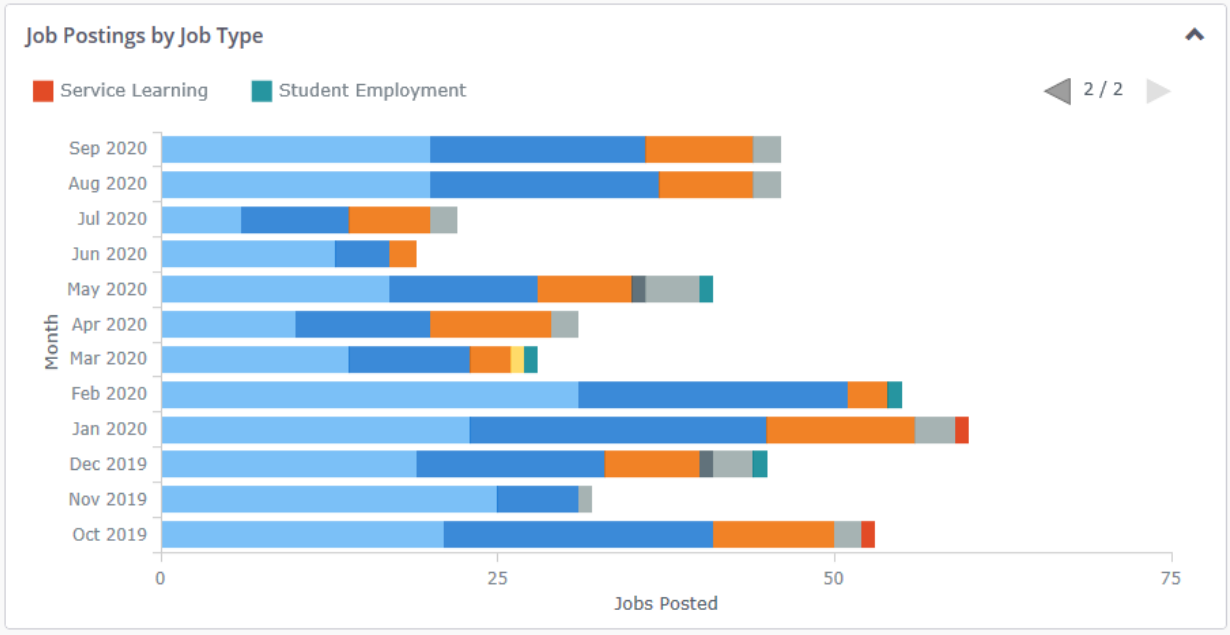
- Created email script to mitigate student registration confusion and to provide guidance regarding TSI requirements and the registration appointment process.
- Reviewed 48 student resumes via College Central Network.
- Conducted 10 student outreach- via email
- Reviewed 3 alumni resumes via College Central Network.
- Addressed 2 students walk ins
- Resume reviews for numerous BASOL, BAT and TMGT students

College Central Network Logistics

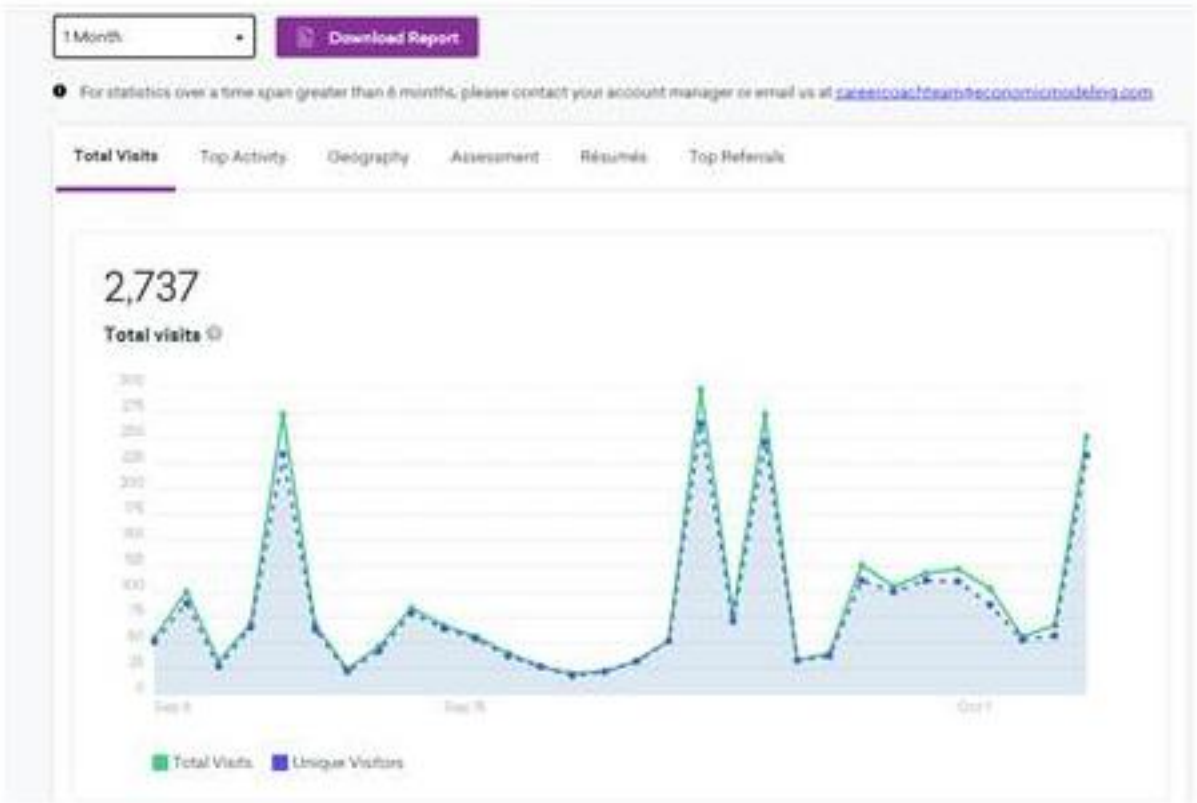








Career Coach



- Welcome Week Events (District Wide)

- September 11 Remembrance Tribute Video shown on Facebook Premiere

- Promotion of clubs on the Student Activities & Wellness Facebook Page
- Mexican Independence Celebration Video shown on Facebook
- Fun Day Events at the Technology campus
- Constitution Day video and virtual activities shown on Facebook
- Student Government Association Officer Online Elections (District Wide polling sites)
- Student Government Association Officer's Training Retreat (Virtual – All Campuses)
- Student Food pantry Distribution
- Student Leadership Academy Workshops (District Wide)

4V4 Flag Football Tournament

- Promotion for upcoming events (District Wide)

COUNSELING AND STUDENT DISABILITY SERVICES

Counselor Student Contacts							
Campus	**Career/ Transfer Svcs.**	**Pregnant & Parenting Svcs.**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Accessibility Svcs.**	**Other Services**	**Total**
Mid-Valley	15	4	47	38	178	16	298
NAH	0	24	14	26	47	28	139
Pecan	71	46	26	118	256	536	1053
Starr Co.	28	16	4	19	42	83	192
Technology	0	0	2	9	93	136	240
Total	114	90	93	210	616	799	1922

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Coordination and creation of documents for semester mental health & personal growth workshops

- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Title IX Committee Meetings
- SAEM Meeting
- Perkins Basic Grant Meeting
- Weekly Meetings with Counselors and Student Success Specialist
- Review, refer and respond to Counseling Department Emails
- UNIDAD Coalition Planning Committee and Monthly Meeting
- Behavioral Intervention Team Meeting
- CSDS Coordinators Meeting
- Weekly Interpreter Meetings
- SDS Student Accommodations Memo Review/Update Meetings
- Meetings with HR
- Transition Coalition Meeting
- Stakeholders Meeting, Coalition for Empowering Children and Families
- AIM Set-up Eligibilities and Timeline
- Meeting with TAMUK MSW Interns
- CAVE Conference Planning Meeting
- AIM Implementation Timeline Meeting
- AIM Eligibilities Set-up Meeting
- Carl Perkins Application for 2019-2020 and 2020-2021
- Hidalgo County Family Violence Taskforce Meeting
- UTRGV Campus Suicide Prevention Advisory Board Meeting
- CSAS Facebook Page Discussion
- Training for CSAS Work-studies on Forms
- Trauma Informed Sexual Assault Investigation Presentation
- Jaguar United from Home Support Group
- Laughter Yoga Presentation for Mission CISD Mission Options Academy
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Program Competition
- SACSCOC Meetings

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- Juggling Multiple Roles
- Are You Getting Your zzzz's
- The Americans with Disabilities Act and How it Can Impact You Workshop
- Choosing a Career Workshop
- Tips for Taking Online Classes at South Texas College
- Feeling frazzled, overwhelmed, burned-out?
- Don't let Perfectionism get the Best of You!
- Pregnant and Parenting Services
- Maintaining a Work Life Balance

Virtual Faculty/Staff Orientations

ASL Workshops:

- Food, food, and more food….
- Ethical scenarios for ASL (American Sign Language) Interpreters
- American Sign Language: Fingerspelling to the Rescue
- Introducing Oneself in ASL

COVID-19 Support Group: Jaguars United from Home

PROFESSIONAL DEVELOPMENT

- College Wide Professional Development Day
- Behavioral Health Solution Virtual Conference (9/14-9/18)
- Human Trafficking Prevention For Certain Health Care Providers Training

Interpreting Services Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	107
Post-Production ASL Interpreted Lectures (Asynchronous)	57
Post-Production ASL Interpreted Videos (Asynchronous)	116
Interpreted for Admissions/Enrollment	3
Interpreted for Advising/PASS	0
Interpreted for Financial Services	2
Interpreted for Testing Services	0
Interpreted for Counseling Services and Student Disability Services	12
Interpreted orientation/outreach	1
Interpreted Tutoring Services	3
Telephone/Email Contacts with Students	53
Interpreter Hosted Workshops	4
Interpret student and/or instructor meeting	5
Other	120
Total number of services provided	**483**
Total interpreted hours for the MONTH	**253.75**
Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	11
Contacts with SDS Students	36
Assist Students in Registration Process	24
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	11
Professional development	10
General Interpreter/community Meetings	6
Assign Cases to Counselors	16
Total	**114**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - **Contacts** – total of 1,072 contacts with students were conducted by Academic Advisors and PASS Program Advisors in September 2020
  - Received/managed all student advising requests and assigned them to an advisor for individualized education planning via email, phone calls and Zoom sessions
  - Advisors conducted testing of DegreeWorks update in testing and provided valuable feedback to IS&P in preparation of DW update in production; DW update has been rescheduled for end of October;
  - All advisors participated in QEP – My Advising Plan training and are implementing the Roadmap;
  - Held meeting with MAP Advising Team for updates in preparation for the Spring 2021 registration period including Priority Advising for Registration plans beginning October 5th
- **Faculty Advising**
  - Completed and submitted weekly activity reports to Hispanic Serving Institution Grant Specialist
  - Updated Master List of Faculty Advisors
  - Communicated virtually with Faculty Advisors to answer their advising questions and provide support
  - Held Virtual Faculty Advising Training
  - Participated in ongoing professional development to improve faculty advising training and services
- **Mentoring Services**
  - **College Advising Training Program-** developing a plan to offer training remotely during the Fall Semester
  - **THECB Work Study Mentorship Grant** –Compiled student mentor reports and activities for processing on June 2020 through August 2020; Collaborated with College Connections to finalize the FY19-20 report due to THECB in September; contacted student mentors during September 1st, 4th and 16th, 22nd and the 30th by email and met with them through the MS Teams on the and 22nd & 24th; Mentors are participating in webinars as part of their staff development. Held interview and hired a new student mentor; awaiting on NOE to be processed; Completed Program Report for FY19-20 and submitted it to THECB on the 11th of September;
- **Beacon Mentoring Program** – Beacon Mentors sections have been recruited for the Fall 2020 semester cohort, 11 sections are participating and in place for the term; four visits are recommended and are to be held for the term; visits will be done virtually; presentations topics include financial *aid, final exam preparation, etc*. again in a virtual manner; 6 mentors have already started working with their assigned sections, the other 2 are in the process of doing so; Email Blasts have been done to outreach departments and create Beacon Mentors sections;
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Held Program meeting to review FY2021 Budget and Activities;
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Met with PASS Program staff to review activities and evaluation for Perkins
  - Collaborated

- Met with SAEM Directors and Grants Office personnel to update Evaluation Plan as requested by Grants Office and submitted Final SAEM Draft to the Grants Office for inclusion in the final Perkins V application

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; – planned meeting for next month to complete data analysis and homework for Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; held multiple meetings with STC SACSCOC Liaison and Implementation Team; met weekly with QEP Writing Team; met weekly with Co-Director; made necessary updates and finalized Fall/Spring My Advising Plan (MAP) Roadmaps; prepared and participated in SACSCOC interviews; Presented to the SACSCOC on QEP; Presented at College-Wide Professional Development Breakout Session
- **Banner User Group (BUGs)** – participated in BUGs meetings to review technical upgrade to Degree Works and conducted testing to prepare for production
- **Traffic Appeals Committee** – Coordinator of Special Advising Projects serving on committee for the FY 2021 - Next Meeting TBD

A. Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

September 2020

- The Office of the Ombuds conducted first virtual Dispute Resolution Student Academy.
- The Office of the Ombuds participated on Autism Spectrum and Anxiety Region One workshop.
- The Office of the Ombuds completed annual report.
- The Office of the Ombuds has initiated Ombuds Day plans, flyers, and presentations.
- The Office of the Ombuds attended bi-annual Texas Association Mediation Meeting.
- The Office of the Ombuds conducted a virtual Student Dispute Resolution Academy session.
- The Office of the Ombuds attended Professional Development.
- The Office of the Ombuds is preparing for the Ombuds Day plans, flyers, and presentations.

OFFICE OF STUDENT CONDUCT

September 2020

- The Office of Student Conduct is completing the Student Conduct for the fiscal year 2019-2020 report.
- The Office of Student Conduct held a meeting to review software changes.
- The Office of Student Conduct attended Professional Development.
- The Office of Student Conduct is preparing to attend the virtual Texas Higher Education Law Conference with University of North Texas.

BEHAVIORAL INTERVENTION TEAM

September 2020

- Behavioral Intervention Team has set up schedule changes for Fall 2020 meetings.
- Reviewing options for annual NaBITA Conference for BIT and CARE members.
- Behavioral Intervention Team is completing data for annual report.
- Behavioral Intervention Team meeting.
- Discussed the National Association of Behavioral Intervention Team annual conference.

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: OCTOBER 21, 2020

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2020 THROUGH SEPTEMBER 30, 2020

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Education and Work Force Development Meeting, Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Public Hearing, Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held conference calls to discuss Fiscal Year 2021 budget status with Comptroller and Budget Manager.
  - Held Teams conference call on Financial Report with Comptroller and Assistant Comptroller.
  - Held conference call on Faculty Budget for Fall and Lectures with Assistant Comptroller.
  - Held conference call on Budget Amendment for Fall 2020 with Comptroller and Assistant Comptroller.
  - Held conference call on invoicing with Comptroller.
  - Held conference call on Faculty Cost Analysis with Comptroller, Budget Manager, and Finance and Administrative Services Project Manager.
  - Discussed status of FY 2022 - 2023 Legislative Appropriations Request with Comptroller and Budget Manager and Human Resources staff.
- Department of Public Safety:
  - Held discussion on narrative for Transportation Services Plan for September Board of Trustees Meeting with Acting Chief of Police and other staff.
- Accountability, Risk, and Compliance:
  - Held Teams conference call on Faculty Cost - Special Assignments with Director of Accountability, Risk and Compliance and the Manager.
  - Held Teams conference call on Staff Cost Study with Comptroller, Director of Purchasing, Interim Director of Human Resources, Director of Accountability Risk, and Compliance, the Manager, and the Specialist.
  - Held Teams conference call on Faculty Cost and Productivity Study with Director of Accountability, Risk and Compliance, Interim Director of Human Resources, Comptroller, Director of Purchasing, Budget Manager, Compensation and Payroll Manager, and Accountability, Risk and Compliance Specialist.
  - Held several Teams conference calls to discuss Stipends, Course Release Assessment, and Special Assignment Projects with Director of Accountability, Risk and Compliance, and Compliance Manger.

- Held Teams conference call on Retention Policy with Director of Accountability, Risk and Compliance.
- Held several conference calls on Faculty Cost and Productivity Study Board write-up and presentation with Director of Accountability, Risk and Compliance.
- Held several conference calls to discuss changes to COVID-19 Campus Safety Protocols and other relevant COVID-19 issues with Director of Accountability, Risk and Compliance
- Attended meeting on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards with Director of Accountability, Risk and Compliance.
- Attended meeting to discuss vendor invoices and next steps with Director of Accountability, Risk and Compliance and Legal Counsel.
- Held discussions on insurance questions and responses for July 2020 Board Meeting with Director of Accountability, Risk and Compliance.
- Held discussions on past art insurance claim with Director of Accountability, Risk and Compliance and Director of Purchasing.

- <u>Human Resources:</u>
  - Held Teams bi-weekly conference calls on Human Resources department staff updates with Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Held conference call on Human Resources matters and Office of Institutional Equity matters with Interim Director of Human Resources and Institutional Equity Officer.
  - Held conference call to discuss Discrimination and Sick Leave Policies with Interim Director of Human Resources and Director of Accountability, Risk, and Compliance.
  - Held conference call on 504 Coordinator designation and Deputy Title IX Coordinators with Interim Director of Human Resources and Legal Counsel.
  - Held conference call on Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Interim Director of Human Resources, Institutional Equity Manager, and Legal Counsel.
  - Held Teams conference call on Leaves and Absences Policies with Interim Director of Human Resources, Director of Accountability, Risk and Compliance and Specialist.
  - Held Teams conference call on Sick Leave Policy and on Leaves and Absences Policies with Interim Director of Human Resources, Director of Accountability, Risk and Compliance, and Accountability, Risk, and Compliance Specialist.
  - Held Teams conference call on Sick Leave Policy with Interim Director of Human Resources, Director of Accountability, Risk and Compliance, and Accountability, Risk, and Compliance Specialist.
  - Attended meeting to discuss any remaining Information Technology projects and Payroll and Position Control standardization issues with Interim Director of Human Resources, and Comptroller.
- <u>Facilities Planning and Construction:</u>
  - Held meetings to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
  - Attended conference call to review status of Regional Center for Public Safety Excellence Cityscape with Director of Facilities Planning and Construction, legal counsel, and department staff.
- <u>Institutional Equity:</u>
  - Held Teams conference call to discuss Office of Institutional Equity matters and Title IX matters with Institutional Equity Officer.
  - Held Teams conference call on Title IX Case Review with Institutional Equity Manager, Director of Human Resources, Director of Counseling, and Institutional Equity Officer.
  - Held meeting on Institutional Equity Matters with Institutional Equity Manager.
  - Held Teams conference call on Senate Bill 212 with Institutional Equity Manager.
  - Held conference call to discuss Office of Institutional Equity staffing needs, Senate Bill 212 Reporting, case records/files, policies, procedures, and various matters with Institutional Equity Manager.
  - Held meeting to discuss additional policies needing changes to accord with Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation.

- COVID-19:
  - Conducted weekly Teams conference calls to discuss Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with Safety Team.
  - Participated in several Texas Association of Community Colleges Board COVID-19 Planning Meetings.
- Other Meetings:
  - Held discussions on Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Held meetings to discuss current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - Held meeting to discuss President's Cabinet Updates with Finance and Administrative Services Project Managers.
  - Prepared for Budget Presentation for Public Hearing and Board Meeting.
  - Held conference call on Regional Center for Public Safety Excellence Cityscape with Director of Facilities Planning and Construction.
  - Held conference call on Regional Center of Public Safety Drainage Agreement with team.
  - Held several Teams calls to perform Performance Appraisals of the Finance and Administrative Services Directors and office staff.
  - Held conference call on Vendor Consultant with Director of Purchasing.
  - Held Teams conference call to discuss daily operations with food services employees.
  - Participated in Zoom Dual Credit Program's Superintendents Leadership meeting.
  - Participated in Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Welcome Session with President and Institution's Leadership Team.
  - Participate in the Southern Association of Colleges and Schools Commission on College (SACSCOC) Accreditation Exit Conference webinar.
  - Held Teams conference call on Staffing Plan Frozen position with Project Managers.
  - Held conference call on Hiring Plan with Finance and Administrative Services Project Manager.
  - Held Teams conference call on Staff Project Updates with Finance and Administrative Services Project Managers, Finance and Administrative Services Reporting Coordinator, and Executive Administrative Assistant.
  - Held Teams conference call on College Wide Video Recording with Professional Development Manager and Finance and Administrative Services Project Manager to prepare for Professional Development Day presentation.
  - Participated in Professional Development Day event and hosted the "New Laws and New Challenges: Understanding the Recent Title IX Changes" Breakout Session.
  - Held conference call with Financial Advisor.
  - Held Information Technology (IT) Projects Status Update meeting with Comptroller, Interim Director of Human Resources, Finance and Administrative Services Project Manager, Business System Analyst, and Human Resources Information Systems Manager (HRIS) Manager.
  - Held 3 in 1 Celebration for Southern Association of Colleges and Schools Commission on College (SACSCOC) Accreditation.
- Participated on Webinars/Webcasts
  - Legislative Lunch cast: A Washington Update from NACUBO Webcast.
  - Closing your Budget Gap (NACUBO) Webcast.
  - 2020 Planning & Budgeting Forum Webcasts on the following topics:
    - Closing Your Budget Gap
    - Connecting Master, Strategic, and Capital Planning
    - Leadership in Times of Crisis
    - An Authentic and Innovative Approach to Carbon Neutrality
    - Increasing Credibility in Uncertain Times with Financial Modeling
    - Time to Really Change Your Business Model
    - Financial Resilience: A Recession Playbook
    - Scenario Tool Demo Session (Optional)

- Leveraging Shared Services
- Measuring Performance: The Opportunities and Sensitivities
- Navigating Change: A Discussion on How to Proactively Manage Financial Impacts in a Changing Environment

PROJECTS IN PROGRESS:

- 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.
- Business Office:
  - Continued working on Budget for FY 2021.
  - Reviewed Tuition and Fee Revenue Report for Fall Census Schedule.
  - Revised monthly Legislative Budget Board COVID-19 Cost Survey Report.
  - Worked on Legislative Appropriation Request (LAR).
  - Reviewed Traditional and Dual Enrollment Students Headcount, Semester Credit Hours, and Contact Hours Term Percentages.
  - Reviewed Government Treasurers' Organization of Texas Investment Policy Certificate.
  - Reviewed Executive Order on Deferring Payroll Employee Taxes.
  - Reviewed Faculty and Instructional Pool Budget Reconciliation worksheet for Vice President for Finance and Administrative Services.
- Human Resources:
  - Reviewed updates on status of COVID-19.
  - Reviewed Policy #4307: Leaves of Absences.
  - Reviewed Leave of Absence Request Procedures and Leave of Absences Policies.
- Facilities Planning and Construction:
  - Reviewed progress of Facilities Planning and Construction projects.
- Accountability, Risk, and Compliance:
  - Reviewed Policy #2500: Records Management.
  - Reviewed FY 2019 Faculty Stipends Details.
  - Reviewed Faculty Cost Study and Productivity Study responses to Staff Cost and Productivity Study Questions.
- Board Committee Meeting or Board Meeting:
  - Prepared to present at September meetings on the following items:
    - Disposal of Surplus Property and to Write-off Obsolete Fixed Assets/Capital Assets Valued at $5,000 and Over.
    - Clery Act and Violence Against Women Act (VAWA) Compliance.
    - Internal Audit Report in the Area of Clery Act and Violence Against Women Act (VAWA).
    - Texas Higher Education Coordinating Board Report on the Fiscal Year 2018 - 2019 Financial Condition Analysis of Texas Public Community College Districts.
  - Started working on the following items for October meetings.
    - Transportation Services Operation Plan for Fiscal Year 2020 – 2021.
    - Food Services Operation Plan for Fiscal Year 2020 – 2021.
    - Faculty Cost and Productivity Study.
    - Policy #5120: Investment Policy and Investment Strategy Statement.
    - Resolution for Adoption of Rules Relating to Electronic Bids or Proposals.
    - Financial Advisor and Continuing Disclosure Services.
    - Primary Bank Depository Services.
    - Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.
- Other:
  - Reviewed Employees Working from Home Report.
  - Worked on FY 2018 - 2019 Performance Appraisals.
  - Reviewed Title IX Weekly Reports.

- Reviewed updates on Status of COVID-19 Cases Report.
- Reviewed COVID-19 Campus Safety Protocols and COVID-19 Response Plan.
- Reviewed Federal Emergency Management Agency (FEMA) Status Report.
- Reviewed Summary of Electronic Bid and Contract Hosted Service.
- Created Search Committee for Chief of Police and also for Director of Human Resources.
- Reviewed 504 Coordinator designation and Deputy Title IX Coordinator.
- Reviewed Mid Valley Campus Cafeteria and Culinary Arts operation.
- Reviewed Faculty, Staff, and Student Parking.

- Project Managers:
  - Reviewed and assisted in development of Facilities Committee and Finance Committee packets.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Worked to create a flyer to promote the cafeteria's daily specials with Graphic Designer and Auxiliary Accountant.
  - Developed and worked with Directors to submit a new management report on their department's hiring plan.
  - Assisted in writing a brief update of cafeteria's status with Auxiliary Accountant to be shared with College Administrator.
  - Coordinated with Title IX guest speaker and Office of Professional and Organizational Development on details of Professional Development Day.
  - Worked on a keynote message related to activities of Fall 2020 Professional Development Day for disbursement to staff pertaining to Division of Finance and Administrative Services.
  - Coordinated to reserve computer lab rooms for custodians to view the morning and afternoon sessions of Professional Development Day at each campus location with Facilities Operation & Maintenance and the Office of Organizational and Professional Development.
  - Participated and coordinated as a co-host for Title IX session on Professional Development day event.
  - Worked on updating comprehensive plan for Capital Improvement Projects scheduled in fiscal year 2020 – 2021 and beyond.
  - Worked on compiling data of board approved staffing plan requests from FY 2010 to FY 2021and created a report to show increases and decreases by faculty/staff positions and by fiscal year.
  - Worked on Food Services and Culinary Arts Program Shared Agreement and Expectations at Mid Valley Campus.
  - Worked to promote Food Services re-opening to students and employees via email and digital screens with Public Relations staff.
  - Worked to gather data to report daily car count and parking permit type at Pecan Campus with Department of Public Safety.
  - Monitored and reviewed reports related to Food Services transactions and Transportation Services ridership.
  - Assisted Director of Facilities Operation and Maintenance on justification memos regarding vacant positions requiring approval.
  - Participated in conference calls on updates to daily operations with Food Services staff members and Vice Presidents for Finance and Administrative Services.
  - Participated in conference calls on project updates and agenda items requiring Board action with Facilities Planning and Construction staff members and Vice Presidents for Finance and Administrative Services.
  - Coordinated details of 3-in-1 Celebration for Directors and office staff members from Division of Finance and Administrative Services to announce the College's successful accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), recognize past birthdays, and bid farewell to Institutional Equity Manager.
  - Worked on Non-Employee Incident Reporting notice to be released to faculty and staff via email with Director of Accountability, Risk, and Compliance and Acting Chief of Police.
  - Worked on weekly Cabinet updates.
  - Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report.

- Worked on Finance and Administrative Services Key Notes with Finance and Administrative Services Directors.
- Assisted on Cafeteria Flyer with Project Manager and Marketing Manager.
- Assisted on COVID-19 Campus Safety Protocols with Director of Accountability, Risk and Compliance.
- Assisted on Sick Leave Policies with Interim Director of Human Resources and Director of Accountability, Risk and Compliance.
- Worked on Finance and Administrative Services Frozen and Vacant position with Interim Director of Human Resources and Compensation and Payroll manager.
- Worked on FY 2018 – 2019 and FY 2019 - 2020 Performance Appraisals with Human Resources Specialist Employee Relations and with division directors.
- Assisted on Title IX Status Report with Institutional Officer/Title IX Coordinator.
- Assisted on Sick Leave Donation Report with Interim Director of Human Resources.
- Assisted on Hiring Plan for Finance and Administrative Services Departments.
- Assisted on Revenue to Support Scholarship with Marketing Manager.
- Assisted on Summary of Electronic Bid and Contract Hosted Service with Director of Purchasing.
- Worked on New Management Report - Hiring Plan with Director of Purchasing.
- Assisted on Legislative Appropriations Request Instructions Posted to Legislative Budget Board Website with Budget Manager.
- Work on Sick Leave Policies updates with Interim Director of Human Resources.
- Assisted on September COVID-19 Survey.
- Assisted on Staffing Plan Worksheet.
- Worked on Part Time Employee Law updates with Interim Director of Human Resources.
- Worked on Vacation Leave Accrual with Interim Director of Human Resources.
- Assisted on Coronavirus Aid, Relief, and Economic Security (CARES Act) Monthly Report with Comptroller.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Leave Adjustment meeting with Interim Director of Human Resources.
- Participated in Teams meeting to review Go Live date with Information Technology staff.
- Attended Recurring Manager meeting with Business Office staff.
- Held meeting to review pending issues with Purchasing and Accounts Payable staff.
- Participated in Director's Teams meeting to discuss various topics with Vice President for Finance and Administrative Services.
- Joined Teams Banner User Group (BUGs) meeting.
- Joined Zoom pre-meeting on several standards in preparation of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on-site committee interview with colleagues.
- Met to discuss Business Office transactions with Associate Comptroller and Accounting Group Manager.
- Met to discuss financial advisory and continuing disclosure services with evaluation committee.
- Met to discuss image transfer reports with Business Office staff and Information Technology department.
- Met to discuss indirect costs for FY 2020.
- Met to discuss new grant initiation for two new awards with Grant Accounting, Compliance and Financial Managers.
- Met to discuss payroll items with Payroll Manager.
- Met to discuss reporting of students not dropped on Fall 2020 census with Student Services staff.
- Met to discuss Texas Retirement System (TRS) items with Payroll Manager.
- Met to discuss end of year Financial Audit Preparation checklist with Business Office Managers.
- Met to discuss internal controls for testing of Campus Receivable Collections – Customer Web Access ACH feature with Associate Comptroller.
- Met to discussed accreditation information for interviews with Bursar.
- Met to review Bank Depository Contract with Evaluation Committee.

- Met to review items for Finance, Audit, and Human Resources Committee and Board meetings, Year-End Audit, Work from Home guidelines, and Annual Performance Appraisal deadline.
- Met to review Workforce Solutions (WS) Texas Rising Star (TRS) Provider student charges and payments worksheet and pending items with Child Care Center staff.
- Participated in conference call to discuss issues occurring during testing with Business Office staff and company representatives.
- Participated in Faculty Cost and Productivity Study conference call with Vice President for Finance and Administrative Services.
- Participated in conference call for Texas Association of Community College Business Officers FY 2022 - 2023 Legislative Appropriations Request.
- Trainings/Webinars:
  - Participated in Zoom Southern Association of Colleges and Schools Commission on College (SACSCOC) Accreditation Exit Conference.
  - Participated in Zoom online Cashier trainings with Power Up: Professional Development System training.
  - Participated in webinar to learn how to register and track participants by Professional Development System Training.
  - Participated in webinar on New normal: Finding Efficiencies and Managing expenses.
  - Participated in College Wide Professional Development Day virtual sessions.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on August 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:
  - Assisted external auditor with requests.
  - Completed two new grant set ups, created new grant fund, and completed Grant Collection Board report.
  - Created virtual card vendors, uploaded bank files, and resent requested cards.
  - Researched grant rollover purchase orders for FY 2020 - 2021.
  - Reviewed access grant for Travel requirements during System Analyst absence.
  - Reviewed and submitted 11 reports to grant agencies.
  - Reviewed and submitted Continuing Education and Institute of Advanced Manufacturing revenue and expense reports.
  - Reviewed management reports.
  - Worked on ChromeRiver testing.
  - Worked on end of year report for fund types, grant amendments and extension updates, on Schedule E & F for audit, and on Travel and Expense system testing with Information Technology and Business Office staff.

Bank No.	20-Sep
01 E&G	225
01 Direct Deposit	39
03 Student	7026
12 I&S Taxes	-
16 I&S Bond	-
17 Plant	11
31 Virtual Card	234
232 AP Card	1
37 Unexp-LT Bond Series 2015	-
38 Unexp-LT Bond Series 2014	-

- Budget and Reporting:
  - Assisted with the Fund Balance Analysis worksheet.
  - Compiled and entered information needed for FY 2022 - 2023 Legislative Appropriations Request.
  - Contacted Legislative Budget Board analyst regarding the status of revised 2022 - 2023 Legislative Appropriations Request.
  - Discussed Faculty Cost and Productivity Study presentation with Vice President for Finance and Administrative Services.
  - Discussed process of unfreezing positions with Associate Comptroller.
  - Discussed status of FY 2022 - 2023 Legislative Appropriations Request with Vice President for Finance and Administrative Services and Human Resources staff.
  - Distributed FY 2022 - 2023 Legislative Appropriations Request to required external agencies.
  - Gathered information needed for completion of Legislative Appropriations Request FY 2022 - 2023.
  - Prepared additional revenue scenarios for Fall 2019 - 2020 term.
  - Prepared Faculty and Instructional Pool Budget Reconciliation worksheet for Vice President for Finance and Administrative Services.
  - Prepared FY 2019 - 2020 budget amendment entries.
  - Prepared October Finance, Audit, and Human Resources Committee motion to waive Electronic Distance Learning Fee for Spring 2021 semester.
  - Requested information needed for Legislative Appropriations Request FY 2022 - 2023 from Human Resources staff.
  - Submitted items needed for completion of FY 2019 - 2020 audit.
  - Updated FY 2022 - 2023 Legislative Appropriations Request and resubmitted.
  - Updated Faculty Cost and Productivity Study presentation.
  - Updated headcount history report with Fall 2020 census data.
  - Worked with Mid Valley Childcare staff on an Excel worksheet to track Workforce Solutions Child Care Services (CCS) sponsored student charges, payments balance, and sponsored CCS balance due to the college.
- Accounts Receivable/Financial Aid Accounting:
  - Completed Dual Credit High School payment process for Fall 2020.
  - Completed restricted fund and detail code to award Texas Department of Transportation (TxDOT) employees with TxDOT third-party award.
  - Provided Valley Initiative for Development (VIDA) a requested detailed balance by Fund Code to present to their external auditors.
  - Completed various external Audit items.
- Cash Management/Special Projects/Office Support:
  - Assisted with unfreezing of positions process.
  - Reviewed and uploaded audit items.
  - Reviewed Financial Advisory and Continuing Disclosure services Request for Proposals (RFP) responses.
  - Revised Bank Depository write-up for Board presentation.
  - Submitted audit items to external auditor.
  - Updated new Hiring Plan Management report and also updated new management report - Hiring Plan.
  - Updated Popular Annual Financial Report (PAFR).

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	6	229
01 Direct Deposit	6	36
02 Payroll	8	195
02 Direct Deposit	4	2,316
03 Student	5	7,026
12 I&S	0	0

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
16 I&S	0	0
17 Plant	3	11
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**32**	**9,813**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	18
Bank Transfers between Bank Accounts	44
Wire Transfers for Benefits and International	10

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports.
  - Completed ninety-two (92) monthly reports during the month of September 2020.

Duties	Total
Approval Queues - Requisitions Approved	85
Bank Reconciliations	9
Board and Management Reports Prepared	92
Board and Management Reports Reviewed	127
Cafeteria daily sales report	61
Cancelled checks provided to AP / Payroll	7
Check verification for AP / Payroll	9
Construction/Grant/Payroll Checks & Bank statements- Retrieve for Auditor	3
Construction budget transfers reviewed and approved	3
Copies of booklets/journal entries requested	15
Checks provided for Arbitrage and Bank Statements	4
Deposits prepared	17
Donations - telephone calls received	14
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	92
Download/Save - Daily and End of Year Reports	24
Returned mailed checks - Logged and Filed	144
Returned Mailed checks - Disbursement	72
Emails - answered, prepared, initiated	895
Emails - received and read	449
Financial manager changes	8
FOAP created including activity codes and FOAP updates	97
Hours Filing and organizing of Journal Entries and boxing	2.5
Hours used for scanning - estimated	20.5

Duties	Total
Hours used to log Scanned JE	2.5
Hours used to prepare documents for scanning	2
Interdepartmental Transactions reviewed and submitted	17
Invoices and encumbrances reviewed	64
Journal entries prepared	132
Journal entries processed including FUPLOAD	1,104
Journal entries- transactions processes	6,661
Journal entries/documents scanned	862
Journal Entries Logged	675
Journal Entries reviewed	117
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	18
Positive Pay Exemption-Number of checks researched/verification	13
Requisitions prepared	6
Stale dated list prepared	5
Stale dated letters mailed	158
Stale dated letters returned and logged	14
Stop payments processed (includes stale dated checks)	102
Transactions removed from bank reconciliation	1,567
Special project - LRGVDC meeting/budgets/	16
Audit Reports prepared	4
Audit - Scanned/copied documents for auditor	3
Professional Development - hours - Attended	11.25
Banner Testing hours/training - Hours Used-Gomer-FUPLOADS	3.5
Checks and Bank statements provided for Arbitrage	12

Description	Total
General Journal Entry (Intra-Fund) (JE 15)	225
General Journal Entry (Inter-Fund) (JE 16)	111
Cash Receipts (CR 05)	548
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	11
Misc. Receipt Payments (CA10)	3
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students for Fall 2020, September 9, 2020, census date with emergency loan, installment plans, and questions via scheduled appointments, walk-ins, the Cashier call center and the STC Cashier email.
  - Assisted students with Fall 2020 emergency loan, installment plans, and questions via scheduled appointments, walk-ins, the Cashier call center and the South Texas College Cashier email.

- Assisted students with Fall 2020 installment plan due date, September 23, 2020, and questions via scheduled appointments, walk-ins, the Cashier call center and the STC Cashier email.
- Began review and revisions of department procedures.
- Worked on publications, postcards, and communication for Spring 2021 term.
- Worked on Spring 2021 department collection efforts and initiatives.

- Payroll and Position Control Departments:
  - Updated Governmental Accounting Standards Board (GASB) 68 and Governmental Accounting Standards Board (GASB) 75 schedules for FY 2019 - 2020.
  - Reviewed GASB 68 schedule and Alamo College's template and prepared GASB 68 journal entries.

Payroll Processes for the month ending September 30, 2020	
Payroll Re-issue Processed	2
Payroll Cycles	8
Payroll Checks & DD	2,871
TimeClock Plus Access Forms Processed	92
Number of Employees with OT reviewed for OT Memos	271
NOE's Approved	763
Salary Budget Transfer Forms Processed	25 with multiple transactions

- Business Office Performance Indicators:

Payroll Performance Indicators for September 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,020	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	491	Bank Transfers	5
Timecards Processed		**Stop Payment Processed**	
(Waged 08/16 - 08/31) SR17	238	Salaried	0
(Waged 09/01 - 09/15) SR18	256	Waged	0
Supplemental (Salaried: August) MS08	293		
Regular (Salaried: September) MR09	2,943	**Void Checks Processed**	
		Salaried	2
NOEs Approved		Waged	0
Approved NOE's	763		
		Replacement Checks/DD Processed	
NOEs Processed		Salaried	2
(Additions, Deletions, Changes)	183	Waged	0
Salaried	2,601		
FLAC	218	**Salary Budget Transfer Forms Processed**	25
NOEs Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	25	Salaried	0
Waged	411	Waged	0

Payroll Performance Indicators for September 2020			
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	50	Salaried	0
Salaried: MR09	86	Waged	0
(Salaried: August) MR08ADJ01 & ADJ04	4		
(Salaried: August) MR11ADJ03, MR12ADJ06	2	**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	80
Waged	9	Total Net	$148,015.38
Liabilities Processed		Waged	111
ORP	11	Total Net	$32,404.31
Annuity	12		
Student Loans	2	**Direct Deposit Processed**	
United Way	1	Salaried	2,279
Child Support	2	Total Net	$5,313,182.58
IRS Levy	0		
Withholding & FICA	5	Waged	401
Met Life	1	Total Net	$105,159.20
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury			
Reports Processed			
Compass Bank Direct Deposit File	6		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

DEPARTMENT OF PUBLIC SAFETY - RUBEN SUAREZ, INTERIM CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting to discuss progress on College's safety measure compliance enforcement at different campuses with Police Sergeants and Parking and Security Services Manager.
- Attended Finance, Audit, and Human Resources Committee Meeting and presented presentation on Clery Act & Violence Against Women Act (VAWA).
- Attended numerous Safety Meeting to discuss the College's COVID-19 safety measures with Vice President for Finance and Administrative Services and other directors.
- Held meeting to discuss ridership and marketing efforts on Transportation Services with Police and Transportation Services Manager.
- Held meeting to discuss distribution of police officers and security guards at different times at each campus to maximize COVID 19 safety measures enforcement coverage and other proactive security measures with Police Sergeants and Parking and Security Services Manager.
- Attended Board Meeting in case there were any questions on Clery Act & Violence Against Women Act (VAWA).
- Held Clery Act & Violence Against Women Act (VAWA) meeting to discuss non-campus topic, campus geography, and crime classification with Police Compliance Coordinator and Coordinator of Emergency Preparedness & Training.

- Participated in Finance and Administrative Services Director's Meeting with Vice President for Finance and Administrative Services and other directors.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Worked on a referral sent by Office of Student Rights and Responsibilities.
  - Worked on referrals sent to Risk Management Department.
  - Worked on several reports sent to Risk Management Department.
  - Reviewed reports on Department of Public Safety Automated Reporting Management System (ARMS).
- Surveillance Cameras:
  - Obtained quotes for new camera projects and evaluated/prioritized projects to decide on which ones to proceed with first.
  - Camera Team continued working on cleaning surveillance camera lenses district-wide.
- Training:
  - Worked on Trauma Informed Sexual Assault Investigation training schedule.
  - Several Police Officers attended Cardiopulmonary Resuscitation (CPR) and First Aid Training.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Verified hours on time clock and approved leave request on time clock for department employees.
  - Worked on assigning buildings to police officers and security guards at different campuses to enforce safety measures compliance.
  - Completed Performance Appraisals and submitted to Human Resources.
- Purchases and Repairs:
  - Worked on approving requisitions for purchases.
  - Reopened numerous purchase orders for FY 2020 - 2021.
- Shuttle Buses and Parking:
  - Worked on message for the purchase of parking permit.
  - Worked on ridership counts for student transportation buses.
  - Worked on cleaning and sanitizing transportation buses.
- Other:
  - Worked on COVID-19 safety protocol flyer with other Finance Administrative Services Directors.
  - Reviewed 2020 Clery Act & Violence Against Women Act (VAWA) Annual Security Report (ASR) and Crime Statistics, which are normally due October 1, 2020, but were extended until December 31, 2020.
  - Updated COVID-19 student/employee positive cases matrix several times during the month.
  - Worked on reviewing and taking last minutes notes for Clery Act & Violence Against Women Act (VAWA) presentation for the Finance, Audit, and Human Resources Committee Meeting.
  - Worked on checking the progress of COVID-19 safety measures compliance enforcement by police officers and security guards at all campuses.
  - Reviewed and checked Clery Daily Crime Log to all South Texas College Campuses.
  - Worked on COVID-19 Safety Protocols and Operation Response Plan with other Finance and Administrative Services Directors.
  - Worked on space modification with Facilities Planning and Construction staff to divide a large office in the Department of Public Safety into two offices to meet department needs.
  - Worked on assisting traffic control on a Census Drive that City of Weslaco was having at Mid Valley Campus with Campus Administrator and Weslaco Police Department.
  - Worked on coordinating locations for City of McAllen sand bag distribution sites at Pecan and Technology Campuses.
  - Worked on finalizing and posting the 2020 Annual Security Report on the department's website.
  - Worked on count for number of students and employees and others coming onto Pecan Campus.
  - Department of Public Safety Bike Police Officers showed their community involvement commitment by participating in the Cancer Awareness Bicycle Ride sponsored by Hidalgo County Sheriff's Department on September 26, 2020.

FACILITIES PLANNING & CONSTRUCTION - RICARDO DE LA GARZA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended TEAMS meeting for updating Prioritization of Projects with Facilities Planning & Construction staff.
- Attended September Facilities Committee meeting and also Board meeting.
- Attended Finance and Administrative Services Directors meeting.
- Attended conference call meeting to review End of Year Budget estimates with Business Office and Facilities Planning & Construction staff.
- Attended Mid Valley Campus Building F Student Services Renovation bi-weekly construction progress meeting.
- Attended conference call to review status of Regional Center for Public Safety Excellence Cityscape with legal counsel, Vice President for Finance and Administrative Services, and department staff.
- Attended Teams conference call to review Regional Center for Public Safety Excellence Drainage Improvements Study preliminary construction cost estimates with engineer and department staff.
- Attended Teams conference call to review and work on Facilities Committee packet with department staff.
- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts-attended construction meeting with contractor, architect, and College staff.
  - Pecan Campus Library Renovations and Expansion-attended conference call to review presentation for Facilities Committee meeting with architect and department staff.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-attended meeting to review revised change order with engineer and department staff.
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-attended bi-weekly construction progress meeting.
  - Mid Valley Campus Building F Student Services Renovation-attended bi-weekly construction progress meeting.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus West Building B-attended meeting to review construction issues at existing walls with College staff.
  - Nursing and Allied Health Campus East Building A-attended bi-weekly construction progress meeting with contractor, architect, and College staff.
- Technology Campus:
  - Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B Renovations-attended meeting to discuss master plan options with Dean and College staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape-attended preconstruction meeting with contractor, engineer, and College staff.
- District Wide:
  - District Wide Water Tower Repainting-attended meeting to discuss process with City of McAllen and department staff.
  - District Wide Deferred Maintenance of Roofs-attended Design Kick-Off meeting with architect, Facilities Planning & Construction, and Operations & Maintenance staff.
- Attended Pre-Meeting for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) On-Site Committee Interview Panel.
- Attended Exist Visit Zoom Meeting for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Attended meeting to review roof report and prepare for Board meeting with architect representatives.
- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) On-Site Committee Interview Panel for Group 2: Standards 5.4, 10.2, 13.6, 13.7, & 14.1.

PROJECTS IN PROGRESS:

- Reviewed invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Worked on September Facilities Committee Project Progress Report.
- Worked on September Facilities Committee agenda items and write ups, on draft of October Facilities Committee meeting agenda items and write ups, and then reviewed September Board packet.
- Worked on Space Modification requests and on District Wide Move requests.
- Worked on requesting furniture quotes.
- Worked on legal counsel log to provide to Vice President for Finance and Administrative Services.
- Worked on providing Wage Scale Rate Study to Hidalgo County as requested.
- Worked on Performance Appraisals for department staff.
- Worked on floor plan layout for portable building storage spaces.
- Worked on acquiring information on available property.
- Worked on Work from Home Schedule for second half of September and also on reports from department staff.
- Worked on September Key Notes for Facilities Planning & Construction department to submit to Vice President for Finance and Administrative Services.
- Worked on gathering cellular tower background information.
- Worked on department's project Gantt Chart for new fiscal year.
- Worked on existing submittal information for various buildings and on review of construction submittals with Operations & Maintenance Department.
- Worked on additional room signage at Technology Campus with Facilities Operations & Maintenance Department.
- <u>Pecan Campus:</u>
  - Pecan Campus Building M Office and Work Space Renovation-performed site visits to verify status of construction progress and worked on paint selections with architect and College staff.
  - Pecan Campus Sand Volleyball Courts-attended construction meeting, performed site visits to observe status of sand replacement progress, and reviewed material test reports.
  - Pecan Campus Business and Science Building G Classroom Renovation-worked on schematic presentation with architect.
  - Pecan Campus Library Renovations and Expansion-worked with architects to update feasibility presentation.
  - Pecan Building H Renovation for Culinary Arts-reviewed requisition for kitchen equipment.
- <u>Pecan Plaza:</u>
  - Pecan Plaza West Building C Kinesiology Renovation- performed site visit with architect and reviewed design development plans.
  - Pecan Plaza West Building C Kinesiology Renovation-coordinated meeting with architect to review existing condition.
  - Pecan Plaza West Building C Kinesiology Renovation-worked on schematic design presentation and also reviewed design plans.
  - Pecan Plaza West Building C Kinesiology Renovation-reviewed drawings and requisition for design Fiscal Year 2020 - 2021.
- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visits to verify status of construction, worked with Veterans staff to verify proposed locations for electrical and data needs, and reviewed contractor daily field reports.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of construction progress and reviewed contractor field reports.
  - Mid Valley Campus Center for Learning Excellence Renovation to Supplemental Instruction-worked on and forwarded proposed alternate language to legal counsel for review.

- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovations-worked on review of draft American Institute of Architects (AIA) Agreement between owner and contractor.
  - Nursing Allied Health Campus and Starr County Campus Student Services Renovations-worked on finalizing contract between owner and contractor.
  - Nursing and Allied Health Campus West Entry Sign-performed site visits to verify status of construction progress and conducted substantial completion walkthrough.
- Technology Campus:
  - Technology Campus Building B Concrete Floor Repairs-attended furniture walkthrough with staff, worked on review of furniture plan layout, coordinated pending items needed for faculty move, and worked on coordinating pending items needed for faculty moves.
- Starr County Campus:
  - Starr County Campus Building G Student Services Storefront Addition-performed site visit to follow up on punch list completion.
  - Starr County Campus Building G Student Services Storefront Addition-worked on review of closeout documents and punch list.
  - Starr County Campus Building G Student Services Storefront Addition-worked on providing the schedule of values to Business Office and Purchasing staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape- performed site visit with project team to verify existing site conditions, worked on coordinating preconstruction meeting with the contractor, worked on Insurance requirements with contractor, and additional services contract with legal counsel, Purchasing and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Target Range-worked on review of draft American Institute of Architects (AIA) Agreement between owner and contractor and provided comments, and received final invoice from environmental consultant, pending final report.
  - Regional Center Target Range-worked on requested final report and invoice from Environmental Consultant.
  - Regional Center for Public Safety Excellence Master Site Plan-attended meeting with College staff to review and prioritize proposed master plan projects for Fiscal Year 2020 - 2021.
  - Regional Center for Public Safety Excellence Drainage Study Report-worked with Engineer and Facilities Planning & Construction staff.
- District Wide:
  - District Wide Exterior Building Lettering-worked with contractor to obtain closeout documents for substantial and final completion and worked with contractor to complete punch list items.
  - District Wide Flooring Replacement-worked on comprehensive plan for replacing flooring district wide, worked on and reviewed proposed floor finish designs and color boards, and worked on documenting completed flooring replacement projects at Pecan Campus to develop a district wide flooring replacement master plan.
  - District Wide Deferred Maintenance of Roofs-reviewed architect invoice and coordinated meeting with architect, Facilities Planning & Construction, and Operations & Maintenance staff.
  - District Wide Deferred Maintenance of District Wide Roofs-coordinated Nursing and Allied Health Campus roof assessment by architect.
- Worked on revised September Board write ups and back-up information.
- Worked on developing information for Continuing Education grant application.
- Worked on providing building funding information as requested by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) On-site Visit.
- Worked on previous Regional Center for Public Safety Excellence project expenditures and target range budget information.
- Updated Technology Campus Building B floor plan as requested by Academic Affairs.
- Updated department's organizational chart.
- Worked on review and approval of Work from Home reports.

- Worked on review of state laws for requiring architects and engineers on College projects.

FACILITIES OPERATIONS AND MAINTENANCE - GEORGE McCALEB, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Crisis Management Team meeting regarding development of Tropical Storm Beta with Crisis Management Team Director.
- Attended meeting regarding Art Display at Regional Center for Public Safety Excellence with outsourced vendor.
- Attended meeting on Mid Valley Campus Cafeteria and Culinary Arts Review of Operations with Campus Administrator.
- Attended meeting regarding South Texas College Wall with representative from City of Pharr.
- Participated in College Wide Professional and Organizational Development day.
- Attended September Facilities Committee meeting, Finance Committee Meeting, and Board of Trustees Meeting to provide department updates as needed.
- Attended Finance and Administrative Services Director's Meeting with Vice President for Finance and Administrative Services.
- Attended Teams Safety Team meeting to provide safety measures with Vice President for Finance and Administrative Services.
- Attended Zoom Fall 2020 Open Meeting with Academic Affairs.
- Attended Zoom meeting on Empowering Energy Engineers with Advanced Industrial Analytics Industrial Energy Savings Often Unobserved by Energy Auditors.
- Conducted final review and submittal of FY 2020 Performance Appraisals.
- Held several Teams Facilities Operations and Maintenance Managers Meetings throughout the month.
- Participated in conference call regarding COVID19 safety measures with Nursing and Allied Health Custodial Department.
- Participated in conference call regarding COVID19 safety measures with the South Texas College Police Department.
- Participated in conference call with City of McAllen regarding sandbag distribution.
- Participated in annual walk through of Mid Valley and Technology campuses with insurance representative.
- Participated in Facilities Operations Council meeting with Director of Facilities Planning and Construction.
- Participated in Regional Center for Public Safety Excellence Cityscape Reconstruction - Preconstruction Meeting with Facilities Planning and Construction Project Manager.
- Participated in several Safety Committee meetings with Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus
    - Completed repair of the generator in building M.
  - Mid Valley Campus
    - Attended meeting regarding installation of new access control system with Child Care staff.
    - Completed roof leak repairs in building C.
  - District Wide Campuses
    - Completed typical pest control issues and equipment rentals.
    - Conducted monthly irrigation inspections with landscaping vendor, in progress.
    - Received quote for inspection of backflows.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	205	$ 20,261.78
Electrical	116	$ 3,433.81
Energy Management	37	$ 668.68
HVAC	155	$ 8,860.08
Locksmith	96	$ 8,036.59
Painting	50	$ 2,374.84
Plumbing	108	$ 9,794.72
Plant Services		$ 3,047.80
Total Cost		**$ 56,478.30**
General Maintenance	4	
Total Work Orders	**771**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	169
Moves/Relocations	30

ACCOUNTABILITY, RISK, AND COMPLIANCE - JASON GUTIERREZ, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Attended meeting to discuss changes for Property Schedule with Assistant Director of Facilities Planning and Construction.
  - Held discussions on invoice for Regional Center for Public Safety Excellence (RCPSE) City Scape Owner-Controlled Insurance Program (OCIP).
  - Held discussions on General Liability Insurance questions and responses with Texas Association of School Boards (TASB) staff.
  - Held discussions on invoice for Student Professional Liability Insurance and insurance vendor.
- Vice President for Finance and Administrative Services:
  - Participated in multiple meetings on Faculty Cost and Productivity Study Board motion and presentation with Vice President for Finance and Administrative Services.
  - Attended several meetings to discuss changes to COVID-19 Campus Safety Protocols and other relevant COVID-19 issues with Vice President for Finance and Administrative Services.
  - Attended conference call on Leaves and Absences policy draft with Vice President for Finance and Administrative Services, Interim Director of Human Resources, and departmental staff.
  - Attended conference call on Faculty Cost and Productivity Study with Vice President for Finance and Administrative Services, Interim Director of Human Resources, Comptroller, Director of Purchasing, Budget Manager, and departmental staff.
  - Attended meeting on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards with Vice President for Finance and Administrative Services.
  - Attended meeting and several conference calls on course release assessment with Vice President for Finance and Administrative Services and Compliance Manager.
  - Attended meeting to discuss vendor invoices and next steps with Vice President for Finance and Administrative Services and Legal Counsel.

- Held several discussions on insurance questions and responses for July 2020 Board Meeting with Vice President for Finance and Administrative Services staff and Texas Association of School Board (TASB) staff.
- Held discussions on past art insurance claim with Vice President for Finance and Administrative Services and Director of Purchasing.

- Records Management and Retention:
  - Met to discuss content and inventory of permanent retention boxes with Human Resources Manager and Records Technician.
  - Held several discussions on design, content layout, and image retrieval for Record Custodian training module with Graphic Designer.
  - Held conference call on electronic copies of invoices, checks, and journal entries with Accounting Assistant.
  - Held several discussions on retention periods, retention storage space lease expense, and inventory of records to process with Business Office staff.
  - Attended Human Resources Retention Records meeting to discuss retention schedules and permanent records with Interim Director of Human Resources, Human Resources Manager, Records Technician, and departmental staff.
  - Held several discussions on indexing records, Records Custodian training module, internal procedures, and custodian feedback with Compliance Manager and Accountability Assistant.
  - Attended meeting to discuss on-site processing and destruction of retention records with Accountability and Compliance staff and Risk Manager.
  - Secondary Records Retention Center:
    - Held several discussions on fire suppression system and wall modifications with Facilities Planning and Construction staff, and also with Health and Safety Manager.
    - Held discussions on requesting Technology Campus Portable Building 7A as an additional records retention storage space with Space Management Specialist.
    - Attended conference call on installation of shelves for Technology Campus Portable Building 7B and other Records Management matters with departmental staff.
    - Held conference call on shelves dimensions, vendor quote feedback, and layout options with Space Management Specialist.
    - Attended conference call on changes for Banner Move/Setup request to reflect portable building option with Compliance Manager and Accountability Assistant.
- Trainings/Webinars
  - Participated in College-wide Professional and Organizational Development general and breakout sessions.
  - Attended HRP Associates webinar on COVID-19: Then, Now, Next - How Our Knowledge of COVID-19 Has Evolved and How We Plan for the Future.
  - Attended the following Center for Infectious Disease Research and Policy (CIDRAP) webinars:
    - COVID-19 - A New Time for Public Health.
    - COVID-19 - Masks and Science.
    - COVID-19 - Driven by the Data.
- Office Staff:
  - Attended weekly huddle meetings.
  - Held conference calls on employee evaluations with departmental staff.
  - Attended department meeting to discuss arrangement for working on campus and working remotely.
- Other:
  - Participated in several Safety Team Meetings to discuss COVID-19 safety measures and also created corresponding Minutes for meeting.
  - Participated in Teams Finance and Administrative Services Director's Meeting.
  - Held several Teams calls to perform Performance Appraisals of departmental staff.
  - Participated in Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Exit conference call.
  - Held several discussions on audit confirmation letters with Business Office staff.

- Held several discussions on secure shredding vendor agreement addendum with Contracts Manager, Accountability staff, Risk Manager, and secure shredding vendor.
- Held several discussions on past and upcoming departmental trainings and Employee Training Program with Vice President for Finance and Administrative Services Project Manager and prepared summary report.
- Participated in multiple conferences call on Leaves and Absences draft policy, crosswalk matrix, Cabinet feedback, and other related matters with departmental staff.
- Participated in conference call on Sick Leave, Donations, and Pool draft policy with Accountability, Risk, and Compliance Support Specialist.
- Held several conference calls on changes and updates to College's Coronavirus Information webpage with Public Relations/Marketing staff, departmental staff, and also with Student Affairs Enrollment Management Project Manager.
- Held several discussions on status of payment for secure shredding vendor invoices, portal access, and account balance with Business Office staff.
- Held discussions on incidents with Department of Public Safety staff.
- Held discussions on incidents with Director of Facilities Operations and Maintenance.
- Held discussions on incident with Acting Chief of Police and Human Resources Benefits staff.
- Held discussions on Continuity of Operations Plan (COOP) with Starr Campus Administrator.
- Attended meeting on safety protocols related to outdoor exercise with Acting Chief of Police.

PROJECTS IN PROGRESS:

- Insurance:
  - Reviewed Board motion on Nonsuit and Dismissal with Prejudice for Owner-Controlled Insurance Program (OCIP) claim.
  - Worked on auto insurance claim.
  - Reviewed and approved insurance vendor invoice for Owner-Controlled Insurance Program (OCIP) claim.
  - Prepared General Liability Insurance questions and responses to Board Member's request.
- Records Management and Retention:
  - Worked on standard questions for Retention Center Banner Workflow requests.
  - Worked on Record Management Scanning Questionnaire via Microsoft Form.
  - Researched Federal Emergency Management Agency (FEMA) website and location of Pecan Plaza Retention Center and Technology Campus Portable buildings for compliance with Texas State Library and Archives Commission Archives (TSLAC) Bulletin F. Section 7.164 (e).
  - Worked on a retention schedule matrix for Texas State Library and Archives Commission Archives (TSLAC) Records of Public Safety Agencies.
  - Worked on Records Management Internal Procedures.
  - Researched colleges and universities on records management programs and drafted resource tool on types of records.
  - Completed Records Retention Inventory and also prepared Inventory Summary.
  - Record Custodian:
    - Worked on revisions to Record Custodian Checklist.
    - Worked on email notification for administrators requesting identification of a record custodian.
    - Drafted Record Custodian PowerPoint training module and Microsoft Acknowledgement Form.
- Policies:
  - Created Internal Leave Policy matrix for the College.
  - Researched Sick Leave Policy maximum hours and donation stipulations for various Texas colleges and universities.
  - Continued working on new Leave and Absences policy draft and cross-referenced sabbatical leave and professional development.
  - Reviewed Policies #4330, #4319, and #3820 regarding sabbatical leave of absence and cross-referenced with professional development section of employee handbook.

- Reviewed Employee Benefits Handbook for referencing of Policy #4330 Professional Development Plan for Eligible Regular Full-Time Faculty and Staff and also on sabbatical leave.
- Worked on cross walk matrix for Leaves and Absences policy draft.
- Researched statues on sick leave donations, vacation leave, and leaves in general for Leaves and Absences policy draft and updated vacation leave section.
- Reviewed internal policy manual for leave policies. Cross-referenced current Leaves and Absences policies with policy manual leave policies.
- Continued working on revisions to the Leaves and Absences policy draft and researched regulatory statutes, internal operations, and Texas Association of School Boards (TASB) internal policies.
- Worked on Crosswalk Matrix for current, future, and Texas Association of School Boards (TASB) policy format for Leaves and Absences policy draft.
- Developed a draft comparison matrix on draft Policy #2500 and Texas Association of School Boards (TASB) legal policy.

- COVID-19:
  - Worked on reformatting the College's Coronavirus Information webpage.
  - Researched latest Hidalgo County Order related to COVID-19 and prepared analysis.
  - Revised COVID-19 Campus Safety Protocols for staff, students, and visitors accessing campus and uploaded changes to College's Coronavirus Information webpage.
  - Worked on COVID-19 Operations Response Plan and uploaded plan to College's webpage.
  - Worked on Employee Forms American with Disabilities Act (ADA) compliance check for College's Coronavirus Information webpage.
- Other:
  - Researched external firms for performance on staff cost studies in higher education setting.
  - Continued working on Faculty Cost and Productivity Study Board write-up and presentation for Committee and Board meetings.
  - Worked on Finance and Administrative Services keynote message for Professional Development Day.
  - Consolidated/revised Student Travel Waiver documentation and prepared summary memo for Vice President for Finance and Administrative Services.
  - Worked on online training module for Campus Continuity of Operations Plan (COOP) and also reviewed plan for Starr County Campus.
  - Reviewed job descriptions for all Accountability, Risk, and Compliance staff.
  - Reviewed Texas Association of Community Colleges website for Texas Legislature and Higher Education Committee survey updates.
  - Analyzed data for FY 2019 and FY 2020 special assignment and stipends.
  - Worked on Faculty Course Release Matrix.
  - Researched, performed test work, and also prepared report on course release project.
  - Completed Course Release Assessment for seven faulty members.
  - Reviewed police/incident reports and conducted analysis.
  - Updated Work from Home Procedures to align with new process.
  - Researched Texas Higher Education Coordinating Board (THECB), Centers for Disease Control Prevention (CDC), and Texas colleges for guidance on number of students in classrooms and prepared analysis.
  - Assisted Office of Human Resources with annual leave audits.
  - Worked on monthly activity report, reviewed invoices, monitored Banner Workflow requests, prepared requisitions, and prepared work order requests as needed.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Attended Director's Meeting with Vice President for Finance and Administrative Services to discuss Office of Institutional Equity staffing needs, disciplinary matter, Senate Bill 212 Reporting, case records/files, policies, procedures, and various matters.

- Attended meeting to discuss additional policies needing changes to accord with Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation.
- Attended meeting for Performance Appraisal for Institutional Equity Manager with Vice President for Finance and Administrative Services and Institutional Equity Officer.
- Attended meeting to discuss Title IX Case Status Spreadsheet with Vice President for Finance and Administrative Services.
- Attended meeting to discuss transfer of Potential Claims reporting and record-keeping with Finance and Administrative Services Reporting Coordinator.
- Attended meeting on staffing issues, discipline, Professional Development Day, reports, case records/files, policies, procedures, and other matters with Vice President for Finance and Administrative Services.

- Student Affairs and Enrollment Management:
  - Held conference call meeting to discuss Title IX cases with Director of Counseling.
  - Held Case Review meeting on cases affected by House Bill 1735 with Dean of Student Affairs and Director of Office of Student Rights and Responsibilities.
  - Held meeting to resolve case through Administrative Review with Dean of Students/Title IX Hearing Officer.
  - Attended Title IX Hearing conducted by Dean of Students/Title IX Hearing Officer.
  - Attended meeting to discuss Maxient access, groups, forms, and letters with Dean of Students, Director of Counseling, Director of Office of Student Rights and Responsibilities, and Title IX Investigator.
- Title IX and House Bill 1735:
  - Held Title IX Committee meeting.
  - Held meeting to discuss current responsibilities and prospective changes to Deputy Title IX Coordinator roster with Director of Counseling/Deputy Title IX Coordinator.
  - Held meetings to discuss Title IX related pregnancy and parenting student cases with Director of Counseling.
  - Held conference calls to discuss review, edits and publication of Title IX/House Bill 1735 Notice to Faculty/Staff with Finance and Administrative Services Reporting Coordinator.
  - Held conference call to discuss Title IX inquiries with Finance and Administrative Services Executive Administrative Assistant.
  - Held conference call to discuss trauma-informed training required by House Bill 1735 with Acting Chief of Police for Department of Public Safety.
  - Attended virtual press conference for "Purple Day" Texas Council on Family Violence, Justice Alert Technology, and Mujeres Unidas supporting victims of Domestic Violence.
- Training(s)/Webinar(s):
  - Attended webinar on "Sexual-Misconduct Prevention and Response: Where Do Institutions Stand in 2020?" hosted by The Chronical of Higher Education.
  - Attended "90 Minutes Max(ient) - Administrative Screens" webinar hosted by Maxient.
  - Participated in Professional Development Day sessions.
  - Reviewed Association for Title IX Administrators (ATIXA), Title IX Coordinator, and Administrator Level One Training and Certification Course Training.
- Departmental Meetings to discuss the following topics throughout the month:
  - Weekly Cabinet Reports, monthly Activity Report, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Action Plan for Title IX and House Bill 1735 requirements, updates, and priority deadlines.
  - Title IX Case Status Report and scheduling meetings with Title IX investigators and Title IX Team.
  - Drafted Complaint Resolution Procedures.
  - Postcard for students with Title IX and House Bill 1735 updates.
  - Necessary updates to Handbooks (Student, Faculty, and Staff).
  - Forms/letters from Association for Title IX Administrators (ATIXA) for Title IX Cases.
  - Title IX website and also on creation of Office of Institutional Equity "master" Case List.
  - Performance Evaluations, Work from Home Time Logs, and departmental budget.

PROJECTS IN PROGRESS:

- Drafted comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/ House Bill 1735.
- Updated Title IX website as required by new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/House Bill 1735.
- Drafted and edited new disability policy, ascertaining case management system, and tasks related to new role as 504 Coordinator roles for disability-related complaints.
- Updated Notice of Non-Discrimination campus-wide.
- Finalized and sent out Title IX postcard for students.
- Created Title IX and Texas State Law informational graphics and flyers for faculty, staff, and students.
- Renovating Office of Institutional Equity webpage.
- Drafted, comprehensive resource manual for basic needs to be linked to Complaint Resolution Procedures Handbook.
- Drafted, edited, reviewed, and submitted weekly Cabinet Reports and Title IX Reports for Cabinet to Vice President for Finance and Administrative Service.
- Drafted, edited, reviewed, and submitted monthly Activity Report and Legal Counsel Report for August 2020 to Vice President for Finance and Administrative Services.
- Drafted, edited, reviewed, and submitted Title IX Case Status Report to Vice President for Finance and Administrative Services.
- Work on individual Title IX Cases.
- Updated Action Plan for required tasks and actions to comply with Title IX and House Bill 1735.
- Kept up-to-date on Association for Title IX Administrators (ATIXA) listserv emails.
- Submitted updates to Notice of Non-Discrimination and Policy #4216: Freedom from Discrimination, Harassment, Retaliation, and Sexual Misconduct for print version of College Catalog.
- Submitted request to Public Relations to update Notice of Non-Discrimination on College website and to update the Title IX website Title IX Coordinator and contact information.
- Conducted comprehensive review of all current Title IX cases to include on Title IX Case Status Spreadsheet.
- Drafted, edited, and submitted revisions to 2020 - 2021 Employee Handbook to Office of Human Resources, including updated Title IX Resource Guide.
- Drafted, edited, and submitted Title IX Resource Guide to Public Relations for Title IX webpage update and Guide on Pregnancy and Parenting for Title IX webpage update, and Title IX webpage change on Notice of Non-Discrimination webpage.
- Completed Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Training Survey with Office of Counseling and Student Disability Services.
- Conducted and submitted Performance Appraisal for Institutional Equity Manager.
- Completed South Texas College Fraud Survey.
- Conducted legal research for Senate Bill 212 Reporting on Texas Higher Education Coordinating Board (THECB) materials and Texas Education Code Ch. 51.
- Drafted Senate Bill 212 Case List to use for Senate Bill 212 Reporting.
- Completed Senate Bill 212 Quarterly Report from Title IX Coordinator to President and provided to Vice President for Finance and Administrative Services.
- Completed draft Senate Bill 212 Annual Report to submit to Board.
- Reviewed updated guidance from U.S. Department of Education-Office of Civil Rights (OCR) on new Title IX regulations.
- Completed requests for program, listserv, software, equipment, inventory, transfers or removals due to resignation of Institutional Equity Manager.
- Interviewed candidates for Temporary Administrative Assistant position and completed necessary requisition and purchase order needed for hire.

- Communicated with Dean of Student Affairs and Director of Office of Student Rights and Responsibilities concerning House Bill 1735 impact on older cases needing closure.
- Communicated with Department of Public Safety concerning attendance at Trauma-Informed Investigations Training.
- Trained temporary Administrative Assistant on Office of Equity role and responsibilities and other relevant responsibilities of department.
- Prepared biography for Professional Development Day presentations.
- Completed survey on "Evaluation of Campus-Based Advocacy Services" for researchers at the University of Texas Medical Branch, The University of Texas Rio Grande Valley, The University of Texas at Arlington, The Texas Council on Family Violence (TCFV), and the Texas Association Against Sexual Assault (TAASA).
- Completed comprehensive review of cases to update/create Office of Institutional Equity Master Case List.

PURCHASING AND DISTRIBUTION SERVICES - BECKY CAVAZOS, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to twenty nine (29) vendor agreement/contracts.
- Participated in several Teams conference calls on different issues with Vice President for Finance and Administrative Services and the division Directors.
- Completed staff performance appraisal for Purchasing and Central Receiving staff.
- Participated in College Wide Professional Development Day sessions.
- Closed out all FY 2020 encumbrances as requested by the Business Office staff.
- Participated in a collaboration meeting with Accounts Payable staff to discuss pending issues.
- Attended September Finance, Audit, and Human Resources Committee Meeting and Regular Board Meeting.
- Prepared three (3) contract renewal vendor notification letters.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for Board of Trustees and Facilities Committee packets.
  - Processed one thousand sixty-seven (1,067) purchase orders.
  - Approved one thousand one hundred forty-nine (1,149) requisitions.
  - Disapproved six hundred nineteen (619) requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.
  - Submitted three (3) records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
  - Created or updated forty (40) new/exiting vendor W-9 forms, which were created or updated in Banner.
  - Reviewed and updated Department procedures as needed.
  - Conducted Public Bid Openings for the following:
    - Request for Proposal: 20-21-1016 Graduation Caps and Gowns
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposal: 20-21-1017 Re-Bid Nursing and Allied Health Building A Analog to Digital Audio-Visual Upgrade Phase I
- <u>Fixed Assets Department:</u>
  - Reviewed all assets purchased since October 1, 2020 as follows:
    - Approved twenty-six (26) assets through September 15, 2020.
    - Adjusted forty-four (44) assets in Banner for month of September.

    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed one hundred twenty-two (122) deliveries (purchase orders and complimentary books) and one thousand five hundred sixty-eight (1,568) packages/boxes.
  - Received and posted two hundred ninety-two (292) purchase orders in Banner.
  - Transferred/relocated eleven thousand six hundred thirty-two (11,632) assets and/or boxes as per move/set up request forms.
  - Completed twenty (24) faculty/staff moves in September.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Academic Excellence - $921.97.
    - Business Office / Cashiers - $254.12.
    - Financial Aid - $3,678.82.
    - President's Office - $265.35.
    - Vice President for Academic Affairs - $145.52.
  - Completed seventeen thousand three hundred thirty-one (17,331) copies at copy center for month of September.
  - Mailed out a total of forty-three thousand seven hundred thirty-five (43,735) letters and of those thirty-eight (38) letters were returned to South Texas College due to bad addresses.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss any remaining Information Technology projects and Payroll and Position Control standardization issues with Vice President for Finance and Administrative Services and Comptroller.
- Participated in College Wide Professional and Organizational Development Day General Session and breakout session on New Laws and New Challenges: Understanding the recent Title IX changes and session on Quality Enhancement Plan (QEP).
- Attended Faculty Cost meeting via Teams to discuss Faculty Cost updates with Vice President for Finance and Administrative Services and faculty cost team.
- Attended Human Resources Bi-Weekly Meeting via Teams to discuss any Human Resources updates with Vice President for Finance and Administrative Services and Human Resources Management Team.
- Attended interviews on temporary agency employee for vacant position to assist Human Resources Employee Relations area.
- Attended meeting on employee performance appraisals with Interim Director of Human Resources.
- Attended meeting to discuss employee appraisal with Employee Relations Officer and Human Resources Staffing Specialist/Evaluator.
- Attended meeting to discuss posting screening process with Direct Wage Human Resources Assistant.
- Attended meetings on employee Conduct and Performance Improvement Plans (CPIP) with supervisors to discuss appropriate actions.
- Attended meetings on policies and procedures concerning departmental issues regarding employees with supervisors.
- Attended meetings on policies and procedures concerning departmental issues with employees.
- Attended meetings on review of active complaints received with Interim Director of Human Resources.
- Attended meetings to discuss Human Resources related matters with Vice President for Finance and Administrative Services.
- Attended Society for Human Resource Management-Rio Grande Valley Chapter Annual Conference (SHRM-RGV).
- Attended State Employee Charitable Campaign meeting to discuss charitable contribution process for college employees with Human Resources Staffing Support Specialist and Human Resources Payroll Specialist.

- Attended Teams Information Technology meeting to discuss status updates with Vice President of Finance & Administrative Services.
- Attended Teams conference call to review price quote with I-9 Electronic Management Representative and also on product demo.
- Attended Teams conference call to discuss Human Resources Retention Records with Accountability Assistant.
- Attended Teams Safety meeting to discuss items on agenda with Vice President of Finance and Administrative Services.
- Attended Texas Conference for Employers Lunch Time Live Event via virtual conference on Employment Law.
- Attended Employee Retirement System (ERS) meeting to go over ERS Benefit processing and report with Interim Director of Human Resources, Application Development Manager and Reporting Analyst II.
- Attended training on Human Resources Faculty Staffing duties with Human Resources Staffing Specialist/Evaluator.
- Attended Unfreezing FY 21 Vacant Frozen Position Process meeting to discuss monitoring of budgets for frozen/unfrozen positions with Human Resources Management Team and Business Office Management Team.
- Attended State Employee Charitable Campaign meeting to provide updated information for College contact with representative.
- Attended Webinar for COVID-19 information hosted by Texas Workforce Commission.
- Attended Workshop on New Laws and New Challenges: Understanding the recent Title IX changes.
- Attended Workshop on From Being to Becoming: A Practice in Resilience During Challenging Times.
- Attended Zoom conference on "Latest COVID-19 Developments for Employers" hosted by Society for Human Resources Management.
- Attended Zoom conference on "Pandemic Response Planning – An Organizational Development Review and Human Resources Perspective" hosted by Society for Human Resources Management.
- Attended Zoom conference on "What You Should Know About COVID-19 and the American with Disabilities Act (ADA), the Rehabilitation Act, and Other Equal Employment Opportunity (EEO) Laws" hosted by Society for Human Resources Management.
- Attended Zoom meeting on PeopleAdmin Certification class.
- Attended Zoom meeting to discuss contract and services with Job Elephant Representative.
- Attended Zoom meeting to discuss services offered to veterans in lower Rio Grande Valley with Veterans Coalition Members.
- Attended Zoom Society of Human Resources Management conference.
- Held Faculty Load and Compensation Argos Reports meeting to determine what reports are still needed and to inform and discuss the technical issues faced for September payroll and reporting and determined ways and dates for information to be completed for reporting.
- Held Rollover Testing meeting via Teams to determine testing of temporary jobs right after the roll to approve budget year to gain a week's time for data entry and also additional Faculty Load and Compensation issues with salary grade year prior to finance feed with Human Resources Payroll staff and Business Office Payroll staff.
- Held FY 2020 - 2021 Texas Association of School Boards (TASB) Community College Salary Survey meeting to review and train Compensation Specialist on TASB survey preparation and submission.
- Hosted meetings on employee performance appraisals with appropriate Human Resources staff.
- Met to discuss record retention procedure and rules with Accountability Assistant, Interim Director of Human Resources, Accountably and Compliance Manager, Director of Accountability, Risk, and Compliance, and Records Technician.
- Met to decide who would take over State Employee Charitable Campaign with Interim Director of Human Resources and then met to go over process and tasks to be completed with State Employee Charitable Campaign volunteer.

- Met to discuss the report for Legislative Appropriation Request (LAR) with Vice President for Finance and Administrative Services, Interim Director of Human Resources, Staffing & Compensation Manager, and Budget Manager.
- Held Payroll Distribution Report (PDR) meeting via Teams to discuss the reason the Payroll Distribution Report did not upload correctly for September 2020 with Information Technology, Human Resources Information Services Manager, Compensation and Payroll Manager, and Human Resources Payroll staff.

PROJECTS IN PROGRESS:

- Assisted with completion of Salary File for Employee Retirement System.
- Assisted with Legislative Appropriation Request (LAR) for 2022 - 23 biennium.
- Worked on Benefit Eligible Employees report to provide to External Auditor.
- Collaborated to resolve the faculty/staff directory issues due to the delayed update of the active directory (AD) with Information Technology Service Delivery Manager.
- Completed American Sign Language requests for the College.
- Completed Banner screen OLAP Report for September to generate report of how many people enroll into medical plans and on Banner screen PZRHSAD Report to generate amounts of employees enrolled in Health Savings Accounts.
- Completed Creating Magic for Jags report for September.
- Completed emails, Teams, calls, office calls for COVID-19 related questions and benefits related questions.
- Completed Faculty Salary and Benefit Amount Requests for Dual Credit Programs Department.
- Completed Health Savings Account File for September.
- Completed leave audits for all full-time employees of the College.
- Completed list of retirees for September.
- Completed Nine Over Nine Faculty employee benefit premium audits.
- Completed process for downloading Open Enrollment File and worked on changes for MR09.
- Completed Teacher Retirement System adjustments, including Employee Demographics 40's and Teacher Retirement System employee eligibility status and activated Teacher Retirement System/Teacher Retirement Waiting Period codes for new hires in Banner screen PDADEN and completed Retiree Report for Teacher Retirement System.
- Completed termination of benefits for faculty employees not returning for next semester.
- Completed 457 Report for September.
- Completed Employee Retirement System 1% Report and also the Employee Retirement System Retiree Report for September.
- Completed update of employee benefits handbook.
- Completed upload of Tax Shelter Association Demographic File.
- Completed Vacation Settlement Report for Fiscal Year 2020.
- Conducted Employee Retirement System retiree information session with one employee.
- Conducted retirement information appointments with six employees for completion of their Teacher Retirement System packets.
- Conducted six new full-time hire orientations and conducted three new direct wage hire orientations.
- Created Faculty/Staff email for Work from Home (WFH) submission Process.
- Created Internal – Human Resources Temp Agency employee access request manual.
- Granted/removed access for multiple temporary agency employees to Active Directory (AD), Banner, Argos, Xtender, Apptrack, SharePoint, Share Drives, Teams group and Distribution lists.
- Performed a security audit of Argos folders HRIS and Faculty Load and Compensation (FLAC). Started assigning the Faculty Load and Compensation (FLAC) members to appropriate folders.
- Prepared Apptrack report for Human Resources Assistants for their monthly activities reports.
- Prepared course release report for Interim Director of Human Resources.

- Requested and was granted direct access to Argos for Human Resources Information System (HRIS) folders. Created folders for Human Resources Information System Human Resources Information System (HRIS) and Faculty Load and Compensation (FLAC) to enable to grant/remove access to members.
- Researched Human Resources records retention information/schedule.
- Returned COVID-19 calls from Administrators and Faculty.
- Reviewed Affordable Care Act hours for eligibility of Teacher Retirement System and benefits.
- Reviewed and signed Notice of Employment Forms.
- Reviewed Cabinet Reports, Employee Relations Office Report, Activity Report, and Legal Log Report.
- Reviewed performance appraisals.
- Reviewed rollover-update Benefit forms.
- Reviewed security access to Argos and removed access to terminated employees.
- Reviewed Service Award Certificates.
- Reviewed work audits.
- Reviewed Work from Home (WFH) procedures and made some changes to supervisor access.
- Tested, requested modification and approved new Xtender setup in production.
- Updated COVID-19 worksheet.
- Updated he Work from Home (WFH) form with new fields and secured the non-modifiable ones.
- Worked on and processed COVID-19 calls/information, policies and procedures.
- Worked on creating a position for newly created In-Person Hybrid Stipends for Fall 2020.
- Worked on creating new job change reason codes for staff furloughed begin and end dates.
- Worked on creating cross-listed pool positions for each division, pending testing in Faculty Load and Compensation.
- Worked on deduction in pay process, removal of benefits, and Time Clock Plus entries for furloughed employees for September.
- Worked on Emergency Sick Leave Requests Worksheets for MR09 Payroll.
- Worked on Employee Relations cases and reviews.
- Worked on Institutional Grants/Tuition Reimbursements.
- Worked on MR09 Employee Retirement System Reconciliation Report.
- Worked on new fiscal year roll-over.
- Worked on reviewing 496 faculty letters of appointment for accuracy and updated in Banner all department changes/mergers and updated all related screens in Banner.
- Worked on September monthly and semi-monthly employee payrolls.
- Worked on Texas Saver annuities for September.
- Worked on annual rollover processes in Banner that approves the FY 21 budget, populates new effective dates for all regular positions, and created new payroll jobs for regular faculty and staff for FY 2021.
- Worked on the FY 2020 - 2021 Texas Association of School Boards (TASB) Community College Salary Survey.
- Worked on updating instructional pool positions affected by new organization codes in Developmental Reading, Developmental English, Developmental Math, and CAT.
- Worked on setting up Faculty Load and Compensation (FLAC) training requirements with Academic Affairs Project leader.
- Worked to resolve Banner payroll forms access issues with Human Resources payroll group.
- Worked to validate accessibility of the work from home documents and training videos, and for Public Relations and Marketing department to upload them to South Texas College website.
- Security Access to users – 0.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Published: South Texas College Organization Chart for New Fiscal Year.
    - Updated: HR Organizational Chart.

    - Created: South Texas College Full Time Equivalent (FTE) Organization Chart for Legislative Appropriation Request (LAR).
  - Human Resources Website Updates:
    - Updated - Benefits website - Institutional Tuition Grant Application for Dependents
    - Updated - Benefits website - Institutional Tuition Grant Application for Employees
    - Updated Pay Plan link on PeopleAdmin user and applicant sites.
    - Uploaded new Employee Benefits Handbook to Human Resources website.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 48
    - Resolved: 50
    - Currently Open: 9
- Report Development:
  - Worked on over twenty-one (21) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on eighteen (18) External Reports throughout the month and submitted as needed or filed for future reference.
- Other:
  - Worked on providing thorough technical payroll assistance and training to Human Resources Payroll Specialist and Human Resources Payroll Assistant throughout the processing of September payroll.
  - Worked on providing training to Human Resources/Payroll Specialist and Assistant related to Banner screens and how they are used for reporting, adjunct leave form, Faculty Load and Compensation (FLAC) revisions, instructional departments merging, and other information for the process of adjunct and overload notices of employment.
  - Worked on reviewing reports for all faculty and staff assignments in new year, including letters of appointment, lecturers, special assignments, stipends, and extensions.
  - Worked on reviewing temporary assignments verification reports and payroll comparison.
  - Assisted with Adjunct and Overload Notice of Employment payroll processing.

Faculty Staffing	**Count**
Position requests w/job descriptions	5
Positions posted	5
Positions reposted	0
Positions extended	1
Positions canceled	6
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	1
Review Adjunct/Dual Credit applications	75
New Hire Email Notifications	
Faculty	1
Lecturers	3
Adjuncts/Dual Credit	
Positions filled	N/A
PeopleAdmin user updates	N/A
Advertisements placed (Monitor, Town Crier, etc.)	N/A
Email Activation/Deactivation	0
SOAPCOL	60
PEAFACT	60

Faculty Staffing	Count
Resignations/Terminations	6
SACS Audit Credential Review	6
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	2
Notices (1st, 2nd & Final notice)	10
Extension requests	50
Credential entered in credential database Faculty/Staff	60
Vacancy Reports completed/NOE course and Rate Review	0/308
Educational Supplements (Review, log, memo, send to payroll and faculty)	9
New hire/re-hire/transfer files (closing onboarding process) track transcripts	5
Purged Monthly Adjunct Applications	53
Purged Non-STC Employee Transcripts	80
SACS Audit	N/A

Support	Count
Front Desk	
Visitors Assisted	14
E-Verify	
Cases submitted	82
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	82
Requests	0
Name changes	1
Revisions	12
Updated employment authorization documents	3
Emails for expiring documents	3
Applications	
Processed On-Line	342
Processed Paper	26
Postings	
Closed (On-Line)	5
On Boarding	
New Hires	10
Transfers	2
Returning	5
Adjunct	1

Records	Count
Records filed (by page)	1,947
Record Requests: Internal Files Processed (personnel/transcript/other)	150
Files scanned and indexed	0
New Hire folders prepared	29
New Hire Transcript Files Prepared	29
Termed files prepared	0
Boxes to Record Retention	0
Email Requests: External	10
Files audited	0
Record Requests	0
Files moved back from storage room	0
Special file requests (HR Director, auditor, etc.)	12
Employment Reference Checks Logged	16
WFH - Activity Reports Reviewed and Logged	8
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	1,670
WFH - E-Mails Pending	0
WFH - E-Mails Processed (Pending E-Notification)	0
WFH - E-Notifications sent	0
"Missing" files found	0

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	11
Positions posted	14
Positions reposted	0
Positions extended	4
Positions canceled	3
Search committees' forms requested	6
Search committees assigned	12
Hiring proposals reviewed (HR Staffing Review workflow)	11
Job offers	4
New Hire Email Notifications	
Full-time staff	4
Part-time staff	3
Trainers	2
Positions filled	2
PeopleAdmin user updates	11
Advertisements placed (Monitor, Town Crier, etc.)	7
Resignations/Terminations	
Full-time staff	16
Part-time staff	8
NOE's	
Full-time temporary staff	3
Part-time staff (WS)	14
Part-time staff (DW)	16

Staffing/Staffing Support (Staff)	Count
Trainers	52
Temporary Agency Employees	
Request	6
Replacements	0
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	30	30	TWC Claims	25	25
Fingerprints	10	10	Open Records Requests	1	1
DPS Driver Eligibility Checks	3	3			

Benefits	Count
New Hire Orientations Full-Time	6
New Hire Orientation Part-Time	3
Internal Transfers	0
Benefits Credits/Collections	10+
TRS ED Records reported	0
TRS RR Records reported	0
TRS Prior Yrs of Svc Verifications	0
TexaSaver 457/403B Accounts	10
Faculty (Adjunct, Temporary)	9
Staff (Direct Wage, Part Time)	1
Exits	0
Full Time	30+
Retirees	1
FMLA Requests	
New	5
On-Going Cases	18
Closed	8
FMLA Intermittent Requests	
New	2
On-Going	13
Closed	5
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	0
New	5
On-Going Cases	4

Benefits	Count
Closed	1
Tuition Reimbursement Applications Processed	2
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	2
Dependent	1
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	0
ERS Changes	5
Vacation Settlement Worksheets	19
Fac. Base Salary Three Month Ext	
Staff Special Assignments	
	0

Payroll	Count
PDR Notifications	355
Direct Deposit Transactions	20
Full Time	18
Direct Wage/Work Study/Trainer	0
Resignations	
Full Time	6
Direct Wage/Work Studies	12
Garnishments	55
State Charitable Deductions	89
TXOAG Reporting	40
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	1
Address Changes	4
Form W-4 Changes	55
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	1
TWC	5
Letters sent	2
Phone Calls	20
Cell Phone Stipends	44
Adjunct Leave Forms	1

Payroll	**Count**
NOE	0
Letters of Appt Verification and Matching	974
Direct Wage	225
Work Study	80
Adjunct	63
Overload	416
FLAC Dual Credit assignments reviewed	
FLAC entries reviewed and applied	217
Trainers	97
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	41
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	0
Special Assignments	0
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	363
Staff Special Assignment	36
Large Class Payments	122
11/12 Salary Pay off	0
Educational Increase	6
Mini-mesters	3
Certification Stipend	108
PeopleAdmin Transactions	2
Approvals	5
Hiring Proposals	6
Payroll Worksheets	72
Move Request Updates	29

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY A. REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	OCTOBER 21, 2020
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2020 – SEPTEMBER 30, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended SACSCOC pre-onsite visit meetings throughout first two weeks of September
- Facilitated a meeting to discuss Department of Education Regulations for Distance Education, September 3
- Hosted an "Open Meeting" with Faculty, September 4
- Participated in the Superintendents Leadership Meeting, September 10
- Attended SACSCOC Welcome Session with President and institution's Leadership Team, September 14
- Attended SACSCOC Committee Meeting with QEP Leadership Team, September 15
- Attended SACSCOC QEP Group II: Capacity Meeting, September 16
- Attended SACSCOC Exit Conference, September 17
- Participated in the Dual Credit Leadership Meeting, September 18
- Held Deans Meetings, September 21 & 24
- Attended College-Wide Professional Development Day, September 25
- Facilitated Academic Council Meeting, September 28
- Attended Texas Pathways Project 2 Institute Advance Work Meeting, September 29
- Attended TACAO Meeting on Transfer, September 29
- Held a Deans Meeting, September 30
- Met to discuss and review the National Summit for Dual Credit Programs

PROJECTS COMPLETED OR IN PROGRESS:

- Academic Affairs Risk Management Plan
- Analyzing Pass/Fail grade option for Fall 2020; report from Cindy Blanco on P/Fail data:
- Classroom Inventory Report and Classroom Usage Report
- Comparison of Student Success Specialist and Academic Coach duties
- Continued to develop guidelines and templates for the division
- Continued with Audit of Faculty Rosters for Certain Departments
- Determining Faculty Count for Fall 2020 semester
- Developing the Handbook of Operating Procedures Template
- Finalized Performance Appraisals for 2019-2020 and submitted to HR
- Finalized the Carl Perkins Grant

- Guided Pathways: Mapping Pathways to Student' End Goals -Part 1 – Careers
    - October 19, October 26, November 2
- Implementing the Action Plan for the 2020-2021 Major Priorities for Academic Affairs
- Monitoring the budget for the instructional pools for FY 21
- Monitoring the student traffic at buildings and campuses
- New Program Development Proposals
- Processed In-Person Hybrid sections for stipends – 182 count
- Published the End of the Course Evaluation Public Result Page
- Recruitment and Hiring of online faculty
- Reviewed Minimesters
- Reviewing Dual Credit Programs request for all online Dual Credit courses for Spring 2021
- Reviewing Enrollment Data for Fall 2020 semester and preparing for Spring 2021 semester
- STC Competency-Based Program Development Manual
- Student Success Specialist and Academic Coach job duties
- Updating all manuals and reports for the division
- Updating the Faculty Credential Database based on approvals
- Worked on the final steps for the Child Development Center staff return
- Worked with Academic Excellence Staff on "A Night with Star" video
- Working on a new IE Plan Framework
- Working on the DHSI org chart recommendations
- Working on Several Search Committees
- Working on scheduling dashboard
- Working on Special Assignments for Targeted courses for OER development
- Working to submit a nomination for the Minnie Stevens Piper Foundation. Jenny Clark will be nominated this year. Preparing the application and documents.
- Working with ISP to implement icon for Open Educational Resources
- Working with PR to develop Meta-Majors and Occupational Skill Award webpages

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

DIVISION DEAN'S REPORT:

- Pre-meeting for 8.1 with Dean of Institutional Research and Effectiveness via Teams, September 1
- Meeting to discuss the Master Plan for Buildings A & B at the Technology Campus with Facilities, Planning, and Construction, September 2
- Presentation and discussion with LEARN (Lonestar Education and Research Network); afterwards, visitors toured the VR Lab in the AEDT Department at the Technology Campus, September 3

- Meeting to discuss Department of Education Regulations for Distance Education, September 3
- SACSCOC Pre-meeting for PLOs, September 4
- Meeting to discuss PSJA – STC Memorandum of Understanding, September 4
- Automotive Collision Repair and Refinishing Discussion, September 4
- She Persists Meeting with RGVision via Zoom to discuss projects completed in 2019-2020, September 8
- Interview via Zoom with Steve Taylor from the Rio Grande Guardian, September 8
- Committee meeting for the Director of Learning Commons, September 8
- SACSCOC Pre Meeting with Students, Faculty and Staff in preparation for the Technology Campus tour, September 9
- Dual Credit Programs Superintendent Leadership Meeting, September 10
- AEDT Advisory Committee meeting – Welcome from Dean, September 10
- Visit to Mid-Valley Campus to walk-through Cafeteria that is used by Culinary Arts, September 10
- Meeting to discuss the Master Plan for the Regional Center for Public Safety Excellence, September 10

- Meeting with Program Chairs at the Technology Campus to discuss Campus Master Planning, September 11
- SACSCOC virtual visit, September 14 – 17. Virtual tour of Technology Campus with interviews of students, faculty, and staff following immediately afterwards, September 14
- Visit and tour of the Regional Center for Public Safety Excellence, including library and computer lab as well as the lockers and storage area in the portables, September 17
- Meeting to discuss FY21 Persists Campaign with Grant Management and Compliance Officer II/Perkins Principal Investigator, September 17
- Dual Credit Programs Leadership Meeting, September 18
- Interviews for the Director of Learning Commons and Open Labs, September 18
- Meeting to discuss candidates for BPST Project Manager position, September 18
- NACEP Documentation on-boarding for new Program Chairs, September 18
- CBE Workforce Program Development update with Dr. Kevin Peek and the program developers for Construction, Electrician Assistant, HVAC, and Welding Programs, September 21
- Leadership meeting with Deans, September 21
- Day 2 of interviews for the Director of Learning Commons and Open Labs, September 22
- She Persists meeting to discuss plans for FY21, September 23
- WECM Advisory Committee Meeting, September 23
- Visit and walk through of the CCTA campus to determine what areas need to be moved to allow space for renovation, September 23

- Meeting with Carlos Margo to discuss collaboration with IAM and Industry Training department, September 23
- MAP Advising Team Meeting, September 24
- Meet and greet with Pharr Police Chief Andy Harvey at the Regional Center for Public Safety Excellence, September 24

- Deans meeting to discuss In Person Hybrid courses and schedules for Spring 2021, September 24
- Meeting with IT, ET, Program Chairs from the Technology Campus to discuss converting A119 from an Active Learning Classroom to a Virtual Reality Lab, September 24
- College-Wide Professional and Organizational Development Day, September 25
- Rio Grande Guardian: Watch a conversation with the new Dean of Business, Public Safety, and Technology at South Texas College: https://riograndeguardian.com/watch-a-conversation-with-the-new-dean-of-business-at-south-texas-college/?utm_source=rss&utm_medium=rss&utm_campaign=watch-a-conversation-with-the-new-dean-of-business-at-south-texas-college
- Academic Council, September 28
- Update on INNO Conference – Virtual with Economics instructor, September 29
- Texas Pathways Project 2 Institute 2 Team Meeting, September 29
- Deans Meeting, September 30

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Council of Chairs meeting, September 1
- Chair and faculty attended the LEARN (Lonestar Education and Research Network) grant presentation at Pecan Campus, September 3
- Faculty gave LEARN representatives a tour of the AEDT VR lab and classrooms, September 3
- Contacted AEDT students for participation in SACSCOC virtual interviews, September 9

- Faculty attended Pre-meeting in preparation for SACSCOC On-Site Committee Interview Panel, September 9
- Submitted Perkins Report and inventory items for review, September 10
- Faculty attended AEDT Advisory Committee Meeting, September 10
- Meeting with Dean to discuss Master Planning for Technology campus, September 11
- Instructor participated in SACSCOC Meeting with Technology Faculty, September 14

- Instructor participated in SACSCOC Virtual Tour, September 14
- Instructor participated in SACSCOC On-Site Committee Interview Panel, September 15
- Chair and instructor attended College-Wide Curriculum Committee meeting, September 15
- Faculty attended Autodesk Live Webinar: Generative Design Workflow, Tuesday, September 15
- Chair and Instructor submitted encouragement images to Office of Professional Development

- Chair and faculty participated in SACSOC Exit Conference, September 17
- NACEP Documentation On-boarding Meeting, September 18
- Attended webinar: "Designing and Animating a Creative App," September 21
- Completed NACEP documentation, September 21
- Assisted Dean Lozano with VR lab equipment search for purchase, September 23
- AEDT Open Lab Safety/Operational Plan, September 24
- Active Learning lab transformation to VR Lab meeting, September 24
- Chair and faculty attended College-Wide Professional and Organizational Development Day and afternoon workshops sessions, September 25

- AEDT work-study interview conducted by Chair and instructor, September 28
- Meeting with MVC librarian to discuss AEDT participation in Family Reading Night, September 29
- Instructor attended Faculty Senate Meeting, September 29
- Instructor attended workshop "Building a Sense of Belonging with Flipgrid," September 29
- BPST Faculty Secretary Hiring Committee -Reviewed Faculty Secretary applications, September 30
- Instructor attended Open house prep. meeting, September 30

- RGVision magazine article: Beyond the degree, highlighting Civil Engineering Technology student and Program Chair
- AEDT student featured in the She Persist 30 sec. Commercial promoting the AEDT Civil Specialization

Business Administration

- Attended the Council of Chairs Meeting via Zoom, September 1
- Attended meeting via Zoom with INNO Conference Organizers to discuss updates and issues, September 3
- Innovation Conference meeting via Zoom to discuss PowerPoint presentation with UAT representative and Economics Lecturer, September 4
- Instructor held an ACE-IT project meeting via Teams to discuss recruiting, September 8
- Instructor attended the SACSCOC Pre-Meeting for Pecan Campus Faculty, September 8
- Program Chair Meeting via Microsoft Team Meeting, September 11
- Instructor worked on ACBSP material for certificate accreditations, September 14
- NACEP Documentation On-Boarding Meeting via Microsoft Team Meeting, September 18
- SHRM 2020 Virtual Annual Conference via Zoom, September 22

Design Building Technology

- Coordinated the participation of DBT students in the SACSCOC Student Interviews, September 7-9
- Coordinated meeting with IAM regarding "Construction Superintendent Training Program," September 9
- Followed up on Perkin's Grant equipment received August 31, 2020. Documentation, such as photos and assignments sent to grant manager, September 9
- Began FY 20 Perkins Basic Inventory and Disposition Reports-BPST/MSBIT, September 9
- Attended AEDT Fall 2020 Advisory Committee Meeting, September 10
- Attended Program Chair Meeting, September 11
- Coordinated the repair of Culinary Arts freezer as HVAC and Culinary Arts student collaboration, September 11

- SACSCOC Virtual Site Visit – Technology Campus Tour, September 14
- SACSCOC Virtual Site Visit – Technology Campus Faculty Interviews, September 14
- SACSCOC Virtual Site Visit – Standard 8.2.a PLO's, September 16
- SACSCOC Virtual Site Visit – Exit Conference, September 17
- Completed FY 20 Perkins Basic Inventory and Disposition Reports-BPST/MSBIT. September 17
- Meeting with IAM regarding "Construction Superintendent Training Program," September 18

- Meeting to discuss FY 21 Perkins Grant Program, Virtual Reality Lab, September 18
- CBE Workforce Course/Program Development meeting. DBT will continue developing CBE courses with the intention of offering full certificates by Fall 2021, September 21
- Worked with Director of Learning Outcomes on upgrades to the "Active Learning Classrooms" using HSI Grant funding. The lab will be upgraded to include Virtual Reality headsets which can be utilized by all BPST students, September 21-25
- Continued development of the Facility Maintenance & Solar Technology Occupation Skills Awards for the DBT program, September 21-25 & September 28-October 2
- HVAC Community Project Meeting. American AC is proposing a community project in which they provide "Air Scrubber" to the individuals that are in the at-risk population for COVID-19. The project would involve the student club and/or students completing their COOP courses to install the products, September 23
- Meeting at PSJA CCTA to discuss the relocation of HVAC equipment due to renovations, September 23
- Meeting to discuss FY 21 Perkins Grant Program, Virtual Reality Lab with BSPT Program Chairs, September 24
- Coordinated the repair and return of Culinary Arts freezer repaired by HVACR student, September 24
- Faculty and staff attended Professional Development meetings and workshops, September 25
- Continued development of Solar Panel structure at the Technology Campus. Space Modification and plans will be submitted to Facilities, Planning, and Construction, September 25
- Continued development of CBE courses for the Construction Supervision program and coordinated with Distance Learning on the status of submitted CBE courses, September 28 – October 2
- Submitted space modification for Solar Panel structure at the Technology Campus, September 28
- Aided in the development on Construction Superintendent Training Program with IAM, September 30
- Meeting with AEDT instructor regarding AEDT open house coordination, September 30

Law Enforcement/Fire Science

- Meeting to Discuss Master Plan at RCPSE, September 10
- Program Chair Meeting, September 11
- Virtra Simulator Training at RCPSE, September 16
- Meeting with New Pharr Police Chief, September 24
- Telecommunicator OSA Discussion with Director of Curriculum, September 29
- 16 Cadet Interviews for Full-time Academy

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Convened the first meeting of the new Liberal Arts Division Curriculum Committee.
- Attended the Dual Credit Superintendents meeting.
- Met with representatives from PR&M regarding the layout of our new meta-majors landing page on the College web-site.
- Participated in the second meeting of the Dual Credit "Program, Mission, and Goals" Committee.
- Met with stakeholders in the AA Mexican American Studies Program to discuss growth to date and strategies for further growth in the program.
- Participated in the SACSCOC events:
    - Welcome Session
    - QEP Leadership Team Interview
    - Standard 8.1 Team Interview
    - QEP Capacity Interview
- Participated in the College's NACEP Documentation On-Boarding Meeting.
- Participated in the following webinars:
    - "Politics of the COVID-19 Response in the U.S."
    - "Higher Ed's Responsiveness Strategies to COVID"
    - "Metrics that Matter"
    - "K-13 Re-Openings" (Department of Education)
    - "Forward Thinking: How Is COVID-19 Shaping Higher Ed?"

- "Texas Pathways Institute #2 Orientation".
- Participated in a meeting of the QEP Implementation Team.
- Participated in the day-long College-Wide Professional and Organizational Development Day.
- Attended WebCast "Growing Pressures on Vulnerable Students and Institutions".
- Participated in "Texas Pathways Project 2 Institute 2 Team Meeting".
- Attended Workshop "Bridging the Gap: Best Practices for Supporting Transfer Students".
- Led two (2) Department Chairs' meetings.

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Chair worked on Development of Faculty advising plan.
- Chair assisted faculty with documents for ADA accessibility with support from work-study.
- Chair communicated with persons interested in Visual Arts and Graphic Arts degrees.
- Chair finalized draft of new PLOs for Visual Arts.
- Chair worked with faculty to establish Spring 2021 schedule.
- Chair worked with faculty to resolve online classroom student concerns.
- Chair participated in Liberal Arts Department Chairs' meeting on September 9th.
- Chair participated in Faculty advising certification meeting.
- Chair continued planning 2020 Faculty Art Exhibition.
    - Faculty Art Exhibition is online through September and October. The event can be viewed at: *https://www.southtexascollege.edu/art-gallery/index.html.*
- Chair participated in College-Wide Curriculum meeting and NAECEP documentation meeting.
- Chair led Art Department meeting including Faculty Advising Planning. Videos were made and distributed to our faculty on how to use Degreeworks. Students in Visual Arts and Graphic Arts were divided among F/T faculty. Faculty will begin contacting students in preparation for September 28th registration.
- Faculty were assigned students for advising and emailed assigned students a faculty advisor introduction and reminder about registration on September 28th.
- Students who are scheduled to graduate this semester were informed of College Fair.
- Inquiries were made to prepare for purchase of laptops for students who are struggling with running Adobe software in Digital Art and Design Comm courses.
- Chair secured Graphic Arts student as a work study for Distance Learning.
- Chair began review of Fall 2020 prospective graduates report.
- Chair transitioned face-to-face (F2F) courses to online for Spring 2021 schedule.
- Chair submitted curriculum changes due to ACGM updates.
- Chair directed faculty with reports on students with possible communicable disease exposure.
- Chair continued working on Division symbols.
- Chair finalized NACEP reporting documents.
- Chair finalized TASA renewal request.
- Department participated in College-Wide Professional Development Day.
- Faculty continued implementation of Art Advising Plan with the purpose of improving persistence and graduation rates. Faculty contacted assigned students to advise which courses they should register for in Spring 2021.
- Communicated transfer information sessions to potential Visual Arts and Graphic Arts graduates.
- Communicated Summer Camp proposal to faculty.
- Submit proposal for curriculum changes to division curriculum committee chair, due to ACGM update.
- Communicated revisions PLO data for Graphic Arts and Visual Arts programs to Yolanda Jaramillo.
- Participated in Department Chairs' meeting.
- Coordination of faculty evaluation plan for F/T, Adjunct, and DC faculty.
- Communicated professional development opportunities for TASA and Adobe Max to faculty. These events will be held online this month.
- Researched computer specifications and requisitioned computer(s) for Graphic Arts student need.
- Coordinated with Teresa Sanchez to accommodate a student in need of access to Adobe software while providing simultaneous communication with faculty.
- Coordinated with PCUC to correct issues with Adobe software access.

Drama Department

- South Texas College Theatre released its first episode of *Cooper Cabaret* featuring Brianna Amaya, Drama Major, who performed her original songs. Episode can be viewed at *https://youtu.be/R7_6u69wJ8w*. This is a monthly series which will be ongoing throughout the year.
- Drama Instructor completed writing the first episode of *Let's Talk Theatre*, a four-episode series discussing theatre history, pop culture, and current events in a comedic talk show format, with Connor Lara, Drama Major. Also released the promo video for STC's second theatre production.
- South Texas Theatre Auditions went live with its website and online application process. Auditions may be viewed at *https://sites.utexas.edu/stta/registration/*. The collaboration between STC, UT-Austin, and PSJA has moved from the traditional face-to-face event on to a virtual platform. Participating universities as of last week include: Oklahoma State University, Abilene Christian University, University of Northern Colorado, Carnegie Mellon University (Design/Tech only), The University of Texas at Austin, The University of Texas Rio Grande Valley, Texas A&M – Corpus Christi, and CalArts.
- Chair spoke with a donor who knew Dr. Jack Carroll, founding director, on Sunday, September 13th. The person is sending a donation to the scholarship fund in memory of Dr. Carroll's passing (September 16, 2016).
- A tribute video in honor of Dr. John F. Carroll and the Drama Department's 10-year anniversary was released on September 16th which can be viewed at: *https://youtu.be/Eb-GlNtWSBQ*. Dr. Marian Monta was included in the tribute as well as she passed away this Summer.
- Virtual auditions were held for our third production of the season, *Medea*, and a cast was selected. Rehearsals began the week of September 21st.
- Chair and Coordinator had an interview with Jamie Trevino from the Progress Times regarding South Texas College Theatre's 2020-2021 production season and their move towards creating virtual work.
- Chair met with colleagues at American Alliance for Theatre and Education to continue planning the Leaders of Color Institute, a virtual symposium for Black, Indigenous, and People of Color. Event is November 7 & 14. Focus is centered on the following: Intersectionality and Coalition Building; Capacity Building; Reexamining Work and Relationships; Activism and Advocacy; Combatting Cultural and Racial Erasure.
- Department participated in College-Wide Professional Development Day.

English Department

- NACEP Meeting
- Discussions with faculty about Blackboard concerns/Ultra
- ENGL 2321 Universal Proposal ongoing
- Participated in Departmental Leadership, Liberal Arts Department Chairs', and Council of Chairs meetings
- The online approval committee's efforts continue
- Discussions with faculty about Blackboard concerns/Ultra
- Program Chair conducted English Department Meeting including planning for upcoming department events:
    - Event featuring Toni Morrison
    - Reading Week at Mid-Valley
    - Literary Debate Sessions to be scheduled
- Committee formed to create ENGL universal shell with OER
- ENGL 1302 revision discussed.
- Department participated in College-Wide Professional Development Day.

History / Philosophy Department

- Chair completed Adjunct applications for two (2) applicants.
- Chair initiated an additional Adjunct Application for History Department including performing reference checks.
- Chair participated in meetings for Liberal Arts Department Chairs', Mexican-American Studies, Grade Appeal Committee, Learning Outcomes with Yolanda Jaramillo and Distant Learning with History/Philosophy Faculty.
- Chair met with Yolanda Jaramillo to finalize PLO changes for the History Department.
- Chair participated in College-Wide Curriculum Committee Meeting.
- Chair met with Division Dean to discuss the changes and forms needed for HIST 2381.
- Chair participated in Distant Learning Training with History and Philosophy faculty.
- Chair attended NACEP Documentation On-Boarding Meeting.
- Chair began to organize faculty members evaluations (classroom observations or self-evaluations).
- Chair transferred all face-to-face courses to online for Spring 2021.
- Chair conducted Philosophy Department Meeting and History Department Meeting.

- Department participated in College-Wide Professional Development Day.

Center for Mexican American Studies (CMAS)

- **<u>BIG NEWS</u>**: Coordinator spoke with Directors from Peru, Paraguay, and Uruguay. Ballet Folklorico South Texas College (BFSTC) has been invited to participate in some of their South American and Caribbean festivals.
    - Worked with Faculty Secretary to organize submission materials (pictures, letters of acceptance, videos) required for these opportunities.
- Finalized logistics to host folklórico group from Xalapa, Veracruz via virtual event and promoted event via social media, emailed flier to as many contacts as possible, and posted on community websites.
- The 1st Virtual Amistades (Friendship) Concert Series was hosted by Ballet Folklórico South Texas College with a fine arts university from Xalapa, Veracruz. The event was a huge success with over 2,000 views. The session was conducted via Facebook Live.

- Coordinator worked on logistics and submission material for Ballet Folklórico South Texas College to participate in a virtual festival in South America. BFSTC is the only group selected to represent the United States!
- Met with Faculty Secretary about possible ways to host other events virtually including more universities and maybe local performing groups, especially high schools.
- Began organizing with Faculty Secretary for upcoming virtual event with various folklórico groups and guest Maestros.
- Sent out a weekly update to the Ballet on social media
- Communicated with Américo Paredes Book Award committee discussing logistics to organize hosting award recipients.
- Discussed with colleague Dr. James Barrera about possible presenters for Veterans Lecture Series
- Met with Leslie Howland of Public Relations about ways to promote CMAS events and served as a guide on the submission process and discussed ideas on a new story.
- Coordinator promoted a news story by The Monitor which was well received by colleagues and administration.

THE MONITOR

Staying in step

Music Department

- U.S. Army School of Music Masterclass for Music Majors
- SACSCOC Pre-Meeting
- Participated in Pecan Campus faculty/staff meeting with SACSCOC Breakout Session
- Narrated and participated in Virtual Tour of Cooper Center for SACSCOC.
- Guitar Masterclass for Roma High School conducted.
- Department participated in College-Wide Professional Development Day.

Speech Department

- Chair assigned Full-Time Faculty to observe online classes of Adjunct and Dual Credit Faculty.
- Chair participated in Liberal Arts Department Chairs' meeting with Dean.
- Chair conducted Communication Arts Department Meeting.
- Chair and Faculty Secretary consulted with Common Labs staff and manager of Pecan Campus Labs about logistics (scheduling, software, etc.).
- hair assigned all majors to all Full Time Faculty members for advising.
- Chair attended meeting about NACEP Documentation.
- Chair began assigning Spring 2021 classes to Full-Time Faculty with the assistance of Curriculum & Scheduling.
- Chair staffed three (3) dual enrollment classes due to Dual Credit Faculty (Weslaco ISD) resignation.
- Department participated in College-Wide Professional Development Day.

World Languages Department

- Chair attended SACSCOC Pre-Meeting and Liberal Arts Department Chairs' Meeting.
- Chair participated in Department Course Alignment Meeting via Zoom.
- Chair worked on Trilingual Interpreting mapping and submitted to Yolanda.
- Chair called faculty regarding pending Concourse syllabi.
- Chair worked on crosswalk(s).
- Chair attended meeting with Dr. Davis - SACSCOC visit.

- Chair edited curriculum revisions.
- Chair prepared documents for NACEP.
- Department participated in College-Wide Professional Development Day.

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, INFORMATION TECHNOLOGY, AND BACHELOR PROGRAMS

DIVISION DEAN'S REPORT:

- Attended SACSCOC on-Site Visit Pecan Tour via zoom, September 1
- Participated in September Council of Chairs Virtual Meeting, September 1
- Facilitated Division Leadership Chair meeting, September 2, 23
- Participated in STC – TAMU Criminal Justice Articulation Agreement meeting, September 2
- Participated in SACSCOC On-Site Visit update meeting, September 3
- Attended QEP Update meeting with Advisors and Student Success Specialists, September 3
- Participated in Department of Education Regulations for Distance Education meeting, September 3
- Participated in Workshop Academic Affairs Fall 2020 Open meeting, September 4
- Attended Cabinet meeting, September 9
- Participated in QEP Pre-Meeting with Advisors, Student Success Specialists, and Faculty Advisors, September 9
- Participated in Pre-meeting for SACSCOC on-site Committee faculty interview panel, September 9
- Participated in Dual Credit Programs Superintendents Leadership Meeting, September 10
- Participated in JFF Webinar: Sustainability Planning for the Google IT, September 10
- Participated in CBE Conference Consultation, September 10
- Attended NSF Grant opportunity meeting, September 10
- Met with Chairs and staff to discuss division banner logos, September 11
- Participated in CBE Student Handbook meeting, September 11
- Participated in 9/11 Remembrance Ceremony Video Tribute, September 11
- Participated in SACS Virtual Visits, September 14 – 17
- Participated in the College-Wide Curriculum meeting, September 16
- Participated in the CBE Student Handbook meeting, September 18
- Attended department meetings, September 18
- Participated in Leadership meeting with Division Deans and Vice President for Academic Affairs, September 21
- Participated in the Competency-Based Education Network (C-BEN) CBE Huddle: Developments meeting, September 22
- Participated in State of the CBE meeting, September 22
- Participated in MAP advising Team meeting updates for Spring 2021 Semester, September 24
- Participated in TAMUK Industrial Engineering Night, September 24
- Participated in College Wide Organizational Development Day, September 25
- Participated in Academic Council meeting, September 28
- Participated in the Virtual Lone Star College/South Texas College Discussion of Bachelor Programs Meeting, September 29
- Attended Growing Pressures on Vulnerable Students and Institutions Webcast, September 30
- Participated in Dean's Meeting with Vice President for Academic Affairs, September 30

BACHELOR PROGRAMS:

Bachelor of Applied Science in Organizational Leadership

- Participated in the Council of Chairs meeting, September 1
- Attended MSITB Virtual Chair Meeting, September 2, 23
- Facilitated the Faculty Handbook: CBE Faculty Response Language Meeting, September 3
- Participated in the Portfolium training, September 3
- Participated in the Academic Affairs Department of Education Regulations meeting, September 3
- Participated in the Academic Affairs Fall 2020 Open Forum meeting, September 4

- Participated in the STC AAWCC Chapter Board meeting, September 8
- Participated in the Competency-Based Education Conference planning meeting, September 10
- Participated in the Student CBE handbook meeting, September 11, 18
- Participated in the College-Wide Curriculum meeting, September 16
- Participated in the National Society for Leadership and Success Biweekly meeting, September 16
- Participated in the Excelencia Leadership Institute: Linking Completion to the Workforce, September 23-23
- Participated in the Competency-Based Education Network (C-BEN) CBE Huddle: Developments meeting, September 22
- Participated in the Texas Association of Mexican American Chambers of Commerce webinar with Dr. Anthony Fauci: COVID19 in Hispanic and Minority Communities, September 24
- Participated in College-Wide's Organizational Development Day, September 25
- Participated in the APA Citation Support for Students meeting with the Dean of Library Services, Associated Dean of LS, and Director of CLE services via Teams, September 29
- Participated in the Lone Star College / South Texas College Discussion of Bachelor Programs meeting via Zoom, September 29

Computer Information Technology Program

- Participated in NACEP Virtual Meeting, Aug 31
- Participated in September Council of Chairs Virtual Meeting, September 1
- Attended MSITB Virtual Chair Meeting, September 2
- Facilitated Computer Science & BAT in Computer & Information Technologies Virtual Department Meeting, September 2
- Participated in Workshop #152891: Professional Development System Training to learn how to create workshops and meetings, September 3
- Participated in Faculty Handbook: CBE Faculty Responsibilities Virtual Meeting, September 3
- Participated in Academic Affairs Fall 2020 Virtual Open Meeting, September 4
- Facilitated Virtual Department Meeting to review PLOs for Computer Science, Computer Information Systems and BAT in CITP, September 5
- Participated in Google Hiring Consortium Virtual Meeting, September 7
- Facilitated Virtual Department Meeting to discuss Google IT Future Sustainability Guide, September 8
- Participated in GoToWebinar-Coffee with a Commissioner: Introduction to College Provided Faculty Model Accreditation Standards, September 9
- Participated in Bachelor Program Virtual Meeting to discuss logos, September 9
- Participated in Google IT Future Sustainability Guide/Worksheet Virtual Meeting, September 9
- Facilitated Computer Science Virtual Staff Meeting to discuss OneDrive, September 10
- Participated in Virtual JFF Webinar: Sustainability Planning for the Google IT Certificate, September 10
- Participated in MSITB Virtual Meeting to discuss banner icons, September 11
- Participated in CBE Student Handbook Virtual Meeting, September 11
- Facilitated Virtual CS/CITP Department Meeting to discuss the mapping of the Program Learning Outcomes, September 14
- Participated in Virtual Google Platform Form Meeting with CS Faculty, September 14
- Participated in Virtual Meeting with CS Faculty member to discuss Monthly Report for Google IT Support Professional Certificate Program Grant, September 15
- Participated in Virtual Meeting with CS Faculty member to discuss Qwiklabs Integration Requirements Review for Google IT in Spring 2021, September 15
- Participated in Virtual College-Wide Curriculum Committee Meeting, September 15
- Facilitated Virtual Meeting with CS Faculty member to review program learning outcomes and assessments, September 16
- Facilitated Virtual Meeting the CS Faculty member to review NACEP documents, September 16
- Facilitated Virtual Meeting with CS Faculty member to review NACEP Paired Assessments Equivalency, September 17
- Participated in Virtual Meeting with CS Faculty member to review Google IT Milestones #1 and #2, September 17
- Participated in Virtual CBE Student Handbook Meeting, September 18
- Facilitated Virtual Meeting with CS Faculty member to review NACEP Documents, September 18

- Participated in Virtual NACEP Documentation On-Boarding Meeting, September 18
- Participated in Virtual CBE Huddle: Developments from the U.S. Department of Education, September 22
- Participated in Virtual MSITB Division Chair Meeting, September 22
- Facilitated Virtual Meeting with two CS Faculty members to discuss NACEP Paired Assessments equivalency, September23
- Facilitated Virtual Meeting with CITP Faculty and CS Faculty member to discuss CITP Student Tutoring, September23
- Participated in Virtual South Texas Google Cert TA Meeting, September 24
- Participated in the Virtual Engineering Technology Leaders Institute Meeting, September 28
- Participated in the Virtual Lone Star College / South Texas College Discussion of Bachelor Programs Meeting, September 29
- Facilitated Virtual Meeting to Reviewing IE Plan for CIT Program, September 30

Medical and Health Services Management

- Attended the virtual Council of Chairs zoom meeting, September 1
- Participated in the virtual Handbook Faculty meeting September 3
- Participated in the CBE Student Handbook project virtual meeting, September 11, 18
- Participated in a Grade Appeal virtual committee meeting to discuss an appeal, September11
- Attended the virtual SACSCOC exit meeting, September 17
- Participated in the virtual Division Leadership/Chairs meeting, September 23
- Attended the virtual Collegewide Professional Development Day, September 25
- Attended the virtual meeting with Lone Star College and STC discussion of Bachelor Programs, September 29

Technology Management

- Attended the Council of Chairs Meeting, September 1
- Participated in the TMGT FLAC & NOE Process Review Meeting, September 2 & 3
- Participated in the Faculty Handbook: CBE Responsibilities Coordination Meeting, September 3
- Attended a workshop on Best Practices for Linking Your Videos in Blackboard, September 9
- Participated in the CBE Student Handbook Review, September 11, 18
- Attended the SACSCOC Exit Conference, September 17
- Attended College-wide Professional Development Day, September 25
- Participated in the Lone Star College & STC Discussion of Bachelor Programs, September 29

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended September Council of Chairs Zoom Meeting, September 1
- Attended LEARN on-site visit Meeting with Faculty, September 3
- Attended STEM Success Academy TEAMS Meeting, September 3
- Attended Academic Affairs Open Meeting, September 3
- Attended STEM Success Academy Teams Meeting, September 8, 10
- Attended NSF Grant Opportunity Teams Meeting, September 10
- Attended MSITB Banner Icons Teams Meeting, September 11
- Attended College-Wide Curriculum Committee Meeting, September 15
- Attended Virtual Lab Tour Building V, September 16
- Attended GoToWebinar Resources for Pandemic Planning, September 16
- Attended Plan for a Smoother Spring for BIOL1406/1407, September 17
- Attended NACEP Documentation On-Boarding Meeting, September 18
- Attended Higher Ed's Responsive Strategies to COVID Bring Faculty Confidence and Optimism, September 22
- Attended the Review of Chemical Hygiene Plan, September 22
- Presented Assistant Chair Meetings Teams Meeting, September 29, Oct 2
- Attended the Faculty Senate, September 29
- Attended Meeting with Nikon Representatives, September 30

Chemistry

- Attended Council of Chairs Meeting, September 1
- Reviewed SB 25 and prepared materials for INTS meeting, September 1 & 3

- Attended LEARN onsite meeting with Faculty, September 3
- Attended Academic Affairs Open Forum, September 4
- Attended SACSCOC Site Visit Program Learning Outcomes PreMeeting, September 4
- Facilitated Interdisciplinary Studies Meeting between AS INTS Coordinator, AA INDS Coordinator, MSITB Student Success Specialist, LA Student Success Specialist, Dual Credit Advisor, and Dean of Liberal Arts. The meeting focused on SB 25 requirements, STC plan, current initiatives, and Fall 2020 action plan, September 4
- Met with Director of Learning Outcomes to discuss PLOs for Associates of Pre-Pharmacy, September 8
- Attended an ALEKS meeting to discuss faculty and student concerns, September 9
- Attended a n NSF Grant Opportunity meeting, September 10
- Met with Student Success Specialist to discuss INTS declared majors, September 10
- Met with Lab Coordinator to discuss Microlab training for Lab Specialist, September 10
- Attended a MSITB Banner meeting, September 11
- Attended a SACSCOC QEP Pre-meeting for advisors, September 11
- Attended and presented at the Pre-Pharmacy Club meeting, September 11
- Reviewed transcripts for INTS declared majors that the Student Success Specialist identified as meeting SB 25 criteria. Determined that not all students meet the criteria. Discussed the results with the Student Success Specialist. A RAS report request was submitted by SSS to get a more accurate report, September 11
- Attended a meeting with faculty and ALEKS personnel to clarify ALEKS expectations, September 11
- Met with Director of Learning Outcomes to discuss PLOs for AS Interdisciplinary Studies to discuss PLO for the INTS degree, September 9, 14
- Met with Labster to discuss using their simulation software for CHEM1409/1412 during the Spring 2021 term, September 14
- Met with Lab Coordinator, Lab Specialist, and Faculty Secretary to review job descriptions, September 15
- Attended College Wide Curriculum Meeting, September 15
- Participated in SACSCOC interview regarding STC PLO process, September 16
- Attended SACSCOC Exit Meeting, September 17
- Met with Director of Curriculum Department to discuss Spring 2021 schedule, September 17
- Met with Director of Learning Outcomes to discuss Core Objective Strategies for Core Courses, September 17
- Reviewed AS of INTS PLOs and data reported by Director of Learning Outcomes. The Learning outcomes align with the Core Objectives. Met with Director of Learning Outcomes to discuss whether Personal Responsibility and Social Responsibility were appropriate give that no other associate in the STEM mejamajor includes these Core Objectives, September 17
- Attended Zoom meeting hosted by Holoscience and eScience to discuss at home chemistry lab kits for CHEM1409/1412, September 18
- Facilitated Department meeting to discuss Spring 2021 schedule, lab experiments for CHEM1409/1412 during Spring 2021 term, Core Objectives, Professional Development Day, COOP, electronic lab manuals, Science Olympiad, and Pre-Pharmacy Club Advisors, September 18
- Attended NACEP onboarding of new faculty meeting hosted by the Office of Dual Credit Programs & School District Partnerships, September 18
- Met with Chemical Hygiene Plan committee, September 22
- Attended a zoom meeting with Michelle Sweeden from McGraw-Hill, September 22
- Met with Ed's Responsive Strategies to COVID Bring About Faculty Confidence, September 22
- Attended Division Chair Meeting, September 23
- Reviewed Storage space at Pecan, Mid-Valley, and Starr County Campus. Visited Mid-Valley campus to meet with Lab Specialist and review storage space in person, September 23 - 24
- Met with Student Success Specialist to discuss creating a Blackboard Shell (Bb) for AS Interdisciplinary Studies Majors (INTS), September 23
- Requested Bb Shell for AS INTS majors from Distance Learning Office, September 24
- Reviewed list of AS INTS provided by RAS and reviewed student transcripts for those meeting SB 25 criteria, September 23
- Researched developing a MS Form or other survey tool on available times to send to INTS majors, September 23
- Attended Risk Assessment Meeting with staff, September 25
- Attended Professional Development Morning Session, September 25

- Attended Zoom meeting with Nathalie Vega-Rhodes from McGraw-Hill to discuss ALEKS reports, September 25
- Attended afternoon Professional Development; VIDGRID and Building Partnership for Sustainable Future, September 25
- Attended a Google Meeting with Labster, September 25
- Arranged for 17 Beyond Labz licenses for faculty to review Chemistry Simulations. September 21-23
- Reviewed CHEM1412 Beyond Labz simulations, September 26
- Teams meeting with Biology Chair to review and update Chair Duties and assign timelines, September 28 & 29
- Reviewed BeyondLabz Chemistry Simulations and assisted faculty with these simulations, September 28 to Oct 2
- Researched additional Lab simulations, September 29 & 30

Director of Science Olympiad

ACS-American Chemical Society

- Participated in reviewing ACS Chapter reports-round 2, September 25-30
- Hosted the Chemistry Club Zoom meeting, September 24
- Co-Hosted Zoom speaker for Inventors and Entrepreneur's Club, September 26

Science Olympiad

- Attended Texas Science Olympiad Regional Directors' Zoom Meeting, September 1
- Attended meeting with McAllen ISD Science Coordinator, September 1
- Created Power Point for McAllen schools about new format for Regional Science Olympiad, September 1
- Attended the Directors Webinar for Avogadros Platform as a remote tournament, September 9
- Worked on the Scilympiad website for state, September 8-11
- Reached out to science Olympiad coaches to explain the new set up, September 9-11
- Prepared a presentation for department meeting to recruit event coordinators from our faculty, September 14-15
- Worked on setting up Scilympiad state website, September 14-18
- Attended the Directors Webinar on running a satellite SO tournament, September 16
- Presented new virtual Science Olympiad format to Chemistry faculty at the Department meeting, September 17
- Worked on the Scilympiad website for our regional, September 22-25
- Set up meetings with several coaches, September 22-23
- Replied to several coaches regarding questions on logistics, September 21-27
- Contacted Biology and Physical Science Chairs to recruit event coordinators during dept meetings, September 24
- Updated the RGV Science Olympiad website, https://www.southtexascollege.edu/info/olympiad/, September 28
- Attended the Directors Webinar on how to run a mini SO tournament September 30

Committees/Club Meetings

- Recorded videos for recruiting and demos for the Chemistry Club, September. 16
- Participated in the SACSCOC Site Visit Teams meeting, September. 16
- Hosted the Chemistry Club Zoom meeting, September. 17

Computer Science

- Participated in September Council of Chairs Virtual Meeting, September 1
- Attended MSITB Virtual Chair Meeting, September 2
- Facilitated Computer Science & BAT in Computer & Information Technologies Virtual Department Meeting, September 2
- Participated in Workshop #152891: Professional Development System Training to learn how to create workshops and meetings, September 3
- Participated in Faculty Handbook: CBE Faculty Responsibilities Virtual Meeting, September 3
- Facilitated Virtual PLO Assessment Review with CS Instructor, September 4
- Participated in Academic Affairs Fall 2020 Virtual Open Meeting, September 4
- Facilitated the Computer Science PLO Assessment Plan Virtual Meeting, September 4
- Facilitated Virtual Department Meeting to review PLOs for Computer Science, Computer Information Systems and BAT in CITP, September 5
- Participated in Google Hiring Consortium Virtual Meeting, September 7
- Facilitated Virtual Department Meeting to discuss Google IT Future Sustainability Guide, September 8
- Participated in GoToWebinar-Coffee with a Commissioner: Introduction to College Provided Faculty Model Accreditation Standards, September 9
- Participated in Bachelor Program Virtual Meeting to discuss logos, September 9

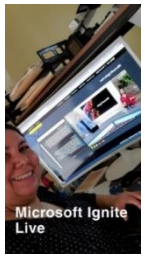
- Participated in Google IT Future Sustainability Guide/Worksheet Virtual Meeting, September 9
- Facilitated Computer Science Virtual Staff Meeting to discuss OneDrive, September 10
- Participated in Virtual JFF Webinar: Sustainability Planning for the Google IT Certificate, September 10
- Participated in MSITB Virtual Meeting to discuss banner icons, September 11
- Participated in CBE Student Handbook Virtual Meeting, September 11
- Facilitated Virtual Meeting with Computer Science Faculty member to review NACEP paired assignments, September 21
- Participated in Virtual CBE Huddle: Developments from the U.S. Department of Education, September 22
- Participated in Virtual MSITB Division Chair Meeting, September 22
- Facilitated Virtual Meeting with two Computer Science Faculty members to discuss NACEP Paired Assessments equivalency, September 23
- Facilitated Virtual Meeting with CITP Faculty and Computer Science Faculty member to discuss CITP Student Tutoring, September 23
- Facilitated Virtual Meeting with Computer Science Faculty member to review NACEP Paired Assessments for COSC 1436, September 23
- Facilitated Virtual Meeting with Computer Science Faculty to review Professional Development, September 23
- Participated in Virtual South Texas Google Cert TA Meeting, September 24
- Facilitated Virtual Meeting with three CS Faculty to discuss their Professional Development, September 28
- Participated in the Virtual Engineering Technology Leaders Institute Meeting, September 28
- Participated in the Virtual Lone Star College / South Texas College Discussion of Bachelor Programs Meeting, September 29
- Facilitated Virtual Meeting with three CS Faculty to discuss their Professional Development, September 29

Information Technology

- Faculty attended DevOpsDays Chicago 2020 Virtual Conference, September 1
- Chair attended the MSITB Division Chair meeting, September 2
- Faculty attended CyberOps Associate Essentials Webinar Series: Episode 1, September 2
- Faculty attended Workshop #152891: Power Up: Professional Development System, September 3
- Faculty attended Academic Affairs Fall 2020 Open Meeting, September 4
- Faculty attended CyberOps Associate Essentials Webinar Series: Episode 2, September 9
- Faculty attended Girls in Tech Conference, September 9
- Faculty attended Best Practices for Linking your Videos to Blackboard, September 9
- CAAT Faculty attended Best Practices for Linking your Videos to Blackboard, September 9

- Asst Chair attended training "Zoom - Recording a Video Presentation", September 14
- Asst Chair attended Cybersecurity Fundamentals Training with Girls in Tech, September 15
- Asst Chair attended College-wide curriculum committee meeting, September 15
- Asst Chairs attended SpiceWorld 2020 Virtual Conference, September 15 - 16
- Asst Chair attended CyberOps Associate Essentials Webinar Part 3, September 16
- Faculty attended SACSCOC Exit Meeting, September 17
- Faculty attended ACE Grant Meeting, September 17
- Chair, CAT Program Coordinator, and Dual Credit Coordinator attended Dual Credit Programs NACEP Onboarding for Chairs, September 18
- Asst Chair attended 6th Annual Austin Diversity Hackathon, September 18
- Asst Chair attended ACE Grant Meeting, September 21
- Faculty attended DIR Zoom Collaboration Session, September 21

- Faculty attended Microsoft Ignite Conference, September 22 - September 24
- Faculty attended Spark Online: Best Practices for Online Teaching and Learning, September 23
- Chair attended the MSITB Leadership Meeting via Teams, September 23
- Asst Chair attended Cybersecurity Fundamentals Training with Girls in Tech, September 24
- IT & CAT faculty attended College-wide Professional & Organizational Development Day, September 25
- Faculty attended FlipGrid Workshop, September 29



Math

- Attended Council of Chairs meeting; 4:00pm, September 1
- Attended Math PLO Assessment Plan Meeting, September 2
- Attended MSITB Virtual Chair Meeting, September 2
- Coordinated Co-Requisite Data Collection & Reporting meeting, September 3
- Met with Dean of MSITb and Developmental Mathematics Coordinator to discuss current Co-Requisite data and planning for Spring 2021, September 4
- Met virtually with Dr. Maria Martha Chavez regarding Catch the Next initiatives and planning, September 8
- Attended SACSCOC pre-meeting for Staff and Faculty, September 8
- Attended meeting to review prospects to apply for NSF IUES Grant, September 10
- Met virtually with Kent Fuka regarding Rover software implementation with OpenStax OER textbook resources for Calculus classes, September 11
- Met virtually with Dr. Maria Martha Chavez regarding Catch the Next initiatives and planning, September 8
- Attended SACSCOC pre-meeting for Staff and Faculty, September 8
- Attended meeting to review prospects to apply for NSF IUES Grant, September 10
- Met virtually with Kent Fuka regarding Rover software implementation with OpenStax OER textbook resources for Calculus classes, September 11
- Attended TexMATYC Board Meeting, September 22
- Attended Mobius Demo, September 22
- Attended Pre-Meeting Responsive Customer Service Training with OPOD for Mathematics Department workshop, September 22
- Participated in MSITB Division Chairs Meeting, September 23
- Attended Meeting with Division Dean, September 23
- Attended RGVCTM Board Meeting, September 26
- Participated in College Wide Organizational Development Day, September 25
- Attended STC Academy Program Meeting with Mr. Leonardo Castaneda to discuss the possibility of creating a new Dual Credit Academy in Mathematics, September 28
- Attended meeting with OPOD leadership to arrange Utilizing Responsive Communication to Create a Culture of Positivity workshop, September 30

Physical Science

- Attended workshop #159385: Best Practices for Linking Your Videos to Blackboard Online Course, September 1
- Attended September Council of Chairs Zoom Meeting, September 1
- Attended MSITB Virtual Chair Meeting, September 2
- Attended NSF-GEOPAaths partnership with IMAS Meeting. The meeting attendees that include Department Chair, geology faculty and STC grant officer reviewed the Letter of Intent draft and brain stormed ideas to improvise it. The participants continued the discussion to identify geology faculty activities that fall within the scope of grant proposal goals, September 2
- Attended STC/TAMU-McAllen Center Engineering Zoom Meeting. The attendees include STC: Department Chair, Engineering Coordinator, and Director of Transfer center, TAMU: Associate Provost, Engineering program admissions coordinators, and Engineering Faculty. The attendees discussed STC Engineering degree plans, STC-TAMU course equivalency, STC-TAMU 2+2 road maps, TAMU Presentations to STC Engineering majors, STC Physical Science Department Advising Days, September 3
- Attended TAMU-McAllen Center/STC Engineering Faculty Zoom Meeting. The attendees include STC: Department Chair, Engineering Coordinator, and Engineering Faculty, TAMU: Associate Provost and Engineering faculty. The attendees discussed STC-TAMU undergraduate classroom and research project collaboration and guest lectures, September 4

- Met with the Division representative for SACS Accreditation Reaffirmation LOAC committee and discussed physical science department program learning outcomes assessment methodology and faculty trainings during 2018 to 2020, September 4
- Reviewed the Physical Science department's FLAC report for Fall 2020 and submitted it for Dean's approval, September 7
- Attended the SACSCOC Pre-Meeting w/ Pecan Faculty & Staff. During the meeting the Dean of Institutional Research, Effectiveness and Strategic Planning discussed the structure of the SACSCOC Meeting w/ Pecan Faculty & Staff and the Director of Comprehensive Advising reviewed the QEP and the My Advising Plan (MAP). The meeting culminated after a question and answer session, September 8
- Attended ASME Engineering Education Webinar- "Disruption in Engineering Education: A Paradigm Shift for Education". During the webinar Deans of Engineering programs from Maryland, California, and other states have discussed the strategies they developed and implemented to mitigate the interruption to traditional teaching format caused by the COVID pandemic, September 9

- Met with the BASOL Physical science faculty and discussed OER laboratory assignments, September 9

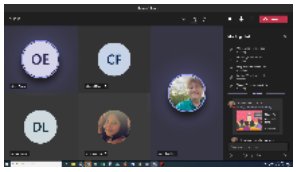
- Attended PLTW overview presentation, September 10
- Attended Division Chair meeting to review the design for Division's Graduation Ceremony Banner, September 11
- Attended Department Staff monthly meeting, September 11
- Attended Faculty Advising Certification Training - Session 1. The first session of the training defined Academic Advising, reviewed the roles General Advisor, Faculty Advisor, Student Success Specialist, and Academic Coach, and introduced the STC Advising structure, September 11
- Developed strategies and tentative schedule for Department's Advising Days initiative. Invited regional universities to present. Discussed the advising days strategies and the tentative schedule with the Department's Advising Days committee, September 7 to September 11
- Participated in Monthly Department Meeting Preparation Meeting with Faculty Secretary, September 14
- Attended SACS-COC Pecan Campus Faculty & Staff Interviews: Breakout Room 4 Zoom Meeting. The SACS-COC representatives tried to find out the method used to determine the QEP topic and the resources available to the faculty and staff to implement the QEP MyAdvising Plan, September 15

- Attended the webinar Governing Principals: Supporting Student Transitions in Times of Crisis Zoom Meeting. During the webinar two former governors and a chancellor of community colleges discussed about how transitions have been impacted by COVID-19, how students are navigating moving between sectors, and how collaborative policy and practice can support students and families during this crisis. September 15
- Attended College-Wide Curriculum Committee Microsoft Teams Meeting, September 15
- Attended Resources for Pandemic Planning Webinar, September 16
- Attended SACSCOC Exit Zoom Conference, September 17
- Attended "Financial Challenges for Institutions of Higher Education in the Wake of COVID-19" webinar presented by Dr. Harrison Keller, Commissioner of Higher Education, THECB, Dr. Sue Ellspermann, President, Ivy Tech Community College, and Dr. Rosa García, Director of Postsecondary Education and Workforce Development, The Center for Law and Social Policy (CLASP). The webinar presented a conversation between a state higher education commissioner, a college president, and a national advocate who discussed opportunities for policymakers and other stakeholders to support higher education institutions that face such challenges, September 17

- Coordinated and presented the Physical Science Department September Meeting, September 18
- Met with Senior Director Digital Learner Activation Services, EdPlus at Arizona State University via MS Teams to discuss articulation agreement, transfer procedures, tuition and fees, September 21
- Completed Online Classroom Observation for Dual Credit Faculty for Fall 2020, September 21
- Met via Teams with Divison Safety committee to review and revise Chemical Hygiene Plan, September 22

- Attended Higher Ed's Reponsive Strategies to COVID Bring About Faculty Confidence and Optimism Zoom Meeting. The webinar discussed national trends in faculty preparation and development for fall 2020, what's driving faculty confidence and optimism this fall, and proven strategies for driving organizational innovation in higher ed. The panelists included the lead researcher and Director of Bay View Analytics; the Research Director, Canadian Digital Learning Research Association (CDLRA); and the CEO of the Online Learning Consortium (OLC); and the Provost at University of the Southwest, September 22

- Attended Division Chair Meeting, September 23
- Attended Forward Thinking: How is COVID-19 Shaping Higher Ed? Webinar, September 24
- Coordinated Advising Days MS Teams Meeting. The Advising Days committee discussed the tentative agenda, logistics for virtual demonstrations and university presentations, and other pertinent matters, September 24



- Attended College-Wide Professional and Organizational Development Day – General Session, September 25
- Attended Workshop # 158969 - Breakout Session 1, September 25
- Attended Workshop # 160159 - Breakout Session 2, September 25
- Worked on Department's Advising Portfolio project. This project is an ongoing project. The physics and engineering brochures, degree plans, and program/course flyers are being revised, articulation agreements are being reviewed, and physics and engineering current career opportunities and research curios are being collected, September 21-25
- Met with the Advising Days committee and the Educational Technology staff and discussed webinar settings for the Advising Days Transfer Opportunity presentations, September 28
- Coordinated Building Your Success with Career Services: Presentations by STC Career & Employer Services on Blackboard Collaborate. The attendees were my students of Physical Geology course, September 28

- Attended Growing Pressures on Vulnerable Students & Institutions Webcast, September 30
- Met with the Advising Days committee and the Educational Technology staff and discussed the zoom webinar settings for the Transfer Opportunity presentations, September 30

UNIVERSITY RELATIONS:

- Virtual Information Sessions this month: Texas A&M University – Kingsville, Bellevue University, UTRGV, UT-Austin, University of Houston – Downtown, Texas Tech University, Texas A&M International University, UTSA, University of Texas – El Paso, University of Houston – Victoria, University of Texas at Austin, University of the Incarnate Word, Texas Tech University, Stephen F. Austin State University, St. Edwards University, Rice University, Texas A&M International University, UTRGV, University of Houston – Clear Lake, University of Houston, Texas A&M University – Kingsville, Houston Baptist University, Midwestern State University, University of Houston – Victoria, Texas Christian University, Tarleton State University
- Attended a webinar hosted by Inside Higher Ed on "In Their Own Words: Being a Learning During the Pandemic," September 2
- Met with representatives from South Texas College and Texas A&M University – Commerce about an articulation agreement for Criminal Justice, September 2
- Met with representatives from South Texas College and Texas A&M University Higher Education Center in McAllen about an articulation agreement for Engineering, September 3
- Attended the UTRGV Virtual Counselor Update, September 4
- Attended the Academic Affairs Open Forum, September 4
- Met with representatives from the different Interdisciplinary Studies programs regarding their initiatives related to the recent state bills regarding degree pathways, September 4
- Virtually attended the South Texas College Board of Trustees EWD Committee Meeting, September 8
- Participated in a Pre-Meeting for the SACSCOC visit next week, September 9
- Attended the American Association of Women in Community Colleges Monthly Meeting, September 10
- Coordinated with PR to advertise the TACRAO College Fair as the College Fair for this semester, September 10
- Participated in the Dual Credit Programs Mission and Goals Committee Meeting, September 10
- Participated in a panel for the SACSCOC visit, September 15
- Attended the SACSCOC Exit Conference, September 17

- Attended a webinar on "Financial Challenges for Institutions of Higher Education in the Wake of COVID-19," September 17
- Participated in the Monthly Meeting of the Mathematics Department, September 18
- Attended a training on the new Event Manager Software, September 18
- Researched Virtual Sessions at our partnering institutions, September 18
- Continued researching virtual events at colleges and universities in Texas to share with our students, faculty and staff, ongoing
- Attended a webinar on the "Politics of the Cocid-19 Response in the U.S.," September 21
- Met with representatives from Public Relations and Marketing on the ways that we can promote our center, September 22
- Attended the first of a three-part webinar series on "Can We Finally Fix Transfer?," part of the Inside Higher Ed 2020 Leadership Series, September 22
- Participated in the Math, Science, Information Technology & Bachelor Programs Division Leadership Meeting, September 23
- Met with representatives from the ACE-IT grant about credit transfer for WECM courses, September 24
- Attended the University of Texas at Dallas Counselor Update, September 24
- Attended a webinar on "Forward thinking: How is Covid-19 Shaping Higher Ed?," September 24
- Forwarded the draft of the articulation agreement and teach-out agreement to Laredo College for their feedback, September 24
- Attended the Academic Council Meeting, September 28
- Attended the second session of the "Can We Finally Fix Transfer?" Webinar series put on by Inside Higher Ed, September 29
- Attended the MyPath2ASU Live overview to learn more about the articulation process, September 30
- Met with Carlo Tamayo and Larry Montalvo from UTRGV, the transfer admissions representatives who work with South Texas College, September 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Participated in SACSCOC On-Site Visit: NAH Campus Mock Tour, September 1
- Completed and submitted the KCCF personal activity report
- Worked on the Carl Perkins Final Report for the 2019 – 2020 term
- Attended the In Their Own Words: Being a Learner During the Pandemic webcast hosted by the Strada Education Network and Inside Higher Ed, September 2
- Attended the SACSCOC On-Site Visit Update meeting, September 3
- Attended the QEP Update: Advisors and Student Success Specialist meeting, September 3
- Attended the ADN and LVN Advisory Committee Meeting, September 3
- Attended the Accelerate Your Strategic Priorities via M&A: Three Key Steps to Take webcast, September 3
- Attended The New Normal: Finding Efficiencies & Managing Expenses webcast, September 8
- Attended the Director of LCOL Search Committee meeting, September 8
- Worked on reports for the NSRP Grant
- Held meeting with NAH Program Chairs to discuss issues, upcoming activities, and project updates, September 9
- Held meeting with NAH division staff to discuss issues, upcoming activities, and project updates, September 9
- Attended the Deans, Directors, and Coordinators Orientation hosted by the Texas Board of Nursing Education Department, September 10
- Attended the SACSCOC Pre-Meeting with NAH faculty and staff, September 10
- Attended the Communicating in a Crisis: Emerging Approaches to Reach Admitted and Enrolled Students in the Age of COVID-19 webcast, September 10
- Reviewed the NAH FY 2020 Perkins Property Inventory and Disposition Report
- Attended the SACSCOC welcome session with the college president and leadership team, September 14
- Took part in hosting the SACSCOC NAH Campus Tour, September 14
- Reviewed NSRP reports before submission to the Texas Higher Education Coordinating Board
- Attended meeting regarding the KNAPP Grant with the NAH project manager, September 15

- Reviewed the Texas Board of Nursing annual Nursing Education Program Information Survey (NEPIS)
- Attended the SACSCOC Exit Conference, September 17
- Worked on and submitted the college's fraud survey
- Participated in interviews and selecting finalist for the Director of Learning Commons and Open Labs position, September 18 & 22
- Attended meeting with the VPAA, Sept September 18
- Held meeting with the Chair for Diagnostic Imaging Department, September 18
- Attended the NACEP Documentation On-Boarding Meeting, September 18
- Attended the UTRGV School of Nursing Advisory Council Meeting, September 21
- Worked on ensuring division compliance with standards set by the Records Management Program
- Attended Leadership Meeting hosted by the VPAA, September 21
- Worked on the Nursing Education Program Information Survey (NEPIS) and ADN report
- Worked on the NSRP Grant
- Clinical Simulation hosted the Training Scars online presentation, September 23
- Met with faculty and staff to discuss ideas for supporting faculty through the pandemic, September 23
- Attended meeting with MAP Advising Team to discuss advising updates for Spring 2021 Semester, September 24
- Attended the Forward Thinking: How is COVID-19 Shaping Higher Ed? webcast, September 24
- Attended the College-Wide Professional and Organizational Development Day general session and breakout sessions, September 25
- Met with Chief Information Security Officer to discuss issues with emails sent to Clinical Affairs, September 25
- Met with VP for Student Affairs and Enrollment Management to discuss issues regarding NAH Fall 2020 graduates, September 28
- Attended Diagnostic Medical Sonography Program Meeting, September 28
- Attended the Academic Council Meeting, September 28
- Met with Chair for Medical Assistant Technology, September 29
- Met with Chair for College Success for Healthcare to discuss issues regarding online teaching and enrollment, September 29
- Attending meeting regarding the NSRP grant, September 30
- Attended the Shadow Health Virtual Patient Demonstration online demo, September 30
- Attended the Growing Pressures on Vulnerable Students and Institutions webcast, September 30

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Assistant advisor gave presentations of Introduction to Nursing courses to 64 students, September 2
- Chair held meeting with the student advisors, September 4
- Chair attended the first Informatics Committee Meeting for the academic year to oversee election of a new committee chair and secretary, September 2
- Chair held meeting with the ADN leadership team, September 2
- The Faculty Mentorship Committee convened for the first time this academic year with 17 faculty members in attendance, September 2
- Capstone Summer 2020 cohort, totaling 23 students, had the first HURST review exam and began hospital rotations with assigned preceptors
- Faculty attended the Academic Affairs Fall 2020 Open Meeting, September 4
- Took part in the SACSCOC NAH Campus Tour, September 14
- Chair held Advisor's Meeting, September 15
- Held Student Affairs Committee Meeting, September 16
- Held Math/Dosage and Calculation Committee Meeting, September 16
- Held Level 1 Skills Faculty Meeting, September 16
- Held Level 2 Faculty Skills Meeting, September 16
- Held Leadership Team Meeting, September 17
- Attended the SACSCOC Exit Conference, September 17
- Faculty attended the CoursePoint Enhanced and DocuCare webinar, September 23
- Faculty attended the Training Scars online presentation, September 23

- Chair held meeting with the ADN advisors, September 24
- Assistant advisor met with 25 students online for an advising information session, September 24
- Faculty and staff attended the College-Wide Professional and Organizational Development Day general session and breakout sessions, September 25
- ATI held the live review course for the Level 4 Summer cohort
- Chair held meeting with the student advisors, September 29
- Student advisor attended the SafeColleges online training, September 30
- Chair held monthly meeting with faculty and staff, September 30

Bachelor of Science in Nursing

- Fall 2020 M9 session is currently in progress with 10 students enrolled in NURS 3108 and 3408
- Writing of ACEN candidacy report is in progress.
- Completion of student and faculty files is in progress
- Worked with the Admissions Department to finalize awarding of credits and requirements for graduation of the first cohort of RN-to-BSN students
- Completed the assessment plan for all program learning outcomes (PLOs)
- Completed the JagPRIDE Report for Summer 2020

Diagnostic Imaging Department

- Chair submitted an updated DID Safety Plan to reflect all Fall 2020 course revisions of additional hybrid and online sections due to the Covid-19 pandemic
- Faculty attended the Best Practices for Linking Your Videos to Blackboard training, September 1
- Chair attended the Council of Chairs meeting, September 1
- Chair attended meeting with the Director for Learning Outcomes to discuss DMS and RADT Program PLOs, September 2
- Faculty reviewed the QEP Newsletter and MAP brochure with students to keep them informed of available department and College services
- Chair attended the NAH Division Program Chair Meeting, September 9
- Chair held department meeting, September 10
- Chair and faculty submitted RADT Program Summer 2020 PLO outcomes in completion of DID Assessment Plan 2018-2020
- Held program information sessions for the DMS and RADT Programs, Sep 16
- The DID Applications Committee completed evaluation of the DMS Program AAS and ATC Spring 2021 applications
- Faculty attended the OneDrive Training hosted by OPOD, September 18
- Revised DMS and RADT Program schedules for the Spring 2021 to primarily online/hybrid courses to include online Introduction to Sonography/Radiography sections
- Held department meeting to determine DMS and RADT Program selective admission requirements and curriculum revisions, September 23
- DID Applications Committee notified all DMS Program Spring 2021 applicants of acceptance, alternate, or non-acceptance status
- Faculty attended the College-Wide Professional and Organizational Development Day general session and breakout sessions, September 25
- Chair worked on organizing the DID Advisory Committee Fall 2020 Meeting to be held on October 2
- Chair and faculty held meeting with NAH Dean, September 28
- Chair attended BB Live Discussion: Program Assessments and Accreditation in the Health Professions, September 29
- Held DMS and RADT Program information sessions via Zoom, September 30

Emergency Medical Technology

- Chair attended the Council of Chairs meeting, September 1
- Chair attended the Academic Affairs Fall 2020 Open Meeting, September 4
- Chair attended the NAH Division Program Chair Meeting, September 9
- Chair attended the NACEP Documentation On-Boarding Meeting, September 18
- Chair attended the Understanding Commercial Auto Insurance for EMS Leaders webinar, September 22
- Department attended the Training Scars online presentation, September 23

- Faculty and staff attended the College-Wide Professional and Organizational Development Day general session and breakout sessions, September 25
- Chair attended the Pharmacology Challenges in the Prehospital Setting webinar, September 29
- Chair met with department faculty secretary to review September budget reconciliation, September 30

Occupational Therapy Assistant

- Second-year students began their Fieldwork I psychosocial clinical rotations at several mental health and cognitive training agencies throughout the region

Medical Assistant Technology

- Chair attended the Council of Chairs Meeting, September 1
- Chair attended the Academic Affairs Fall 2020 Open Meeting, September 4
- Chair held department meeting, September 21
- Department attended the Training Scars online presentation, September 23
- Faculty and staff attended the College-Wide Professional and Organizational Development Day general session and breakout sessions, September 25

Pharmacy Technology

- Chair participated in the NAH faculty interview with SACSCOC surveyors
- Chair attended the SACSCOC Exit Conference, September 17

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Completed and submitted all Staff Evaluations to HR.
- Participated in a ZOOM meeting with TAMU-C Criminal Justice and Law Enforcement Articulation meeting.
- Participated in several TEAMS meeting for QEP update.
  and with Dean and Academic Council regarding Dept of Education memo and new regulations
- Attended VP Open Meeting with faculty and chairs.
- Submitted names for SBS Division and College-wide Curriculum committee.
- Reviewed and approved IPH Stipend requests and finished review and approval of remaining NOE.
- Began working on Continuity of Operations Plan.
- Participated in the following MS Teams Meeting: Search Committee for Learning Centers and Computer labs position, 1st ever SBS Division Curriculum Committee meeting, SBS Chairs Division Meeting, premeeting for SACS visit and CDEV Center staff to discuss CACFP Review application.
- Participated in various SACS meetings
- Attended the Education Department meeting and the Criminal Justice Department meeting to announce to faculty who would be interested in being the new Department Chair when Dr. Zuniga and Mr. Blair step down.
- Attended varies meetings on Zoom and MSTEAMS: Leadership Meeting with Deans and VP, Oversight of CDC Committee, Leadership Team meeting to discuss IPH.
- Attended College-Wide Professional Development Day and attended Taking Your PowerPoints to the Next Level and Live, Online Meetings with Teams breakout sessions online.

DEPARTMENT/PROGRAM REPORTS:

Child Development Department

- Chair and Child Care Services Developer participated in a Zoom Meeting with Workforce Solutions personnel regarding the updated contracts for Conferences and CDA classes.
- Chair participated in a TEAMS meeting with Bachelor Programs to review and edit the Competency Based Faculty Duties document.
- Chair participated in a ZOOM meeting with other Council of Chairs members to discuss monthly activities, issues, and trends impacting the various departments.
- Chair welcomed the staff back to the Child Development Center. Provided an overview of what occurred over the summer with staff being furloughed and conversations being held about the future of the Child Development Center.

Covid-19 Health/Safety reminders

- Faculty members welcomed students back to school. Discussed recruitment of members, paperwork to fill out for membership, election of officers for academic year, and the schedule for meetings this semester.
- South Texas College Mid Valley Campus Child Development Center opened on August 24, 2020, with guidance from the CDC, Child Care Licensing and STC protocols to establish a safe and healthy environment for the children and staff. The children, parents and staff have adjusted very well to the new routine and guidelines. We also had our annual licensing inspection this month and no deficiencies were found for the twelfth year in a row.

Criminal Justice Department

- In-Person Hybrid (IPH) classes had their first live sessions this week. No problems with students refusing to wear masks. Not all students attended these sessions. Some students were not aware of the procedures for the IPH classes because they did not check Blackboard for instructions last week. Some of these cases were the result of students not having internet access at home.
- Starr County Campus Criminal Justice Club volunteering at Casa Amistad, which is a shelter, food pantry, and free meals for people in need.

Education

- The Education Department participated in the pilot VidGrid Training in an effort to include engaging activities in their online courses. Sept. 03.
- The Education Department participated in the SACSCOC on-site visit interviews which included the QEP meeting. Sept. 15-16.

Political Science Department

- Chair worked on 34 packets of In-Person Hybrid Stipends, including the revised Memo provided by VPs office.
- Attended meeting with Dean and other Division Chairs in which the spring 2021 schedule, the upcoming SACS visit, the curriculum revision process and other topics were discussed
- Coordinated with Student Activities to plan activities for Constitution Day (September 17th)
- Held a department meeting which covered such topics as issues that have arisen in online and hybrid classes, the spring 2021 schedule, SACS exit report, and Blackboard Gradebook trainings.

Psychological Science Department

- Hosted hour of open discussions for students in PSYC 2301, provided a condensed lecture for those online who asked for it. September 1
- Chair discussed with the Assistant Chair regarding OER creation, use of OER in General Education courses that distance learning is asking about, and going through SPARK training in order to create model course for PSYC 1300. September 8
- Chair contacted Curriculum office to ask questions regarding new course to be added to field of study electives that will also benefit the upcoming AA in interdisciplinary studies. September 10
- Chair participated in meeting to discuss SACSCOC visit for QEP interviews. September 11
- Chair spoke to faculty member constructing model course shell for PSYC 2301 for Blackboard Ultra and provided feedback. September 14
- Chair arranged for faculty member to interview with KRGV regarding a topic related to PSYC 2306 courses. September 17
- Chair attended College-Wide Professional Development Day and attended two informative breakout sessions online.

Social Sciences Department

- Association of Applied and Clinical Sociology worked with STC Sociology to assess possibility of certificate in Applied or Clinical Sociology (2 possibilities).
- Alpha Delta is preparing to renew its advisory board and initiate plans for a digital mini-conference.
- Working with Counseling to determine the possibility of an STC Social Work Club Care Package to those in need and/or recovering from exposure to COVID.
- Sociology Department is currently recruiting students to attend free, digital conference for Association of Applied and Clinical Sociology.
- Professor conceiving of a possible series modeled after "Conversations that Matter" geared towards building community based on pandemic needs, and needs within the changing community environment.
- Professor working with UTRGV to plan the next Academic Research Symposium, Spring 2021.
- SAS Student website (built on SharePoint) has been deployed (https://bit.ly/SAS_Students).

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Met with MSITB Dean to discuss collaboration across several departments to create an institute or center for Excellence in Stem Education. This area would seek grant funding for specialized projects focusing on faculty, staff and administrator professional development, student support, and innovative course design, September 23-24
- Began planning Spring 2021 enrollment for the TXDOT students
- Contacted and renewed or replaced members for the Distance Learning Advisory Committee. Scheduled first fall meeting to discuss the year's mission for the committee. This mission will focus on developing a needs assessment for campus wide proctoring service and considering options to engage these services, September 22-25
- Developed Professional Development Strategy for Faculty Grade Book Training, September 14-15
- Attended the College-Wide Curriculum Meeting, September 15
- Participated in a Planning Session for a NACEP Conference presentation, September 15
- Represented Distance Learning in the SACSCOC Interviews, September 16
- Attended the NACEP sponsored webinar, "Think Outside the Box: Ways to Save Programs Money on Textbooks in a New COVID World." September 17
- Developed and launched a Project Plan for Workforce/Cont Ed fall classes. As of this writing, all classes have Blackboard Ultra shells and the common template inserted, September 10-11
- Collaborated with Library Services to develop a plan for proctoring services, September 10
- Met with Faculty Senate Committee on Synchronous Courses to discuss options and best practices, September 10
- Met with OPOD and ET to plan help desk services for purchased software, September 11
- Participated in SACSCOC preparation meeting, September 2
- Visited the MSITB Student Success Specialist meeting to explore collaborations and develop a training plan for our own SSS personnel.
- Participated in the Mapping Meeting for Military Students with Admissions, September 3
- Reviewed the new Dept of Education Negotiated Rules for the Deans Group, September 3
- Reviewed the 2020-2021 Academic Year DL plans and projects with the History Department.

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continue working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Approved and enter TimeCards for Student Success Specialists to match the Time Adjustment form, September 1, 8, 15, 22, 29
- Submitted Work from Home forms to HR Records, September 1, 8, 15, 22
- Participated at the Banner User Group's Committee meeting, September 11
- Participated with the Starfish Admin Meeting regarding the Blackboard integration set up, September 1
- Participated with at the Pre-Meeting for SACSCOC Standard 10.6, September 2
- Attended the MSITBP Division Coaches/Student Success Specialist Meeting, September 3
- Participated with the Department of Education Regulations for Distance Education Academic Affairs division meeting, September 3
- Participated at the Dual Credit Programs Superintendents Leadership Meeting, September 10
- Met with Examsoft Technical Support to assist with sync errors with Blackboard for NAH division, September 11
- Audited all program degrees and certificates from Fall 2019 and Spring 2020 for online delivery percentage, September 8-11
- Participated with Group 1: Standards 10.6, 10.7, & 14.3 for SACSCOC on site visit interview, September 16
- Participated at the SACSCOC Exit Conference, September 17
- Worked on Top Hat renewal contract with Purchasing Department, September 14-18
- Assisted Health Information Program Chair with accreditation audits, September 14-18
- Participated at the TxDOT Debrief and Review, September 22

- Develop an onboard Student Success Specialist Handbook of Operating Procedures to aid employees in the performance of their duties, providing objectives and procedures necessary to perform their duties in an orderly and standardized manner.
- Participated at the Professional Development Day, September 25
- Participated at the Academic Council Meeting, September 28
- Participated at the Blackboard's Understanding & Managing Learn SaaS Storage training, September 30
- Developed Blackboard activity student reports for 25 online students that were selected by the external financial aid auditor, September 30

PROJECTS:

- Course Development
    - Staff graded for Academic Continuity Certification and Online Teaching Certification.
    - Staff participated with the Blackboard Ultra Conversion of FANUC Robotics course, September 4.
    - Staff created a Blackboard Ultra Course Checklist for faculty transiting to Ultra course, September 1- 4.
    - Staff develop non-academic Blackboard courses for the Continue Education, September 8 – 11.
    - Staff begin developing the Academic Continuity Certification Training in the Ultra course experience.
    - Staff completed converting the FANUC Robotics course and OSHA-30 General Industry into the Ultra course experience, September 11-18.
    - Staff assisted the Education Department in developing a Learning Framework course using Open Educational Resources (OER), September 14-18.
    - Staff developed a Microsoft Sway on "Presenting Content Lesson" for the Academic Continuity Certification, OSHA and training materials for the gradebook, September 21-25.
    - Staff developed South Texas College Policies using Microsoft SWAY.
    - Staff continued developing the OSHA training template by innovating the content with learning technologies, September 29.
- First Time Online Student Orientation
    - Staff facilitated the new online Blackboard Student orientation.
    - Emailed 1,239 students and 12,009 dual credit students that completed Blackboard Orientation with a personalized certificate of completion, September 4.
    - Emailed 122 traditional students and 9,501 dual credit students that completed Blackboard Orientation with a personalized certificate of completion, September 8-11.
- Learning Management System (LMS)
    - Batch upload on all Fall 2020 course sections and faculty/student enrollments into the learning management system, September 3, 18, 24.
    - Review, updated and created 37 crosslist requests from faculty for Fall 2020 minimesters.
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian.
    - Archived 22,161 courses from Blackboard, September 11.
    - Purged 22,161 courses from learning management system, September 14-18.
    - Implemented Google Qwiklabs for Computer Science LTI for the learning management system, September 24.
    - Implemented Norton LTI Integration for the History Department to utilize in the learning management system, September 30.
- Multimedia Support
    - Staff develop a Flipgrid video to showcase a Biology instructor's innovative ideas with colleagues and the college community, September 4.
    - Staff develop a Padlet video showcasing a instructor's innovative ideas with colleagues and the college community, September 8-11.
    - Staff develop a video at Quinta Mazatlan World Birding Center as part of the National Science Foundation Grant awarded to South Texas College, September 18.
    - Staff produce the very first video recording to be created using our brand-new Jag Studio. Collaboration is Critical in an Online Educational World for the NACEP (Naional Alliance of Concurrent Enrollment Partnerships) Conference to be held October 26 and 27, 2020. The self-contained studio allowed them to easily present their materials in a high tech, user friendly environment, September 29.
- Accessibility
    - Assisted faculty with any accessibility questions or concerns with online courses.

    - Assisted faculty in converting accessible PDF and images.
    - Emailed faculty their course accessibility score and made recommendation on how to improve.
- Distance Learning Help Desk Ticketing System
    - Updated features for new Distance Learning Helpdesk based on user experience.
    - Requested IT to add more functionality to the Helpdesk Ticketing system.
- Social Media
    - Staff updated LinkedIn Social Media account and added infographics and resources for Social Media.
- TxDOT
    - Staff provided textbooks to TxDOT students, September 8-11

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month

Blackboard Students/Faculty Tickets:	909
Helpdesk Phone Calls from DL Staff:	980
Helpdesk Phone Calls from Open Labs Staff	204
Afterhours Students/Faculty Chats:	25
Afterhours Helpdesk Calls:	91
Total:	**2,209**

- **Trainings/Workshops/Professional Development**
    - Trainings
        - Distance Learning staff certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification.
        - Distance Learning staff certified faculty/staff faculty with Online Teaching Certification.
        - Distance Learning staff co-facilitated Dual-Credit Academic Continuity and Dual-Credit Online Teaching Certification.
    - Workshops
        - Distance Learning staff participated with the Professional Development Day, Sep 25
    - Webinars
        - Distance Learning staff attended the bi-monthly ePub in Higher Ed that provided insight for accessible learning materials and DAISY Consortium, Sep 21-25.
- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	98
Telephone Contacts:	48
Virtual Campus Advising Email:	219
Radius Inquiries:	208
Drop Students from Courses:	11
Register Students:	4
Orientation Certifications	248
DC Orientation Certifications	10,958
Email Reminders to Register for Spring 2021	15,735
Total:	***27,529***

DISTANCE LEARNING MEETINGS:

- Held Distance Learning department meeting, Sept 4, 11, 18.
- Distance Learning staff participated at the TxDOT Debrief and Review meeting, Sep 22.

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Dean, Relations Manager and Director of Public Relations & Marketing met to discuss Dual Credit Programs Campaign, September 8.

- Project Manager assisted with transition of CTE Institute to Academies and High School Projects Department, September 9.
- Dean assisted with the with partnering school districts SACSCOC Visit Interviews with Dual Credit Faculty, staff and dual credit students, September 14.
- Dual Credit Programs hosted the Superintendent Leadership Meeting with (15) fifteen partnering school districts in attendance. The Meeting included the following presentations: State of the Dual Credit Programs, FY 2020-2021 New Interlocal Agreement Revisions and Continuous Improvement: Student Success Metrics Data, September 10.
- Dean presented updates during the STCTAT & Region One CTE Networking Meeting, September 17.
- Dual Credit Programs held the Annual Leadership Meeting for approximately 220 Administrators and Counselors from partnering school districts, September 18.
- Dual Credit Programs held the NACEP Documentation On-Boarding Meeting for Academic Deans and Program Chairs, September 18.
- Planning and Scheduling Manger completed the assessment of the spring 2021 schedules for 70 high school sites. The Dual Credit Programs Scheduling Portal will open for requests on Monday, September 21.
- Dual Credit Programs Dean, Directors, and Scheduling Manager attended the Initial Mapping Process Meeting of Scheduling and Enrollment Services held by Project Manager for the Office of Strategic Initiatives, September 22.
- Dual Credit Programs submitted their 2019-2020 NACEP Annual Report, September 29.
- **Upcoming Events & Activities for October 2020**
    - Finalize logistics for 2021 National Summit for Dual Credit Programs
    - Mapping of Enrollment and Scheduling Process
    - Hosting of Success Metrics with Partnering School Districts

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Director Exported the Fall 2020 Starfish Dual Credit Programs Attendance Verification Survey and provided to DCP Dean, Dual Credit Pathways & Academy Program's Staff, September 1.
- Director held meeting with Chair for Visual Arts Department and received approval to recruit students for a Pilot Dual Enrollment Visual Arts Academy (DEVA), September 1.
- Director attended the Dual Credit Program's Mission, Vision, & Goals Meeting via Microsoft Teams to review revised goals and action items, September 10.
- The Dual Enrollment Academy Programs held a program update for 56 (fifty-six) school district counselors & administrator to provide an overview of available programs, staff's role, program benefits, application process and timelines, and new initiative, September 18.
- Staff met with UTSA Representative via Zoom in preparation for PREP Summer 2021, September 14.
- Director attended a Zoom Meeting with Texas A&M University College of Pharmacy Representatives regarding Pharmacy Academy Students, Upcoming Recruitment Timelines, PCAT Testing, and Admission Timelines, September 18.
- Director attended the TAMU-STC PCOP Meeting with TAMU College of Pharmacy Representatives and Dean of DCP, September 24.
- Director Co-Presented at the College Wide Professional & Organizational Development Day Breakout Session #1: Let's Go Fishing, September 25.
- Director attended the Meeting with PR via Microsoft Teams regarding Marketing Material, September 24.
- Staff finalized the process of developing a Pilot Academy in Math that will be offered at the Mid Valley and Pecan Campus, with recruitment beginning during 2020-2021.
- The Dual Enrollment Academy Program's held the first of nine (9) Information Sessions/Recruitment Presentations held Live via Zoom to provide high school sophomores and their parents information about available programs, benefits, application requirements, and timelines.
- MATH course requirements for Pre-Pharmacy Degree for Pharmacy Academy-DEPA, September 28.
- Staff held a TexPREP meeting via Teams with Weslaco ISD Contact to plan for Summer 2021, September 28.
- Staff held a TexPREP meeting via Teams with PSJA ISD Contact to plan for Summer 2021, September 29.
- Academy Staff hosted Virtual Workshops on September 4. Attendance for the workshops was as follows:
    - Mid Valley: A Zoom Workshop for 61 Juniors & Seniors was hosted by the South Texas College Career Services Department and focused on resume building.

- Starr County: A Zoom Workshop for 14 Juniors and Seniors. was hosted by the South Texas College Library and Open Labs Department to provide the information about available support services.
- Staff hosted Virtual Educational Enrichment Workshops held via Zoom, September 11. Attendance for the workshops was as follows:
  - Mid Valley and Pecan Campuses: Juniors attended the Student Leadership Academy (SLA) hosted by the Student Activities Department. The Laying the Foundation Workshop focused introducing students to SLA and the learning objectives, program requirements, social contract, importance of attitude, confidence building, and building relationships.
  - Pecan Campus: 46 Seniors attended a workshop hosted by Academy Staff that focused on providing an overview of the university admission's process and timelines. Staff provided tips on time management and organization as well as FAFSA.
  - Pecan Campus: Academy Staff held a workshop for 11 Cybersecurity Academy students. The workshop was hosted by the College's Center for Learning Excellence to provide the information about available support services.
  - Starr County Campus: Academy Staff held a Zoom Workshop for 13 Juniors and Seniors. The workshop was hosted by the South Texas College Center for Learning Excellence to provide the information about available support services.
- Staff utilized the Starfish Early Alert System Survey Report to conduct following case management sessions:

Location	Case Management Sessions
Pecan Campus	20
Mid-Valley Campus	5
Starr County Campus	3

- **Upcoming Events & Activities for October 2020**
  - 2020-2021 Recruitment
  - Programmatic Workshops
  - Preparation for TexPREP Summer 2021
  - Starfish Progress Surveys/Case Management

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director held a planning meeting to better understand advising for students that selected Interdisciplinary Studies, in which the team will work to improve the method for these students at the 15 to 30 hour mark.
- Pathways Staff participated in virtual meetings with SACSCOC selected sites, Roma High School and Donna North High School in preparation for visit.

- Pathways Staff conducted academic advising for 12 grade level students from Weslaco, Edinburg, and PSJA.
- Director and Coordinator participated in Weslaco ISD Leadership Meeting and Sharyland A3 as meetings required by the TEA Designation.
- Director coordinated efforts between ISD IT departments and STC IT due to issues with Respondus Lockdown Browser and camera usage.
- Director and Coordinator participated in the Sharyland A3 Steering Committee meeting to discuss Spring 2021 needs and efforts.
- Pathways Coordinator and Coordinator for Enrollment Services presented in the Fall 2020 Dual Credit Leadership meeting, Sept 18.
- Dual Credit Pathways Department held its inaugural Virtual Symposiums with over 80 attendees from partnering school districts to discuss advising plans and expectations, Sept 24.
- Director in collaboration with Relations Manager and Project Manager have reviewed the current Dual Credit Textbook Process in which the creation of a Form Stack request is underway for Program Chairs submissions.
- Director participated in a meeting the STC Data Team and PSJA Data Team to discuss data sharing concerns, mostly as part of Covid environment. The meeting resulted in a short-term plan to share and improve data delivery, Sept 29.
- Director and Pathways Staff participated in a La Joya ISD Meeting to discuss in depth, the transfer advising process and expectations. District will support efforts to have students advised as required by SB25.

- Director participated in webinar hosted by TEA for ECHS planning year schools and programs interested in application process. The session topics included application process, dates to consider, support required, IHE partnership and cost consideration.

RELATIONS MANAGER'S REPORT:

- Extracted the Online Student Blackboard Orientation completion list
- Finalized logistics for meetings held in September 2020:
    - Mission and Goals Committee Meeting held on September 10, 2020
    - Superintendents Leadership Meeting held on September 10, 2020
    - Leadership Meeting held September 18, 2020
    - Academy Programs Counselors update held on September 18, 2020
    - NACEP Documentation Onboarding for new Program Chairs held September 18, 2020
    - Pathways Fall Symposium held on September 24, 2020
- Assist with minor logistics for the SACSCOC ISD pre-meetings held throughout the month of September 2020
- Continued planning the National Conference for Dual Credit Programs to be held March 7-9, 2021
- Continued to assist and finalize NACEP Documentation needed for annual report
- Finalized communication plan for creating a Dual Credit Alumni Database (emails send to over 24,000 students)
- Assisted OPOD during CWPOD with technical support

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Director of Counseling to discuss breakout session for upcoming College-Wide PD Day, September 1
- Associate Dean and Instructional Coach met with Director of Center for Teaching Excellence of UTRGV to collaborate information for professional development of institutions, September 1
- Associate Dean and Manager met with campus leaders to prepare for SACSCOC on-site visit, September 1&3
- OPOD Team assisted OVPAA host Academic Affairs Fall 2020 Open Meeting, September 4
- Instructional Coach met with Culinary Arts Program Chair and guest speakers from Baylor University for upcoming College-Wide PD Day to discuss a run through of the scheduled breakout, September 8
- OPOD Team met with Institutional Research & Effectiveness Team to discuss details and run through of upcoming SACSCOC virtual week meetings and tours, September 10
- Associate Dean attended a Committee Meeting for Dual Credit Programs: Mission and Goals, September 10
- OPOD Team met with Director of Sustainability & Programs of Dallas College to discuss run through and logistics of upcoming College-Wide PD Day breakout run through, September 11 & 22
- OPOD Team met with members of Educational Technologies to discuss details of upcoming campus virtual tours for SACSCOC, September 11
- OPOD Team met with Educational Technologies and members of Institutional Research & Effectiveness for "run of show" for exit SACSCOC using the webinar feature, September 16
- Instructional Coach met with speakers for upcoming session of Teaching & Learning Academy to discuss logistics of panel discussion, September 16
- Associate Dean interviewed each division Vice-President for upcoming Fall 2020 College-Wide Professional Development Day, September 16-18
- OPOD Team met with CEO/President of Dr. Rosalinda Mercado-Garza Educational Services to discuss details logistics of upcoming breakout session for College-Wide PD Day, September 22
- OPOD Manager met with Math Department Chair and Student Success Specialist to discuss upcoming scheduled customer services training for the department, September 22
- Practice run with Educational Technologies and President of South Texas College for upcoming College-Wide Professional Development Day, September 24

ACADEMIES AND TRAININGS:

- Instructional Coach provided training on *Best Practices: Using OneDrive to Link Videos to Blackboard*, September 1, 9 & 18
- Instructional Coach provided training to Instructors of the Pharmaceutical Department on the Flipped Classroom, September 3
- *Power Up: Professional Development System* online live workshop was facilitated by OPOD Specialist. Participants got hands on training on how to create workshops and meetings in the Professional Development System, September 3
- OPOD staff provided one-on-one consultations for members of STC staff and faculty regarding use of instructional technology, September 1-30
- Instructional Coach facilitated the Kick-Off Fall 2020 Teaching and Learning Academy, September 4
- Instructional Coach facilitated the Teaching and Learning Academy, September 18
- OPOD assisted Institutional Research & Effectiveness and Educational Technologies with hosting SACSCOC virtual campus tour and meetings, September 14-17
- Project Manager for Dual Credit Programs facilitated DELTA Academy, September 21
- Instructional Coach facilitated kick-off week of Spark Online, September 23
- College-Wide Professional Development Day was streamed live-online. Approximately 1400 staff and faculty attended the bi-annual event. There were twenty-two afternoon breakout sessions offered. Sessions topics included Food Insecurity: *What We Can Do Here and Now*, *From Being to Becoming: A Practice in Resilience During Challenging* Times, and *Creating Compelling Digital Stories with Sway*, September 25

PROGRAMS IN DEVELOPMENT:

- OPOD Advisory Committee, November 2020
- Adjunct Dual Professional Development Day, January 2021
- Faculty PD Week Spring, January 2021
- Chair Leadership Meeting, January 2021
- Ambassador Cross Training Academy, January 2021
- College Wide, February 2021
- Chair Leadership Academy, February 2021

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Administrator met with Inaugural Culinary Arts students prior to start of first class at MVC, September 3-4.
- Student Activities distributed food to students via Food Pantry, various dates.
- Voter Registration Drive was held, September 29.

COMMUNITY ENGAGEMENT:

- Participated in City of Weslaco Update with Community Leaders, September 1.
- Participated in Chamber of Commerce volunteer activity, September 3.
- Attended Ribbon Cutting ceremony for new business in Weslaco, September 3.
- Hosted OSHA Training, various dates.
- Hosted US Census Training, various dates.
- Attended Chamber of Commerce Event, September 10.
- Participated in drainage project meeting with McAllen Multi-Service contractors, September 11.
- Participated in Chamber of Commerce Executive and Regular Board Meetings, September 15.
- Participated in Weslaco City Commission Meeting, September 15.
- Participated in City of Weslaco Census Drive at MVC.
- Met with Workforce Dept./Cont. Ed regarding EDC Training Grants, September 24

ENROLLMENT ACTIVITIES:

- Met with several Faculty, Staff, Student and Community members to assist with campus enrollment:
  - Assisted students adding classes, Aug. 31 – Sept.1.
  - Assisted students dropped for Financial Aid to get reinstated, Sept. 9-10.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Continued working with district food bank to distribute goods.

COMMUNITY ENGAGEMENT:

- Attended virtual RGCCISD school board meeting, September 3
- Attended virtual Roma ISD school board meeting virtual, September 5
- Attended virtual Starr County Prevention Navigation stakeholders meeting September 10
- Attended Starr County Community Coalition meeting virtual
- Prepared for Starr County Community Coalition election of new officers October meeting.
- Communicated with South Texas Prevention Navigation Program to use services offered to community.
- Continued work with Census 2020 in Starr County.
- Continued work with emergency response team in Starr County.
- Recommended new officers for Starr County Community Coalition for next fiscal year.

ENROLLMENT ACTIVITIES:

- Requested roster of all students attending face-face Fall 2020 for recruiting purposes 2021 spring semester.
- Requested roster of all students online with Starr County addresses for recruiting 2021 spring semester.
- Requested enrollment history for welding department for future recruiting void expansion.
- Completed repairs to L science building to offer more courses spring 2021.
- Monitored college days at RGCCISD for recruiting purposes through Student Services for Spring/Fall 2021.
- Prepared signage on campus for Spring 2021 recruiting "Register Now" message.
- Continued work with Starfish retention efforts for Spring 2021.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Director of Admissions to discuss options for minimizing paperwork regarding RN to BSN graduates and the lower-division requirements needed to meet the 60 hours. Options included the possibility of a Prior Learning Assessment agreement to provide escrow credit for the RN license as well as building the old RNSG courses into the Degree Work scribe block to pick up courses from older catalogs that were considered equivalents.
- Attended an Ellucian Degree Works session, "Doing more with Less: Creative Scribing Solutions", to learn about different scribing techniques to address uncommon scenarios. The session included information on building course requirements from articulation agreement with other colleges and universities.
- Met with Law Enforcement Chair to discuss the possibility of a one-semester certificate as part of the 300x300 initiative from the Texas Association of Community Colleges.
- Conducted a Concourse Syllabus Chair Training with the English Department to review additional features of the Concourse application with regards to auditing and reporting.
- Attended the Dual Credit Program Superintendents Leadership meeting.
- Attended and participated in the Guided Pathways meeting to discuss and review the meta-major web pages for each of the clusters; discussed strategies for best optimizing a student's view.

- Attended and participated in the Synchronous Online Course meeting for the Faculty Senate taskforce to discuss strategies for possibly offering synchronous learning in an online course and the impact on scheduling and how to identify the course sections.
- Attended and participated in the Banner User Group meeting to discuss the upcoming Degree Works update scheduled in late September and the TSI 2.0 proposed cut scores and the impact on Spring 2021 registrations.
- Met with OVPAA project manager to discuss the Faculty Load & Compensation training scheduled for Fall 2020 and discuss pending items including the status of positions created for cross-listed courses.
- Attended the Degree Works - Testing Closure meeting, along with the Curriculum & Scheduling Coordinator to finalize the testing for the upcoming update scheduled in late September. Attendees discussed any pending items that require resolution and agreed to move forward with the application in production.
- Facilitated the College-Wide Curriculum Committee meeting for September; the first meeting was used to elect the committee chair and discus information items related to a recent update to the Spring 2020 ACGM and the impact on the core curriculum courses as well as the review of two Continuing Education certificates; one that is undergoing the program development process and the other is a revision to an existing certificate on the college's inventory.
- Attended the SACSCOC Exit Conference.
- Met with the CourseLeaf Catalog senior account executive to record an interview regarding STC's experience with the implementation of the online catalog that took place in 2016. The interview was pre-recorded for a session being offered as part of the Ellucian eLive Conference Sponsor's office hours.
- Compiled a report of courses that have TSI prerequisites for Reading, Writing and/or Math to determine the impact of the upcoming TSI 2.0 guidelines which introduce new college readiness scores that will need to be built into the prerequisite logic to avoid registration errors.
- Disbursed the Fall 2020 Concourse Syllabi Compliance Status report & Curriculum Vitae report to the instructional Deans; the college was at 98% for Syllabi and 77% completion of CVs on September 16.
- Phone meeting with Dean of Institutional Research, Effectiveness and Strategic Planning to discuss the role of substantive change in the approval process for program development; made recommendations to improve the process to include IE department for review of the packet to determine significant departure.
- Met with the Law Enforcement Chair to discuss the proposed Telecommunications Occupational Skills Award and feasibility of offering the courses; decision was made to incorporate the course as an elective in the Associate's degree instead.
- Attended the Deans Meeting to discuss Spring 2021 in-person hybrid section offerings; recommendation was to keep most of the lecture courses online unless a justification is approved for in-person hybrid.
- Compiled the Production, Logistics & Maintenance Technician program development packet for the proposed non-credit certificate after receiving the documentation from the Institute of Advanced Manufacturing Department & sent emails to the Continuing Education department to follow up on the assigned CIP code for the proposed award and questions regarding the specific occupational profiles referenced for the award.
- Attended Academic Council to present on the AAS Culinary Arts – Specialization: Restaurant Management as part of the program development process. In addition, presented on the course evaluation public results page and status of proposed awards for the AY 20-21. Completed the Substantive Change Rubric for the AAS Culinary Arts – Specialization: Restaurant Management and sent to the SACSCOC Liaison for review.
- Met with several program developers and chairs in the month of September to discuss proposed program packet and documentation for the following programs
    - Meeting & Event Planning
    - EMT Basic CE Certification
    - Automotive Collision Repair & Refinishing
    - AS - Agricultural Science

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with Project Manager for Academic Affairs to discuss the active list of Occupational Skills Awards and stackable degrees and certificates.
- Began the People Admin process for the recommendation for new Curriculum Specialist.
- Compiled the 2020-2021 College-wide Curriculum Committee membership lists in preparation for the College-Wide Curriculum Committee meetings.

- Attended Banner User Group meeting to discuss TSI 2.0 test score updates, Degree Works upgrade project, Jagnet and Banner updates.
- Attended meeting with Director and SmartEvals representative to review course evaluation question sets and process for properly assigning and maintaining various sets.
- Worked on compiling an updating the Active Learning Classroom course report for Pecan, Mid-Valley, Starr, NAH, and Tech ALC labs for the Title V HSH Grant Director/Learning Outcomes Director.
- Attended and assisted with the September College-Wide Curriculum Meeting via Microsoft Teams.
- Compiled Summer 2021 1st Review schedules by division in preparation for distribution to Deans and Chairs. Deadline for 1st review was set to October 31.
- Summer 2020 course review and updates in Banner to ensure proper HB2223 reporting for THECB.
- Attended Concourse Templates II webinar to obtain best practices for using templates in Concourse.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings

- Met with individual Program Chairs and Faculty to provide training and guidance to close the 2018-2020 PLO Assessment Plan cycle loop.
- Met with IVPAA and Dean of Institutional Research, Effectiveness & Strategic Planning, Director of IE, Liberal Arts Dean, BPST Dean, and 8.2a SACSCOC Interview Team to review and prepare for site visit. Supplemental resources provided.
- Met with and Dean of Institutional Research, Effectiveness & Strategic Planning and Director of IE to discuss preparation for SACSCOC Site Visit Interviews. Provided talking points and supplemental documentation.
- Met with Curriculum Director to discuss the Core Objective agenda item for the upcoming College Wide Curriculum Meeting. Presented Core Objective updates at meeting with Q&A.
- Participated in department meetings for Graphic Arts/Visual Arts and Radiological Technology/Diagnostic Sonography to discuss PLO Assessment Plans, process and alignment to curriculum mapping.
- Met with Director of Research and Analytic Services to review options to disaggregate 2018-2020 Core Objective data for AA and AS Interdisciplinary PLO Assessment Plans. Shared the pivot table training with team members.
- Participated in Dual Credit Programs Superintendents Leadership Meeting.
- Met with Program Chairs to approve and finalize revisions to 2020-2023 PLO Assessment Plans.
- Met with Distance Learning Director to determine and discuss Blackboard options for tagging assignments, calendar of due dates, and division shells to house PLO and Core Objectives along with data.
- Participated in College Wide General Session, Equity Through a Latino Lens, and Creating Compelling Digital Stories with Sway.
- Participated and presented in Academic Council Meeting to provide department updates.
- Met with Director of Institutional Effectiveness, Assessment and Accreditation and Dean of Institutional Research, Effectiveness and Special Projects to discuss 8.1 interview and supplemental learning outcomes narrative.
- Participated in SACSCOC Reaffirmation Standard 8.1 Interview Meeting.
- Participated in SACSCOC Reaffirmation Exit Conference.
- Collaborated with Director of Institutional Effectiveness, Assessment and Accreditation to draft requested supplemental 8.2a and 8.2b narrative regarding dual credit inclusion in learning outcomes at Donna North, Roma, Pecan, Tech, and NAH Campuses. Met with Program Chairs with certificate programs at Donna North and Roma to discuss how dual credit faculty are included in the learning outcomes process.

Projects

- Collaborated with IT to clone summer 2020 data reports added directly to JagPRIDE Share Drive.
- Input weighted summer 2020 PLO data to 2018-2020 PLO Assessment Plans.
- Drafted 2020-2023 PLO Assessment Plans with aligned progressive developmental curriculum maps based on requested revisions for program improvement.
- Collaborated with IT to redesign JagPRIDE application to improve navigation and alignment with PLO Assessment Plans. Deliverables have been negotiated with the timeline pending.

- Completed Banner data load and sunset deactivated programs in JagPRIDE for fall 2020.

Reports

- Finalized all Program Learning Outcome (PLO) 2018-2020 PLO Assessment Plans.
- Assisted Faculty and Program Chairs with JagPRIDE navigation, course sunsetting, PLO mapping and data reporting. Concluded summer JagPRIDE data submissions at 100% in both PLO and Core Objectives.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Finalized 15th annual ANWTS Sponsorship Information Brochure to be mailed out to 2,000 potential sponsors in order to solicit monetary or in-kind donations. Finalized a plan to continue with fundraising in lieu of having our annual scholarship gala. Collaborated with PR to produce and record a video requesting continued donations to our scholarship fundraiser. Submitted ANWTS ads to Texas Border Business and Mega Doctor News. Donations received in September: Cash – $7,600. Total 15th annual ANWTS sponsorships through the end of September: Monetary (including Pledges) - $33,000; In-kind – $20,060
- **Retention** – Assisted Valley Scholars students with academic planning. Reviewed applications for the NAH funding extension. Prepared applications and documentation for Bachelor's scholarship extension invite.
- **Meetings** – Held a Valley Scholars Officer team meeting on September 2nd via Teams. Conducted the September Valley Scholars General Meeting on September 4th via Teams.
- **Volunteer/ Community Events** – Valley Scholar students volunteered to help with the PTK invitation letter mail out on September 21-24 following Covid-19 safety guidelines.
- **Scholarship/Awarding** – Sent Post Census tuition report to financial aid. 51 Valley Scholars from Class 23 & 24 have been awarded their Fall 2020 scholarships. 4 Valley Scholars students were awarded NAH Extension scholarships.
- **Administrative** – Prepared for and participated in SACSCOC interview with Student Success Specialists, Advisors, and Faculty Advisors. Office staff attended the SACSCOC Exit Conference on, September 17th. Office staff attended College-Wide Professional Development Day. Administrative Assistant attended the Dude Solutions Event Manager Training on Friday, September 18

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Conducted the Fall Recruitment mail-out where 2,377 students were sent an invitation letter to join.
- **Meetings** – Conducted PTK September General meeting on September 29th via Teams
- **Administrative**: Registered student officers and advisors for the PTK Texas Leadership Conference being held online October 16-18.

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in taking honors courses. Reviewed Honors program applications and contacted students for further action.
- **Retention** – Assisted current Honors students with academic planning.
- **Administrative** – Coordinated with faculty for missing honors documents.

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- NEWLY AWARDED: Department of Education – DHSI Grant
    - Received notification that we were awarded the DHSI Grant, which will be dispersed in yearly amounts of $585,315 for a total of $2,926,575
    - This is a 5-year grant to support: Academic Coaching w/InsideTrack© Model; Online Tutoring, Starfish, and Financial Literacy
- iPass Grant - Starfish:
    - Met with Hobsons representative to discuss FY21 plans, and new features available.

- Provided Starfish Workshop for NAH College Success faculty.
- Participated in Interdisciplinary Studies meeting with faculty to discuss how Starfish can support House Bill (HB) 25.
- Sent out Starfish notifications alerting faculty about upcoming Progress Survey (Weeks 4-6).
- Emailed Financial Aid and IT to schedule a meeting to debrief about Financial Aid Roster issues;
- Worked on Starfish notifications for upcoming Progress Survey (Weeks 10-11) to make sure the report is only sent to faculty teaching full-term.
- Emailed IT to follow-up on request to set up automated flags for students close to or who have reached their 30 hours (per HB 25) and create cohorts specific to advisors and/or specialists;
- Met with Director for Dual Academies to discuss, review, and prepare for CPWD presentation;
- Met with QEP Director and Chief Information Officer to discuss and plan to create automated Advising assignments, and connections between students and Student Success Specialists within Starfish.
- Worked on Progress Survey report, which was sent to Deans after the first Progress Survey closed (Week of September 28th).
- Provided ongoing Starfish Technical support to faculty/staff.

- Perkins Basic
  - Responded to emails from faculty/Deans regarding questions about Perkins final report;
  - Reviewed email received from Grants regarding final report, which was due September 16th (which conflicted with the SACSCOC site visit);
  - Sent follow-up emails to faculty/Deans requesting information for the Perkins final report;
  - Because the due date for the report was scheduled on the date of the SACS site-visit, I worked on Perkins report on Friday evening and throughout the weekend;
  - Reviewed email from Grants to the Deans requesting Disposition of Perkins funded inventory; followed up with Deans to make sure information was submitted.
  - Reviewed and edited Perkins report, and forwarded to Project Manager for review, edits and feedback;
  - Forwarded the final draft of the Perkins report to the Grants office by the deadline of September 16th.
  - Reviewed September 24th request from Grants office requesting additional information along with supporting documents (i.e. evaluations, data, etc.);
  - Edited the report to address Grant questions and provided the documents that were requested by the deadline of September 25th.
- CAEL 360 Grant
  - Participated in the LASS Grant Technical Assistance call; discussed areas STC could use additional support/technical assistance.
  - A follow-up meeting will be scheduled in October.

INITIATIVES:

- SACSCOC Reaffirmation - Quality Enhancement Plan (QEP)
  - Participated in weekly QEP meetings with QEP Director to discuss updates, upcoming presentations, SACS site visit, and develop strategies to continue for fall planning.
  - Participated in QEP Team SACS On-site Visit Planning (Capacity, Focus & Assessment).
  - Emailed Learning Frameworks faculty who will be participating in SACS on-site interviews and provided QEP information.
  - Participated in QEP Update meeting with Advisors and Student Success Specialists.
  - Emailed Valley Scholars to request student volunteers to participate in SACS on-site visit interviews.
  - Met with QEP team to review Presentation for SACSCOC on-site visit.
  - Participated in several SACS site-visit Pre-meetings with faculty, staff, and students, which were held at the Technology Campus and virtually.
  - Met with QEP team again for a final review of the Presentation for SACSCOC site visit.
  - Met with the QEP Director on Saturday to prepare for SACS site visit interview.
  - Participated in SACS site-visit to provide presentation and answer questions about the QEP, Capacity, QEP Director and Co-Director responsibilities, and sustainability.
  - The SACS site-visit was very successful; we received no recommendations, and the Evaluator was very impressed with our institution.
  - Participated in the MAP Advising Team monthly meeting to provide updates to Deans, Directors, and staff regarding the SACSCOC visit outcomes and next steps.

- Excelencia in Education Institute
    - Participated in Excelencia' s 2-day Leadership Institute: *Linking Completion to the Workforce,* which was held virtually.
    - We heard from several panelists, including students, about the importance of workforce participation in program development; internship opportunities; best practices, and other useful information.
- College-Wide Professional Development Day
    - Met with Co-Host for the Starfish workshop to discuss expectations, support needed, and to prepare for the session;
    - Met with representative from OPOD and QEP Director to discuss QEP workshop and prepare;
    - Participated in CWPD, and presented at two sessions: Starfish workshop and QEP workshop.

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Reviewed fall 2020 ALC schedules for each campus.
- Met with ET and Dean of BPST to review VR needs for Tech Campus ALC.
- Met with IVPAA, GDMC Officer, Purchasing and Business Office to approve and purchase VR upgrades.
- Collaborated with Construction Supervision Program Chair to coordinate supply deliveries.
- Met with IT and Campus Police to discuss drone campus compliance.

FOCUS ACADEMY

- Coached faculty with flipped classroom model, virtual meetings, and Blackboard course review.
- Facilitated Session 1 of Teaching and Learning Academy.
- Received 30 webcams for Spark and FOCUS Academy.
- Facilitated technology support sessions with faculty.
- Planned Session 2 of Teaching and Learning Academy Training.
- Prepared and facilitated Fall 2020 Spark Online Training.
- Provided faculty technology training.

COMPONENT 2- REDESIGN AND EXPANSION OF FACULTY ADVISING

- Updated Faculty Advising Certification Training (FACT) registration report.
- Participated in QEP Implementation Team Meeting.
- Recruited faculty advisors to participate in the SACSCOC Reaffirmation Site Visit Interviews to discuss their experience and how the program works at the College.
- Updated Faculty Advising Certification Training (FACT) registration records.
- Facilitated first two fall 2020 sessions of the FACT.
- Participated in SACSCOC QEP Leadership Meeting and Group II Capacity Interview.
- Assisted students referred by faculty advisors on reinstatement procedure.
- Collaborating with HR to provide accommodations for Faculty Advising Certification Training (FACT) participant.
- Attended MAP Advising Team meeting.

ONENT 4- FINANCIAL LITERACY

- Reviewed progress of interactive tutorial modules.
- Prepared workflow for Adobe Sign digital signatures for Personnel Activity Report (PAR).
- Met with Library Media Specialist and Grant Systems and Management Compliance Officer to review final modules and plan for FormStack integration.

MANAGEMENT/COMPLIANCE

- Met with Program Officer to discuss and receive approval for a budget amendment.
- Met with GDMC officer and Grant Accounting Specialist to review the remaining budget, encumber expenses and expedite final purchases.
- Updated equipment manager revisions in Workflow.
- Provided feedback to GDMC on preparation to onboard new Title V DSHI Award.

- Shared budget amendment approved by the Department of Education with IVPAA, GDMC and Business Office.
- Met with Program Officer to approve final budget amendment request.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, PRESENTATIONS AND REPORTS:

- Assisted Academic Excellence Office with "A Night with the Stars"
    - Acquired pending pledge from ERO Architects for the 2019 "A Night with the Stars" fundraiser
    - Discussed options to continue raising funds online and virtually recognize 2020 sponsors
- Assisted Biology Department with coordination of video recording for NSF Grant
- Assisted Dual Credit Programs by coordinating updates to Workforce Programs Aligned with Industry Certifications booklet
- Assisted OPOD with College-wide PD Day
    - Development of program
    - Review and edits of VP video
- Compiled and submitted the Academic Affairs Division Monthly Activity Report for August
- Compiled nominations for League Excellence Awards
- Completed edits and additions to AAS Culinary Arts: Specialization – Restaurant Management Program Development Proposal
- Continued to collaborate with Public Relations on various projects
    - Develop Occupational Skills Awards webpage
        - Conducted review of OSA courses to verify/determine stackable credentials
    - Develop Meta-Majors webpage
    - Updates to Academic Affairs webpage
- Created Photo Gallery of Students' Return to Campus for face-to-face sessions
- Finalized (2) PowerPoints for Superintendents Leadership Meeting
- Finalized agenda and handouts for Academic Council Meeting
- Performed Hiring Committee Chair duties
    - Coordinated applicant interviews
        - Completed workflow status in PeopleAdmin
        - Polled members for availability and arranged schedule accordingly
        - Communicated with applicants selected
        - Reserved facilities
        - Developed interview questions and skills tests
        - Facilitated interviews
- Reviewed and provided edits for the 2019-2020 Perkins Grant Final Report
- Reviewed and provided edits for the articulation agreements
    - Aspen University
    - Chamberlain University
- Revised and finalized Academic Affairs Highlights
- Updated Program Development/Implementation timeline tables

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Assisted with reviewing the Academic Affairs - Perkins Basic Grant Application for Program Year 2020-2021
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Continue creating internal procedures for Academic Affairs Division
    - Working with HRIS Manager and CSL Manager to develop upcoming trainings
    - FLAC (PT: 1/N1/N5/N9/N10/K1/M2/M6/M9) records locked and acknowledged= 218
    - FLAC Dual Credit and Per Student records locked and acknowledged= 896
    - Finalized the Fall FLAC Calendar

- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Space Modification for PCN J3.1102 suite- Dean for Liberal Arts- pending bridge to Dean's desk
    - Building G: Physical Science - Classroom to Lab Conversion
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Pecan Plaza: Dance Studio
    - Technology Campus- A101 and A144 Breakroom
- Finalized list of classrooms/times regarding interpreters/notetakers who need to attend class with students that require special accommodations
- Chaired search committee and finalized virtual interviews for the BPST Project Manager position
- Continue working on job description for the Academic Affairs Support Specialist
- Continue working on the redesign of the Graduation Banners

DESIGN WORK:

- Continued working on "A Night with the Stars" event designs for Academic Excellence
    - Updated newspaper ads for October editions of Texas Border Business and Mega Doctor News
    - Updated Event Sponsorship Information Brochure
- Continued working on Open Educational Resources web icon design
- Continued working on redesign of Academic Affairs Instructional Divisions' banners
- Worked on Academic Affairs Division Organizational Charts
- Finalized 2020 College-wide PD Day program booklet
- Finalized edits for 2019-2020 Faculty Spotlight
- Worked on Curriculum Department cover designs and updates
    - Updated Curriculum Department Handbook cover
    - Worked on Restaurant Management Program Proposal cover
    - Emergency Medical Technician – Basic Program Proposal cover
    - Agricultural Science Program Proposal cover
    - Automotive Collision Repair and Refinishing Program Proposal cover
- Worked on Production, Logistics, and Maintenance Technician Program Proposal cover design
- Worked on Title V Developing Hispanic Serving Institution (DHSI) 2020-2025 organizational chart

MEETINGS:

- Met with Academic Excellence and PR to discuss video recognition of ANWTS Sponsors, September 1
- Met with FPC and Dean for BPST to discuss Technology Campus Master Plan, September 2
- Met with PR regarding development of Occupational Skills Awards webpage, September 2
- Participated in virtual Dean's meeting to discuss Faculty Load and Compensation (FLAC), September 3
- Participated in virtual Academic Affairs Fall 2020 Open Meeting, September 4
- Presented redesign of the Graduation Banners to the BPST Division, September 11
- Moderated virtual Grade Appeal Committee Meeting, September 11
- Met with BPST Division to discuss the Master Plan for Technology Campus, September 11
- Virtual meeting with the NAH PM, Knapp Grant PI, and Dean for DCPSP to discuss fall activities related to the Knapp Grant, September 15
- Attended SACSCOC Exit Conference via Zoom, September 17
- Held virtual meeting with Search Committee members to discuss the BPST Project Manager applicants, September 18
- Meeting with Bachelor Programs Project Manager to discuss division symbols for Bachelor Programs and Math, Science & Information Technology graduation banners, September 22
- Attended the virtual College-wide Professional Development Day, September 25
- Conference call with vendor to discuss banner logistics regarding material, turnaround time, and graphic design, September 25
- Attended Academic Council Meeting, September 28

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

OFFICE OF THE VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

TO: DR. SHIRLEY REED, PRESIDENT
FROM: DR. DAVID PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)
DATE: OCTOBER 1, 2020
SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2020 THROUGH SEPTEMBER 30, 2020

DR. DAVID PLUMMER, VICE PRESIDENT
INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

VP ISPP&SI ATTENDED OR HELD FOLLOWING MEETINGS

- South Texas College Board Committee Meetings
- South Texas College Regular Board Meetings
- South Texas College President's Cabinet Meetings
- Performance Reviews & Appraisals
- SACSCOC Mock Visit
- IE Plan Review
- CE Discussions
- Superintendents Leadership Meeting
- JFF Webinar: Sustainability for Google IT Cert
- Master Plan for RSPSE Meeting
- Library Presentation
- Strategic Planning Process
- SACSCOC On Site Virtual Visit
- DHSI Grants Review Meeting
- MEDC Board of Directors Meeting
- Dual Credit Programs Leadership Meeting
- TxDOT Meeting
- Comprehensive Operational Plan
- College-Wide Professional Development Day
- STC Data Meeting
- AWS Mapping Session

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Development team continues to work on the next self-service feature to go live which is the Financial Aid self-service Banner 9. This new service will allow students to perform activities related to their Pell Grant online; it will become available for the spring term.

JAGNET

No additional work has been done regarding electronic forms to facilitate processes related to COVID19. The IT team began preparations to upgrade the JagNet platform, Luminis. This upgrade will go live before the end of the calendar year. Additionally, the virtual environment created to provide access to employees to work from home remains available via JagNet until the different functional areas around the college come to normality.

CHROME RIVER (TRAVEL)

The BO continues to work on the communication plan and training materials for the Chrome River deployment and postponed the go live date for a couple of months. The Chrome River solution is a cloud-based travel software that interfaces with Banner and allows faculty and staff to login travel arrangements using the same STC username and password.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

No updates on this project due to other priorities. The plans for building a DR co-location site at Tyler Junior College continues. After meeting on Friday, June 19, 2020 to discuss the memorandum of understanding and service level agreements, the teams shared their SLA drafts and will reconnect in August. This project consists of collaborating on a long-term plan for storing critical Banner data at TJC and STC data centers and the ability to recover it in the event of a disaster.

The IT department tested the Banner functionality at STARR County as part of the hurricane preparedness plan. The IT staff and key client offices dialed up to the data center at the STARR campus and ran essential Banner processes. The test also included running the gas generator that powers the same DR site.

The CIP process and budget associated with the generator replacement in building M has been included in the plans for this fiscal year. The current generator at Pecan building M runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

OFFICE 365 MIGRATION

The Microsoft Teams application performed well during College Wide Professional Development Day in September. The IT Client Services team provided Microsoft Teams sessions during CWPDD and it continues to collaborate with the Professional Development Office for on-going training and presentations for faculty and staff who wish to use the Teams application. The IT team began working towards implementing other 365 apps such as Power Apps and Flow.

VIRTUALIZATION PHASE II

This part of the VDI project which consists of scaling up the virtual environment will be revisited for implementation in the spring term. The current virtual environment was assessed and the IT team will follow up with the vendor regarding quotes to scale up the solution and the ability to upgrade the current environment in multiple phases.

The IT staff is currently analyzing and testing a new trail license to virtualize applications such as SolidWorks 2019, Microsoft Office 2019, AutoCAD within the virtual desktops. This functionality will enhance performance and streamlined the student and faculty experience when working with these applications in the virtual desktop environment.

The new virtual environment created for staff to work from home during the COVID19 transition period continues to be monitored on a daily basis for capacity and performance and will remain available until the college functional areas come to normality. Additional employee access has been provided on a need basis and no issues have been reported related to this service.

WINDOWS 10 UPGRADE

The IT staff has upgraded 8,415 computers to the new operating system of Windows 10 which is 99% of the total STC computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions. There is a total of 11 computers left to upgrade to Windows 10 to complete this project.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 2000 faculty and staff; all employees have received the enrollment email. Currently, we are providing support for those that reach out to our office.

- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Targeted awareness emails to faculty and staff that are not following the Data Classification procedures and guidelines.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Texas DIR has purchased a phishing assessment tool that will allow state agencies and higher education institutions to use. They are working details on how we can use services.
- We're identifying the areas where a crafted phishing email will be sent. Phishing emails will be created based on the line of work.
- The purpose of the targeted phishing assessment is to demonstrate the business impact and to identify gaps in awareness and training.

COMPLIANCE

- Gathering all security incidents since September 2019 and compiling them in the format that Texas DIR is requiring us to submit.
- Additionally, we are also coordinating with Human Resources management to consolidate all of the required employee training for ease of compliance reporting.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Completed out Automated Clearing House (ACH) compliance report with the assistance of HR, Business Office and Information Technology.

INFORMATION SECURITY PROGRAM METRICS

- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

DATA LOSS PREVENTION

- We currently have Data Loss Prevention (DLP) enabled for all Office 365 environment.
- Configuration policies that will help us automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
- DLP is key component of our security it must be configured with industries best practices.

COMMUNITY ENGAGEMENTS

- We are currently working with students from Achieve Early College High School on setting up the teams that will compete in this year Air Force Association Cyberpatriot.
- Planning on the upcoming National Cybersecurity Awareness Month (NCSAM) for October.
- Planning a session/presentation with McAfee for the upcoming Cyber Summit at Region One.
- Developing the Cybersecurity Awareness Month Workshops that will be available towards the end of October to all faculty, staff and students.

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

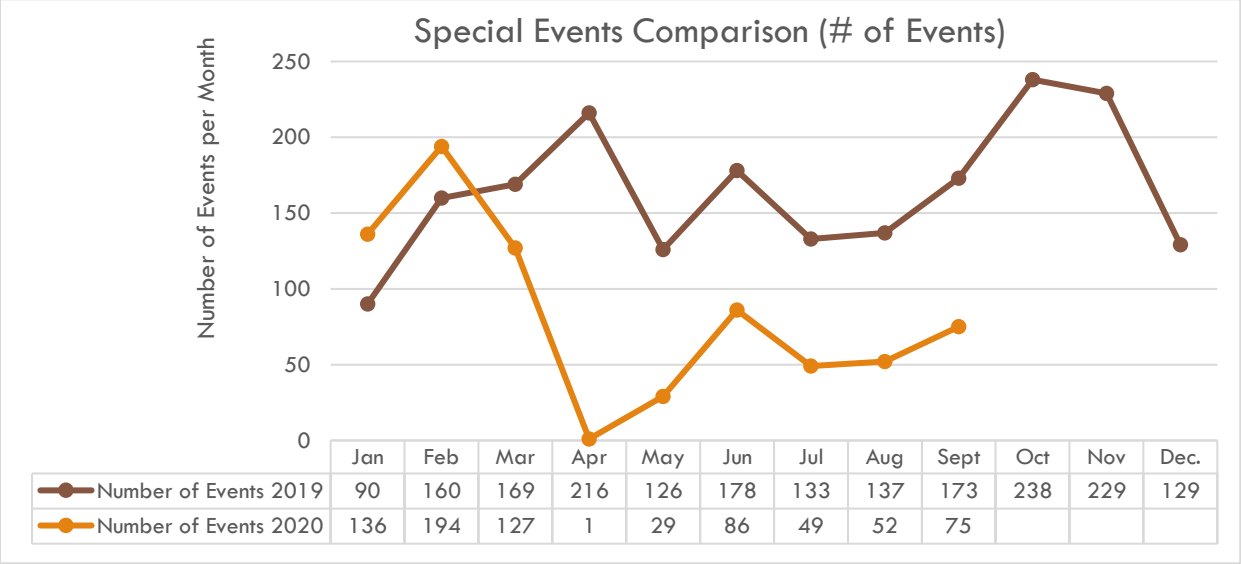
MEETINGS:

- 9/01/2020: FY 2020 Performance Appraisal Deadline; SACSCOC on-site visit: NAH Campus Mock Tour, Pecan Work Schedules, ET Leadership Meeting, SACSCOC on-site visit Pecan Campus, Council of Chairs
- 9/03/2020: ET Leadership Meeting, Connecting in the Cloud
- 9/08/2020: ET Leadership Meeting
- 9/10/2020: ET Director One-on-One
- 9/11/2020: ET Assistant I Interviews, ET, OPOD, Distance Learning Discussion
- 9/14/2020: Project Update Zoom Call, Meeting with Chris, STC/Howard Sync Up Meeting
- 9/15/2020: ET Leadership Meeting
- 9/17/2020: Connecting In The Cloud
- 9/18/2020: ET Leadership Meeting, LLSS Administrator Meeting
- 9/21/2020: Project Update Zoom Call
- 9/22/2020: September ET Department Meeting
- 9/24/2020: Meeting to Discuss VR Lab, Active Learning Classroom- Tech Campus
- 9/25/2020: College Wide PD Day
- 9/28/2020: WFH reports and timeclock, Amanda-VidGrid Support, Project Update Zoom Call, ISPP&SI Leadership Team Meeting
- 9/29/2020: ET Leadership Meeting, MVC Meeting
- 9/30/2020: CCUMC BOD Discussion

MONTHLY SPECIAL EVENTS COMPARISON

2019	
Jan.	90
Feb.	160
Mar.	169
Apr.	216
May	126
Jun	178
Jul.	133
Aug.	137
Sept.	173
Oct.	238
Nov.	229
Dec.	129
Total:	**1978**

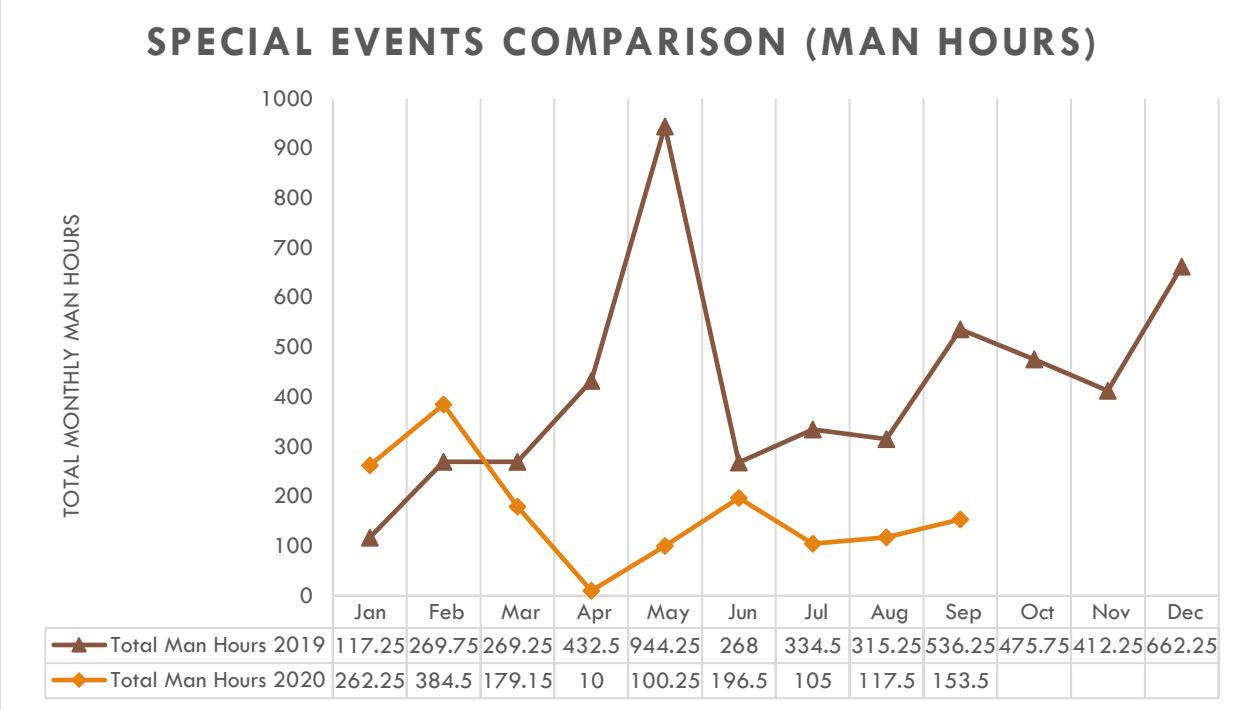
2020	
Jan.	136
Feb.	194
Mar.	127
Apr.	1
May	29
Jun.	86
Jul.	49
Aug.	52
Sept.	75
Total:	**749**



TOTAL MAN HOURS

2019	
Jan.	117.25
Feb.	269.75
Mar.	269.25
Apr.	432.5
May	944.25
Jun.	268
Jul.	334.5
Aug.	315.25
Sept.	536.25
Oct.	475.75
Nov.	412.25
Dec.	662.25
Total:	**5037.25**

2020	
Jan.	262.25
Feb.	384.5
Mar.	179.15
Apr.	10
May	100.25
Jun.	196.5
Jul.	105
Aug.	117.5
Sept.	153.5
Total:	**1508.65**



Description	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	41	0	0	0	0
Data Projector	36	4	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	11	4	0	0	0
Microphone (Hand Held)	8	4	0	0	0
Microphone (Lapel)	79	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	0	0	0
TV/ Display	31	0	0	0	0
Screen	36	0	0	0	0
Portable Table	0	0	0	0	0
Keyboard/ Mouse	16	2	0	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	1	0
iPad	30	0	0	1	0
Mixer	30	0	0	1	0
Webcam	1	2	0	1	1
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	30	0	0	2	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	40	0	0	2	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	70	0	0	0	0
Interactive Display	5	2	0	0	2
PTZ Joystick	10	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	*474*	*18*	***0***	*8*	*3*

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IEA Mid-Bi report – Currently working on corrections of errors in HTML to text conversion in the Excel format. Documenting missing input fields in Xitracs by division, department, and goal. Punch list created for follow-up.
- 2019-2 021 Mid-Bi – Presentation and Xitracs guide completed. Working on how to enhance the PowerPoint presentation (animation and video effects). Developed ideas for the upcoming Mid-Bi training. Coming training on 10/12 and 1019.
- IE plan objective measurement audit – Completed.
- Research on data standards and integrity – Working on the draft of data definitions.
- Direct support to departments/divisions for IE plan development – Met with VP Hebbard and Dr. Plummer regarding respective IE plans. Revised proposed objectives for the Office of the President with Dr. Reed. Finalized IE plan for Student Affairs and Enrollment Management, input into Xitracs, and shared with the division.
- Innovative and potential college-wide objectives – Tweak recommendations for cabinet members based on conversations with them, IE plan themes, and the QEP.
- IE plan development timeline and communications – Adjusted the timeline for plans and comprehensive, follow-up with departments with incomplete plans.
- 2019-2021
  - IE cycle progress tracking – Report indicating missing/incomplete items.
  - Entity tree – Writing notes to enhance it and continue with research and notes.
  - IE plan HTML corrections.
  - All programs were converted into a word document to review the information.
  - Mid-bi data preparation – Finalized mid-bi data audit and data input.
  - IE plans – Plans and reports placed in the SharePoint site. All IE plans were updated according to the division/department changes.
- Comprehensive operational plan – Pending approval of the template.
- Cabinet-level IE plan integration –SAEM and ISPP&SI completed.

PROJECTS

- Fall enrollment cohort data.
- QEP FTIC cohort tracking – Reviewed tracking baseline data and format. Complete for the Fall 2018 cohort.

MEETINGS / TRAINING

- SACSCOC
  - Reaffirmation leadership team - Review visit schedule and related topics.
  - On-site preparation of standards to review – Shared talking points, and links to SACS one-drive folders.
  - Focused report weekly meeting.
- Strategic planning/IE plan objectives themes.
- QEP Leadership – Met with different groups to be interviewed by the SACS committee, defined role of advisors, student success specialists, and faculty advisors.
- Title V Hispanic serving institutions grant – Meeting with Dr. Plummer to discuss budget challenges and implementation of the grant.
- Webinar Professional Development System.
- Pieces of training:
  - Webinar professional development system.
  - English skills.
  - Excel pivot tables.
  - PowerPoint 2016 and animations.
  - Customer service.
  - Zoom meetings.
  - College-wide professional and organizational development day.
- Board presentation on strategic planning and IE.
- IEA & RAS meeting with Dean on updates and planning.
- IEA staff weekly meeting – Reviewed roles of staff with the SACS visit, divided the IEA IE plan into parts for feedback on status, activities, and plans for completing objectives.
- KPIs and SAIs development meetings.
- SENSE – online.
- Factbook student achievement updates meeting.
- Support to OPOD-CWPD as cohost in the online session.

FACTBOOKS AND DATA PORTAL

- Fall 2020 census day enrollment data for factbook and data portal report updates.
- Fall 2016-2020
  - Enrollment by major at census report – Updated.
  - Enrollment by major type report – Updated.
- Traditional enrollment - KPIs updated with Fall 2020.
- Student enrollment composition - Updated with Fall 2020 census data for the data portal.
- Fall 2020 - Enrollment by campus.
- Factbook update - Student achievement goals updated and published.
- Data portal - Fall to tall retention by major (2016-2020), pass rates and grade distribution by enrollment and course type and course enrollment by semester type and by instructional mode report on data portal updated and posted.

DATA REQUESTS AND SACSCOC

- SACSCOC on-site preparation - Pre-meetings held with all assigned SACSCOC interview panels.
- QEP assessment data support – Reviewed FTIC tracking baseline data and format. Final touches to the cohort tracking model.
- Fall enrollment by major and ethnicity at census reports.
- Student achievement goals update – Provided the new targets of student achievement goals for review. Updated the STC student achievement goals/KPIs data release timeline.

MISCELLANEOUS

- Weekly report uploaded to ISPP&SI OneDrive.
- Monthly report uploaded to ISPP&SI OneDrive.
- Disinfecting area.
- Support for IRE and Dean of IRE&SP.
- Elaboration of requisition for SACS conference and, AIR membership renewal.

DR. FERNANDO CHAPA, DEAN

INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- On-Site visit:
  - Virtual on-site visit from September 14 – 17, 2020. Reaffirmation granted.
  - Final touches to virtual visit.
  - IRE/IEA staff participated as co-host in the virtual visit.
  - Provided lists of interview participants by the end of each day to the committee.
  - Debrief meeting – Discussed the first day of SACSCOC interviews and minimize technical issues for the remaining of the week's sessions.
- Campus profiles – Fill out the information for Technology, Pecan, NAH, Roma, and Donna HS.
- Pre-meetings for coming visit with:
  - Pecan students, faculty & staff
  - Technology students, faculty & staff
  - NAH students, faculty & staff
  - Roma HS
  - Donna HS
  - Zoom hosts and co-hosts
- Gift baskets were sent to the SACS committee by Public Relations dept.
- Added cover pages to PDF files and uploaded information into SharePoint
- Created PDF file with student examples (application, transcripts, tests, etc.)

MEETINGS / TRAINING

- Dual credit programs superintendent's leadership meeting.
- Dual credit programs mission and goals committee meeting.
- Co-host training for CWPOD.
- College-wide professional development day.
- QEP presentation.
- Zoom webinar.

PROJECTS

- Strategic planning.
- Comprehensive Operational Plan = Developed an outline of what is going to become the 2020-2025 COP.

MISCELLANEOUS

- Weekly report edited and uploaded to ISPP&SI OneDrive.
- Monthly report edited and uploaded to ISPP&SI OneDrive.
- Disinfecting IRE/RAS areas.
- Requisitions for 2020 SACS annual meeting, Visio software, and AIR membership renewal.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library	**Progress: 100%**	**End Date:** September 2020
Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Participated in workshop to brief proposed architect on work of previous consultants. Prepared briefing documentation for Board on work of previous consultants. Briefed Facilities Committee. Board approved selection of E R O as project architect. Planning meeting between STC staff and E R O was held on 1/13/2020 and 1/14/2020. A revised space analysis was submitted to team by Library staff based on kickoff meeting discussions. Continued revising space requirements. E R O did a walk-through inspection of the existing building. Staff reviewed adjacency diagrams prepared by E R O and 720 Design and discussed revisions. A test fit review meeting was held with E R O and 720 Design on 4/8/2020 to review draft proposals. Revisions were discussed and made on 4/16/2020. Additional information, including a building plan for Educational Technologies areas was submitted to architects. The Feasibility Plan was reviewed, discussed, and revised with architects in a few rounds. The feasibility study and proposal were presented to the Facilities Committee and to the Board. Board accepted the study and decided to proceed with schematic design preparation.		

ACTIVITY HIGHLIGHTS

- Completed interviews for administrator position and compiled hiring proposal.
- Prepared for and led initial interviews for administrator position.
- Participated in SACSCOC On-Site visit including leading a virtual tour of the Pecan Campus Library.
- Continued review of administrative position application submissions.
- Reviewed provisions of DHSI grant to plan implementation of learning support services elements.
- Submitted contribution to promotional article from Interact.
- Continued review of administrative position application submissions.
- Worked on script for SACSCOC virtual visit of Pecan Campus library.
- Worked on contribution to promotional article from Interact.

MEETING HIGHLIGHTS

- Met with Learning Commons and Open Labs logistics managers to review status of department projects.
- Met with review team to begin review of competitive bid proposals for a computer lab management software.
- Participated in Texas Council of Academic Libraries officer training meeting.
- Met with Library and Learning Support Services directors to discuss developments in each department.
- Met with Systems and Applications librarian and Associate Dean to review status of automation projects.
- Participated in Texas Council of Academic Libraries conference.
- Participated in College-Wide Curriculum Committee meeting.
- Met with search committee for Learning Commons and Open Labs administrator position.
- Participated in Texas Council of Academic Libraries Board meeting.
- Participated in SACSCOC leadership meeting.
- Participated in manager meeting with Learning Commons and Open Labs managers.
- Met with new Learning Commons and Open Labs technician as part of onboarding.

- Participated in planning meeting for Texas Council of Academic Libraries for upcoming conference.
- Met with VP for IS, P, P & SI for one-to-one and performance appraisal.
- Met with Systems and Applications Librarian to discuss status of automation projects.

TRAINING HIGHLIGHTS

- Participated in College-Wide Professional and Organizational Development Day trainings.

ASSOCIATE DEAN OF LIBRARY SERVICES

MEETING HIGHLIGHTS

- Participated in the Director of Learning Commons and Open Labs Search Committee meeting and interview.
- Met with Outreach and Instruction Bi-weekly meeting.
- Met with staff for the Library Operational meeting through Teams.
- Met with Librarian III Coordination meeting.
- Met with RCPSE staff.
- Met with Collection Management and Acquisitions Library Bi-weekly meeting.
- Met with Dean of Library and Learning Support Services.
- Met with Starr Campus Librarian.
- Met with Mid Valley Campus Librarian.
- Met with Circulation, Reference, & Reserves Bi-weekly meeting.
- Met with Systems and Applications Bi-weekly meeting.
- Participated in the Library & Learning Support Services Administrators meeting.
- Met with Technology Campus Librarian.
- Met with Nursing and Allied Health Campus Librarian.
- Participated in the Director of Learning Commons and Open Labs Search Committee meeting.
- Participated in the Associate Dean of Library Services Bi-weekly meeting with Dean.
- Participated in the Educational Technologies I interviews.
- Met with EBSCO Folio Webex meeting.
- Continued with the Performance Appraisals for staff members.
- Met to discuss Staffing Plan for Library Public Services.
- Met to discuss Budget Accounts, review and plan for the FY2021.
- Met to discuss moves at the Pecan Campus.

ACTIVITY HIGHLIGHTS

- Supervisor worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Worked on Job Descriptions.
- Communicated with Sentry Representative.
- Worked and submitted with Grants Department for the application of TSLAC Cares – Cycle 2.
- Worked on SACSCOC and Hiring Personnel.
- Worked on Job Descriptions.
- Reviewed information for SACSCOC virtual visit.
- Worked on the COOP.

TRAINING HIGHLIGHTS

- Staff attended College-Wide Professional Development Day.
- Participated in the T-Cal Virtual Conference.

LIBRARY DATA:

Monthly Statistics

- Reference Questions # __11__
- Active Community Users # _90__
- Visitors # _11,512___

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

STC Alumni Series

Veronica Matamoros	**Technology Library**	**Exhibition:** February 11 – December 11, 2020

Veronica Matamoros studied photography and received her Bachelor's in Communication from La Universidad Iberoamerica de Puebla. She was recently awarded an Associate Degree in Imports and Exports at South Texas College. In this series of photographs, "Mi Gente," Matamoros uses 35mm film to document people from her life in Puebla, Mexico. Library Art Gallery exhibit was extended through December 4, 2020.

Tejanx Borderz

Mayra Zamora	Starr Library	**Exhibition:** February 11 – December 11, 2020

Mayra Zamora was born in Austin and raised in a small town of Tivoli, Texas. She received her Bachelor's Degree in Art and Master's Degree in Secondary Education from Texas A&M University at Corpus Christi.

Dream Believer

Esther Pearl Watson & Community Artists	Pecan Library Art Gallery	**Exhibition:** June 1, - December 1, 2020

An exhibition that features artwork by Esther Pearl Watson who received her MFA from California Institute for the Arts. Her paintings are autobiographical and usually pay homage to the artist's childhood and her father who would build spacecrafts. Also, on display are images of UFOs or space that the community have made and submitted for display.

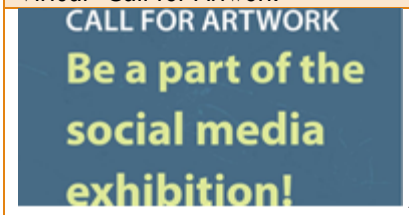
Transforming Our World: The Changing Climate

Virtual Art Lecture Series	**All Libraries - Blog**	**First Thurs of Month:** Sept. 3rd – Dec 3rd, 2020

"Transforming Our World: The Changing Climate," is a series that examines the ways in which changes to our environment have influenced the work that some artists create. Each conversation will connect a visual artist with other professionals and will include both local and non-local perspectives.

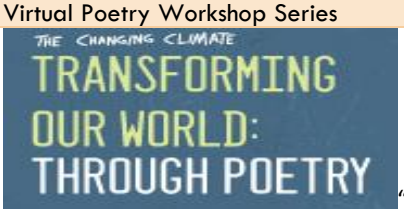
Transforming Our World: Our Natural Environment

Virtual "Call for Artwork"	**Social Media Exhibit**	**Exhibition:** Sept. 1 – 31, 2020



A monthly virtual call for community artwork will be held in conjunction to the library's fall lecture series. This exhibit encourages all forms of artwork including phone photography and asks the question of what we are doing to care for our natural environment. Art Appreciation students will create posters that respond to one of the four topics in the series.

Transforming Our World: Through Poetry		
Virtual Poetry Workshop Series	**All Libraries -Blog**	**Second Thurs of Month** Sept. 10, 2020 -Nov 12, 2020



"Transforming Our World: Through Poetry," is a series of live poetry workshops designed in conjunction with the Library Art Gallery lecture series. Each conversation will connect poetry with the themes of Environmental, Political, and Social change, offering the community a chance to reflect and then express the changes they are navigating at this current time through poetry. First virtual poetry workshop was held, part of the series: "Transforming Our World – Through Poetry." The workshop had 16 attendees, and was livestreamed to Facebook with approximately 200 viewers during the session.

PROJECT HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 98% Phase II – 10%	**End Date:** December 2020
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. Phase I involves setting up basic Circulation transactions. Phase II involves determining the feasibility of using BLUEcloud Circ for library bills to be paid directly to the Cashiers Office. The team is currently working to improve item search functionality and to configure bill payment settings.		
Lab Management Product Analysis	**Progress:** 30%	**End Date:** October 2020
Analyze 3rd party products to identify the main categories of lab management systems and determine which type of products provide the most benefit for Open Labs operations. The Request for Proposal (RFP) submissions have been evaluated and the team is preparing to meet with Purchasing concerning which product(s) to evaluate.		
Weed Collection	**Progress:** 52%	**End Date:** May 2021
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 21% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Team Ticket Tracker	**Progress:** 12%	**End Date:** November 2020
Create an application to manage tickets requesting Automation Team support for CLE, Library, and Open Labs systems. This application is expected to improve the team's performance by providing a centralized location for ticket intake and documentation, helping balance tickets among team members, and providing statistics on team activities. The team has received a copy of a ticket tracking Power App that was created for Distance Learning and is beginning to modify fields to match their needs.		

ACTIVITY HIGHLIGHTS

- Library staff worked on story for Telephone Game.
- Library staff assisted in the election panel recording.
- Librarian III worked on Employee Guidelines Project.
- Librarian III worked Circulation Procedures Reformat Project.
- Mid Valley Library staff working and coordinating Family Reading Night preparations.
- Supervisors worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Staff members worked on Course Guides projects.
- Answered Ask-A-Librarian questions.
- Work Circulation & input formstack Library Study Space Request.
- Library staff district wide assisted for SACS virtual visit.
- Library staff members presented to students the Online Library Instruction Sessions.
- Setting up greeter desk for student guidance at Mid Valley Library and Nursing & Allied Health Library.
- Sent database updates to library liaisons.
- Library staff assisted with call center.
- Library Supervisors continue to work on the Performance Appraisals for FY2019-2020.
- Library staff worked with Human Resources for the job posting of the Librarian II – Programming position and being cross-posted on appropriate avenues.
- Library staff worked with Human Resources for the job posting of the Librarian I position.

MEETING HIGHLIGHTS

- Library supervisors met individually bi-weekly with Associate Dean of Library Services.
- Staff members met with Associate Dean of Library Services for Operational Staff meeting.
- Participated with Librarian III's meeting.
- Supervisors met with staff members to review Beliefs worksheet.
- Met with staff member for planning the Library Summit.
- Library staff met for the Instruction Team meeting.
- Mid Valley Advisory Committee meeting.
- Library staff met with their respective teams' members.
- Staff member met with upcoming panelists on Political Change.
- Nursing and Allied Health staff interviews.
- Staff members met to test livestreaming options.
- Nursing and Allied Health Campus Librarian met with Campus Administrator in preparation for the SACSCOC visit.
- Technology Campus Librarian met with Campus Administrator in preparation for the SACSCOC visit.
- Pecan Campus Librarian and Nursing and Allied Health Campus Librarian met regarding the Job Description for the Library Specialist.
- Library staff participated in the Test Proctoring Pilot meeting.
- Library staff participated in the Webex EBSCO meeting.
- Mid Valley Campus Librarian participated in the Reading Committee meeting.
- Library staff participated in the, "Call That Number Reveal Microsoft Teams Meeting".
- Library staff met for the Planning for Instruction session with the Outreach and Instruction Team.
- Library staff met with colleagues for planning upcoming poetry anthology project.
- Library staff met with Associate Dean of Library Services and colleagues to discuss the budget.

TRAINING HIGHLIGHTS

- Staff attended College-Wide Professional Development Day.
- Presented with CLE and Open Labs to new faculty members.
- Staff member attended online webinar: "How to Design and Deliver Training Programs."
    - Staff member attended online webinar: "Instructional Design: Adult Learners."
    - Attended product demos and webinars.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- 9/1/2020 -Manager and Analyst met to discuss Learning Commons & Open Labs weekly updates.
- 9/2/2020 - Managers met with the Dean of Library and Learning Support Services to discuss the Learning Commons & Open Labs updates.
- 9/2/2020 - Managers met with Librarian III – Systems & Apps to discuss the Lab Management Software.
- 9/3/2020 - Pecan Manager met with Pecan Librarian to Share Library and Open Labs Information.
- 9/8/2020 - Managers and Analyst met to discuss Learning Commons & Open Labs weekly updates.
- 9/9/2020 - Learning Commons and Open Labs Leadership Meeting
- 9/9/2020 - Managers met with Librarian III – Systems & App to discuss the Lab Management Software.
- 9/15/2020 -Managers and Analyst met to discuss Learning Commons & Open Labs weekly updates.
- 9/16/2020 - The Managers met with the Dean of Library and Learning Support Services to discuss the Learning Commons & Open Labs updates.
- 9/16/2020- Managers met with Librarian III – Systems & App to discuss the Lab Management Software.
- 9/22/2020- Manager and Analyst met to discuss Learning Commons & Open Labs weekly updates.
- 9/23/2020- The Managers met with the Dean of Library and Learning Support Services to discuss the Learning Commons & Open Labs updates.
- 9/23/2020- Managers met with Librarian III – Systems & App to discuss the Lab Management Software.
- 9/25/2020- Learning Commons & Open Labs staff attended the College Wide Professional & Organizational Development Day.
- 9/29/2020- Manager held a meeting to discuss LabStats Demo.

ACTIVITY HIGHLIGHTS

- The Learning Commons and Open Labs Full time staff attended the College-Wide Professional Development Day,
- The Learning Commons and Open Labs received 47 web cameras to support student needs pertaining to Online instruction.
- The Learning Commons and Open Labs are piloting LabStats Lab Management Software.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- SEPTEMBER 2020 ATTENDANCE STATISTICS: 1,713

	Number of Students	Number of Logins
District Totals:	**2,028**	**4,309**

OPEN LABS

Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	242	398
Pecan F-134 Internet Café	0	0
Pecan P 3.102 Open Lab	12	35
Mid-Valley E 1.316 Open Lab	215	480
Mid-Valley E 1.100 Ext. Hours	1	2
Mid-Valley Open Lab G-144	0	0
Mid-Valley G-270 Open Lab	24	45
Mid-Valley K 2.801 Open Lab	12	23
Technology B-141 Open Lab	106	207
District Total:	**612**	**1,190**

LIBRARIES

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	325	637
Pecan F-117 Community User Corner	21	89
Pecan F-222	54	106
Pharr-RCPSE Lib PB5A/5B	42	249
Mid-Valley Quiet Study E 1.200	19	33
NAH B Library Open Lab	266	573
Starr K Limited Services Area	98	272
Starr K 1.300 Library	0	0
Technology A-136 Library	28	60
District Total:	**853**	**2,019**

CLE OPEN LABS

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	68	219
Mid-Valley A101A Open Labs	21	68
NAH CLE Open Lab	239	419
NAH CLE Proctoring 1208I	75	96
Starr CLE Open Labs B 201	11	39
Tech CLE Open Labs	37	75
District Total:	**451**	**916**

GROUP STATIONS

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	12	18
Mid-Valley E-Library Study Rooms	1	1
District Total:	**13**	**19**

STUDY ROOMS

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	12	18
Mid-Valley E-Library Study Rooms	1	1
District Total:	**13**	**19**

VETERAN'S ROOM

Campus	Number of Groups	Number of Logins
Starr K 1.322 Veteran's Room	3	5
District Total:	**3**	**5**

INFORMATION COMMONS

Campus	Number of Students	Number of Logins
Pecan T1.706 Info. Commons	17	30
Pecan P2.102 Info. Commons	6	9
Pecan V1.111 Info. Commons	0	0
Pecan V2.107 Info. Commons	3	5
Pecan Y1.107 Info. Commons	41	67
Technology E 1.503 Info. Commons	0	0
District Total:	**67**	**111**

MOBILE PRINT DISTRICT TOTALS:

Report		
Total Users: 236		**Total Prints: 5044**
Printer	**Users**	**Prints**
ljjcn_lib	1	37
nbl1107_lab_a	1	1
nbl1200_lab_a	83	2167
nbl1200_lab_c	23	255
ncl1100_lab_a	1	2
ncl1208j_lab_a	6	116
ncl1208j_lab_b	1	2
ncl1208j_lab_c	16	202
pcl129_lab_c	15	294
pcl129_lab_d	1	1
pfl122_lab_b	8	203
pfl122_lab_d	22	685

pfl130_lab_d	8	146
pfl133_lab_a	1	116
pfl222_lab_a	9	70
pnal3102_lab_a	2	23
ptl1706_lab_a	3	78
pvl2107_lab_a	1	9
pyl1107_lab_a	3	23
rclpb5a_lab_a	1	3
sel2100_lab	1	1
skl1300_lab_a	4	33
tbl141_lab_b	3	8
wal101_lab_a	3	90
wal101a_lab_a	3	9
wel1200_lab_a	2	156
wel1316_lab_a	1	1
wel1316_lab_b	7	280
wel1316_lab_c	6	33

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **September 2020**

- Visitors: 7,176
- Tutoring Sessions: 1,870
- Workshops: 5
- Workshops Attendance: 69
- JagTrax Totals: 2,032.

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Campus **Progress: 40%** **End Date: December 2020**

Capital Improvement Proposal form submitted to redesign the MVC room. CIP was approved in December of. Facilities planning and construction is creating a plan. Due to board approval till November 2020, end date will be moved to a later date.

Marketing and Promotions Taskforce **Progress: 83%** **End Date: December 2020**

The CLE website has been updated to reflect virtual tutoring hours and available services. Virtual email was sent to faculty/staff with a CLE flyer. Working on script for new video. NAH Facebook feature of the CLE. Looking into creating or purchasing cardboard cutouts for advertising.

NAH BSN Support **Progress: 80%** **End Date: December 2020**

Working to develop a process for on-call services with RN's who work in CLE. The new BSN Academic Coach has reached out to NAH CLE and communicated the updated needs regarding the BSN program. Met with BSN Coach to look at needs for students in the Fall. Student have begun to submit papers for review to our asynchronous writing service.

CRLA Recertification **Progress: 18%** **End Date: April 2021**

Supervisory staff met this week to revise documents, trainings, and procedures for CRLA. Orientation process was finalized and completed tutor panel questions. The application process has begun through the CRLA website.

IE PLAN PROJECTS HIGHLIGHTS

CLE Online Support Services Institutionalization

IE Plan Objectives: 1, 2, 5 **Progress: 60%** **End Date: May 2021**

Tutoring is now available virtually for our full complement of courses and during all CLE open hours. Data will be tracked through summer as a basis for establishing services. Supervisors met to discuss the continuation of online tutoring for Fall 2020. CLE is continuing to look at platforms to meet our different needs. A full-time Online Specialist position job description is pending HR approval, aiming to onboard in November. Finalized contract with Upswing.

— **Subproject: Pre-award DHSI Grant Participation** — **IE Plan Objectives: 1, 2**	**Progress: 20%**	**End Date: Oct 2020**
The CLE has received notification of being able to participate in the recently awarded DHSI Grant. Proposals for reallocation of funds were approved by the VP. Pending posting of the Online Specialist position.		
— **Subproject: TSI Workshop Video Expansion** — **IE Plan Objectives: 1, 2**	**Progress: 81%**	**End Date: December 2020**
Beginning June 1st CLE staff will be assigned TSI content to develop and record. Recording projects have been assigned to tutors to work on during their downtime and almost ready to record content. Video scripts are being edited and will be uploaded into VidGrid. Updating software on Educational Technologies technology equipment for SLA staff to use VidGrid.		
— **Subproject: Academic Resource Handouts** — **IE Plan Objectives: 1, 2, 5**	**Progress: 90%**	**End Date: December 2020**
The Academic Coaches are continuing to work on handouts and waiting for a LibGuide shell to be created. Coaches met for initial LibGuides training through Library and have begun to develop the Academic Coach LibGuides site. This site has been completed and is waiting for feedback.		
— **Subproject: Virtual CLE Quality Assurance** — **IE Plan Objectives: 5**	**Progress: 15%**	**End Date: December 2020**
Created standards for onboarding, training, and maintaining quality of service for online services to be handed to online learning excellence specialist. Multiple projects were assigned to supervisors to begin the development of standards and trainings. Writing team will start on creating trainings.		
— **Subproject: Consolidating to Single Platform "Upswing"** — **IE Plan Objectives: --**	**Progress: 18%**	**End Date: December 2020**
Transitioning and unifying current online tools to the Upswing platform. Contract has been signed and will begin to develop procedures and trainings once platforms are available. Met with Library Automated team to discuss the comparison between JagTrax and Upswing data. Finalized contract with Upswing.		
NSF Grant Year 1 **IE Plan Objectives: 3**	**Progress: 80%**	**End Date: January 2021**
This project targets Goal 3 in our departmental IE Plan. CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. CLE has established the grant funded tutor position and hired a tutor through NSF Grant. NSF grant tutor was presented to students.		
Revise and Implement Embedded/SI Tutoring Survey **IE Plan Objective: 4**	**Progress: 10%**	**End Date: December 2020**
This project targets Goal 4 in our departmental IE Plan. SI Manager and Tech Coordinator will meet on September 18 and September 24 to review current survey.		
Tutor Training for FY 2020-2021 **IE Plan Objective: 5**	**Progress: 20%**	**End Date: Aug 2021**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. First tutor training was provided on Wednesday this week. Organizing Spring 2021 Virtual Training Day.		

EVENTS HIGHLIGHTS

NAH Student Success Series Workshops **Event Dates: September 2020**

During the month of August 2020, the Nursing and Allied Health Campus, Center for Learning Excellence held the Student Success Series workshops for students. Students attended the workshops throught Blackboard Colaborate. The workshops consisted of Time Management, Study Habits, Dosage Calculations, and Note-Taking.

CLE Presented to Dual Enrollment and DEMSA Students **Event Dates: September 2020**

The Centers for Learning Excellence at Pecan Campus and Starr county campus presented multiple CLE services presentations to Dual Enrollment and DEMSA students. The presentations were aimed for students to be aware of services the CLE offers at all campuses.

SACSCOC Reaffirmation Accreditation **Event Dates: September 14-17, 2020**

The Centers for Learning Excellence provided Virtual Tours and several full time staff were selected for interviews for the SACSOCC Reaffirmation Accreditation board during the month of September 14-17, 2020.

College-Wide Professional and Organizational Development **Event Dates: September 25, 2020**

The Centers for Learning Excellence full time staff participated in the College Wide Professional and Organizational Development day training on September 25, 2020. Professional Development day was held Virtually through Zoom in the morning session and afternoon sessions through Zoom and Teams for brakeout sessions.

MEETING HIGHLIGHTS

- One-to-one with CLE Specialists
- One-to-one with tutors
- Met with Logistics Manager from Open Labs.
- One-to-one meeting with CLE Director.
- SACSCOC on site visit run through.
- MVC staff meeting
- SI Mentor meeting
- Humanities SI Leader Meeting
- Math/Science SI Leader Meeting
- Upswing and JagTrax data meeting
- AEDT Dept. Chair meeting
- Met to review work study interview questions.
- Met with BSN Academic Coach
- Met with NAH Dean

- Met with PTA and OTA Chairs
- Met with MVC specialists on how to support Dual Engineering students.
- Met with library staff to discuss project "Call That Number".
- Met to Ed Tech to discuss Communications Studio.
- Academic Coach meeting
- One-to-one meeting with CLE Director
- Met with OTA Chair to discuss use of CLE
- Met with BSN Coach to discuss status of BSN program
- SACSCOC pre-meeting at the NAH and TECH campus
- Perkins Final Report meeting
- CRLA re-certification meeting
- Virtual CLE training development meeting.
- CLE campuses met with campus specialists.
- Met with Library Assistant Dean on the transition of test proctoring services.
- Met with Starr Biology Instructors
- Meeting the HR Director and new Hiring Manager
- Met to discuss Embedded/SI survey development
- Met with ADN faculty to discuss needed workshops.
- Met with OTA chair to talk about tutoring requirements.
- BSN Academic Coach meeting
- Met with Student Success Specialist about bootcamp for EMT cohort.
- Met with administrative staff for center temporary relocation.
- Appraisal meeting with staff
- CLE full staff meeting
- Met with SI Mentors
- Employee Meetings Goal Setting Check Ins
- Customer Service Clerk/Host Meetings
- Meeting with PSJA Discuss CLE Services for Dual Students.
- Met with Academic Coaches
- Review of FT Specialist Interview Questions
- Humanities SI Leader Meeting
- Math/Science SI Leader Meeting
- Marketing Video Script Development Meeting
- OTA Chair Meeting to discuss reading strategies.
- Dosage Cal meeting with faculty
- Met with Director of Counseling and Accessibility Services
- Met with the Medical Assistant Technology Program
- Library meeting to discuss "Call that Number"
- Employee Appraisal Meetings
- MVC Full-time staff meeting
- IPP&SI Leadership Meeting
- APA Citation Support Meeting
- Meeting with IT to discuss Student Success Collaborative.

TRAINING HIGHLIGHTS

- PCN tutor VidGrid trainings
- NAH Blackboard training
- Faculty Advising Certification Training
- NCLCA Webinar: Applying for NCLCA Learning Centers of Excellence
- Southeastern Supplemental Instruction virtual training
- CRLA JagTrax tutor training
- Faculty and Advising Certification training
- CRLA Training Tutor Panel for Level 1
- Simulation scars training
- Cohost Training for College-Wide Professional and Organizational Development.
- STARR & NAH Coordinator Cross Training at Technology Campus CLE

- Flip Grid Training
- ASU+GSV Virtual Summit
- OnCourse Webinar Conference
- CRLA Modeling and Problem-Solving Training
- Being Equity Minded and Culturally Inclusive in Math Tutoring
- Bridging the Gap: Best Practices for Supporting Transfer Students

ACTIVITY HIGHLIGHTS

- Student Success for health care workshop series
- CLE Services presentations Dual Enrollment and DEMSA program.
- NSF Orientation
- SACSCOC Virtual Tours and Faculty and Staff interviews.
- Participated on the panel for Teaching and Learning Academy.
- Participated in College-Wide Professional and Organizational Development
- Student Success Health Care Workshops
- Workshop for Dual Enrollment Students

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report Fall 2020
- Fall 2019 and Fall 2020 Head Count and Student Credit Hours Report
- Integrated Postsecondary Education Data System (IPEDS) –Completions
- Integrated Postsecondary Education Data System (IPEDS) –Enrollment
- Integrated Postsecondary Education Data System (IPEDS) –Institutional Characteristics
- Texas Association of Community Colleges - Enrollment Survey

SURVEYS

- Distance Education faculty Survey
- Fall Nursing Simulation Evaluations
- Fraud Survey
- Graduation event survey
- Liberal Arts Division election
- New Program Surveys for Fall 2020
- Pharmacy Tech Employer Survey

QUALITATIVE STUDIES

- Adult Learner 360 Grant

DATA REQUESTS

- Adult Learners 360 Grant - Third Data Collection
- Advanced Manufacturing Technology - enrollment, graduates, placement
- Average course size by program-Spring 2019, Fall 2019, Spring 2020, Fall 2020
- Contact Hours for Fall 2020 Traditional and Dual, With Sections, Campuses, and Departments
- Contact Information for MAHT 100 in Fall 2020
- Current Infant & Toddler Certificate majors, Preschool Certificate Majors and Child Development/Early Childhood AAS Majors that have not successfully completed the courses
- Distance Education faculty Survey
- Dual Enrollment statewide numbers from Texas Higher Education Coordinating Board (THECB) Accountability
- Early College High School (ECHS) Table, Hours, Core, Certificate, Associates Degree attainment counts
- Enrollment and placement data - HVAC, Electrician Technology, and Construction Supervision programs
- Enrollment by major's report - Data Portal link

- Enrollment Comparison Report broken down by Traditional Student Type: Continuing, New, Returning and Transfer ((from Fall 2015 - Fall2020))
- Enrollment Data - Architectural & Engineering Design Technology Program
- Enrollment in Business, Public Safety and Technology
- Estimated Appropriation per FTSE Annual Year 2019-20
- Fall 2020 Average class size
- Fall 2020 Board Enrollment Report
- Fall 2020 Census enrollment by age
- Fall 2020 Enrollment data for board presentation
- Fall 2020 LHEs
- Fall 2018 Matriculation and Persistence Rates of Prior Dual Spring Graduates, and Fall 2019 Success Metrics for Dual Students
- Fall Nursing Simulation Evaluations
- Fraud Survey
- Full-time employee (FTE) for Off Campus Sites; Spring 2019, Fall 2019, and Spring 2020
- Identify/Tag Stop-Out Cohort Files Whether Enrolled Fall 2020
- Integrated Postsecondary Education Data System (IPEDS) –Completions
- Integrated Postsecondary Education Data System (IPEDS) –12-month Enrollment
- Liberal Arts and Social Sciences (LASS) Third Data Collection
- Liberal Arts Division election
- List of all traditional (non-dual) students who applied and/or were eligible to register for Fall 2020 and who did not enroll with contact information.
- List of Fall 2020 NonOnline classes with enrollment
- NEPIS Survey ADN Nursing Education Program Information Survey
- New Program Surveys for Fall 2020
- Number of College Credit Hours Earned by High School Seniors Annual Year 2018 - 2019
- Number of Faculty by Type at Off Campus Sites
- Pharmacy Tech Employer Survey
- Psychology (PSYC) Graduates for Annual Year 2018-19 and Annual Year 2019-20
- Quality Enhancement Plan (QEP) Community College Survey of Student Engagement (CCSSE) Report Updating - 2015 means added
- Quality Enhancement Plan (QEP) First-time in College (FTIC) Fall 2019 Cohort Tracking
- Quality Enhancement Plan (QEP) Meta-majors' Table
- Spring 2020 Cohort and CARES Act Recipients Fall 2020 Persistence Tracking
- Spring Summer 2020 INTS/INDS majors dual students contact info., credit hours and enrollment tracking
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data
- Student list FTF at Starr County Campus, another list taking online (Fall 2020) and have an address in Starr County excluding dual enrollment students.
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data
- Stop-Out List for the Last Three Years
- Texas Pathways Project (TPP) - Advance Work - Program Level Data Template
- TPP - Advance Work - Workforce Playbook Assessment Tool

MEETINGS

- Factbook Student Achievement Updates meeting
- College-Wide Professional and Organizational Development Day
- Dual Credit Programs Superintendents Leadership Meeting (Zoom)
- Quality Enhancement Plan (QEP) discussion with MAP team on survey
- SACSCOC Committee Meets with QEP Leadership Team
- SACSCOC Debrief - first day
- SACSCOC Exit Conference
- SACSCOC On-Site Visit Planning: QEP Capacity, Focus & Assessment
- SACSCOC QEP Group I: Focus & Assessment
- SACSCOC QEP Group II

OTHER RESEARCH/SUPPORT

- Annual Year 2018 - 2019 Early College High School (ECHS) High School Cohort

- Annual Year 2019 - 2020 Early College High School (ECHS) List
- Annual Year 2018 - 2019 High School Cohort
- Assist Dr. Chapa with edits to SACSCOC documents (QEP Outcomes, Pecan Campus Site Profile)
- CARES Act Project - Online and Partially Online Enrollment Syntax Programing
- CBPass EDC Portal Set-up and Review of Historic Uploads CBM001 and CBM004
- Census enrollment review
- Contact Hours for Fall 2019 and Fall 2020
- Core Outcomes for INDS report assistance
- Data Camp: Data Visualization with Power BI
- Download and Archive Bi-weekly Fall 2020 First Class Day to Census Enrollment Tables
- edX course: Harvard PH125.2x: Data Science: Visualization
- Gartner: 10 Data Management and Governance Actions to Reset, Increase Impact, and Enable Remote Work.
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- Institutional Effectiveness & Assessment (IEA) hiring committee
- Integrated Postsecondary Education Data System (IPEDS) Data access help
- Integrated Postsecondary Education Data System (IPEDS) Fall Surveys planning and additional users
- Integrated Postsecondary Education Data System (IPEDS) Institutional Characteristics Reporting and Data Review
- Guerra Institutional Review Board (IRB)
- Last Three Falls' FTE Comparison of Traditional and Dual
- Likened Course - Data Fluency: Exploring and Describing Data
- NCES IPEDS Updates Webinar
- Power BI Quick Tips
- Public Information Request (PIR) to TEA for high school equivalency certificates in Texas by count between 7/1/2019 and 6/30/2020
- Prepare mock report on faculty online training status on four teaching sites
- Quality Enhancement Plan (QEP) First-time in College (FTIC) cohort tracking report definitions and methodology notes
- Quality Enhancement Plan (QEP) Plan assessment survey rubric (MAP) review
- Review and plan for HB 25 related data requests (3098, 3099)
- Review and research for LHE request
- Review Banner data to prepare list for project on Data Standards and Integrity
- Review Carl Perkins Core Indicator methodology
- Review Fall 2020 enrollment, calculate average student credit hours (SCH) for 2019 and 2020
- Review HB 2223 Corequisite Percentage and Outcomes (from THECB)
- Review National Student Clearinghouse premium service user manual
- Review of the Program Level Data Template - Texas Pathways Project (TPP) Advance Work
- Review of the Workforce Assessment Playbook Assessment Tool - Texas Pathways Project (TPP) Advance Work
- Review Student information for Fall 2020 for STYP inconsistencies
- Review Wendell's data request for geocoding student data
- Review Wendell's data request for geocoding student data
- Survey of Entering Student Engagement (SENSE) administration prep on Qualtrics side
- TAIR Fall enrollment request - Del Mar
- Talking points for Survey of Entering Student Engagement (SENSE) use in Quality Enhancement Plan (QEP) - SACSCOC on-site review

MISCELLANOUS

- Access Advanced Tutorial
- Attestation for Child Development virus-related surveys
- Banner Training Manual
- Continuity of Operations Plan (COOP)
- Cousera Course - Dealing with Missing Data
- Create Excel Application that Tracks Purchases, Sales AND Inventory [Part 1]
- Download and archive Survey of Entering Student Engagement (SENSE)and Community College Survey of Student Engagement (CCSSE) files
- Excel: Accounting: Formulas, PivotTables, Recorded Macros, Charts, Keyboards
- Excel: Accounting and Finance
- Excel: Advanced Formatting Techniques
- Excel: Automated Control Chart in Excel

- Excel: Avoiding Common Mistakes
- Excel: Formulas and Functions Quick Tips
- Excel: Formulas, Functions & Formatting to Build Account Templates
- Excel: Interactive Excel Dashboard
- Excel: Microsoft Excel Tutorial: 3-Hour MS Excel 2019
- Excel: New Microsoft Excel and Excel 365 Features
- Excel: Pivot Tables - Excel Course
- Excel: Power Query Tutorial for Beginners
- Excel 2019 Advanced Tutorial
- Excel 2019 Pivot Tables Tutorial
- How to Create Impressive Interactive Excel Dashboard
- International Journal of Educational Technology in Higher Education: Learning analytics and higher education: a proposed model for establishing informed consent mechanisms to promote student privacy and autonomy
- Inventory Management form in Excel | Step by step complete tutorial
- LinkedIn Learning: Business writing principles
- LinkedIn Learning: Excel: Data Analysis: Forecasting
- LinkedIn Learning: Excel: Data Visualization: Mastering 20+ Charts and Graphs
- LinkedIn Learning: Excel: Introduction to Marcos and VBA
- LinkedIn Learning: Excel: PivotTables: Mastering PivotTables and Pivot Charts
- LinkedIn Learning: Excel: Power Query Tips and Techniques
- LinkedIn Learning: Excel: Productivity Tips
- LinkedIn Learning: Excel Quick Tips
- LinkedIn Learning: Excel: Scenario Planning and Analysis
- LinkedIn Learning: Excel: Tips and Tricks
- LinkedIn Learning: How to make strategic thinking a habit
- LinkedIn Learning: Improving Your Focus
- LinkedIn Learning: Notetaking for business professionals
- LinkedIn Learning: Path - Master Python for Data Science
- LinkedIn Learning: Power BI Data Methods
- LinkedIn Learning: Power BI Essential Training
- LinkedIn Learning: PowerPoints Tips and Tricks
- LinkedIn Learning: Productivity tips: Taking control of email
- LinkedIn Learning: Outlook Essential Training (Office 365/Microsoft 365)
- LinkedIn Learning: SharePoint Quick Tips
- LinkedIn Learning: SPSS Statistics Essential Training
- LinkedIn Learning: The six morning habits of high performers
- LinkedIn Learning: Time Management Fundamentals with Microsoft Office
- LinkedIn Learning: Time Management Working from Home
- LinkedIn Learning: VBA in Excel
- LinkedIn Learning: Writing with Flair: How to Become an Exceptional Writer
- Workshop#158962 New Laws and New Challenges: Understanding the recent Title IX changes Workshop#160153 Helping our Students Connect, Persist and Succeed through MAP
- Workshop#160163 Equity through a Latino Lens: Intentionally Serving through Data, Practice and Leadership
- Workshop#160720 Photography Basic for Higher Ed Marketing
- Research & Analytical Services (RAS) IE Plan edits
- Research & Analytical Services (RAS) Weekly Report posted on Institutional Services, Planning, Performance & Strategic Initiatives (ISPP&SI) OneDrive
- Review IBM SPSS Statistics 20 Command Syntac Reference to make changes to Continuing Education (CE) script
- Training by Target X: An Agile Approach to Enrollment and Retention: 11 Ways to Use Date Quickly and Creatively
- Training by Target X: Recruitment, Using Data to Build Relationships with Prospects
- Training by Target X: Use Real Time Analytics
- Structured Query Language (SQL) online Leaning: SUM, COUNT, and JOIN
- Webinar hosted by US Department of Education: Predictive Analytics to Improve Student Outcomes Webinar
- 3 Fundamentals of Gathering and Analyzing Higher Ed Data

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECTS

Project Name	Student Success Specialist Mapping
Scope	Process Mapping of Student Success Specialist in 4 Academic Departments.
Status Summary	1st of 2 Sessions have been completed.
Milestones(s)	N/A
Next Step(s)	Session #2 is scheduled for 10/17/2020

Project Name	Dual Credit Scheduling Process Mapping
Scope	Process Mapping of Dual Credit Scheduling Process
Status Summary	Draft Process Map has been completed.
Milestones(s)	Scheduling Process Mapping has been completed.
Next Step(s)	Begin mapping of Dual2Degree Process

Project Name	American Welding Society (AWS)
Scope	Tech Campus Accredited Testing Facility (ATF)
Status Summary	AWS has awarded STC its ATF Accreditation
Milestones(s)	ATF Accredited
Next Step(s)	Prepare for 1st Qualification Exam, 11/10/2020

Project Name	Military Student On-Line Student (SAEM)
Scope	Journey Mapping of the Military Student On-Line Experience
Status Summary	3rd Mapping Session Completed
Milestones(s)	3rd Mapping Session Completed
Next Step(s)	Draft Empathy Drawing is Pending Review/Feedback

Project Name	Continuing, Professional, and Workforce Education Web Page (CPWE)
Scope	Redesign of the CPWE Web Page
Status Summary	Mock Up of Proposed Web Design are Pending Owner Review/Feedback
Milestones(s)	Mock Up Feedback obtained from Stakeholders.
Next Step(s)	Demonstration to Executive Leadership Completion of Full Development of Web Page