January &
February
2023

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MARCH 29, 2022
SUBJECT:	ACTIVITY REPORT FOR FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College President's Administrative staff via Teams
- South Texas College Pre-Cabinet One to One meeting with Vice Presidents
- Student Affairs & Enrollment Management Division Leaders meeting with Dr. Rodney Rodriguez Vice President of Institutional Advancement and Economic Development
- Hidalgo County Check Signing
- Nursing and Allied Health Programs visit and follow up meeting
- Board Work Session on Master planning
- Pre-meeting for fast track 2.0
- Technology Campus walk through

ATTENDED

- South Texas College and Texas A&M University meeting
- Distribution of HEERF funds
- Anthology meeting with Christopher Bobbitt and Dr. David Plummer
- Grow with Google: Career Readiness Feedback Session
- Proyecto Dual Credit IIES/South Texas College
- HOPE Center -Campus Support Gap Analysis
- Institutional Effectiveness and Assessment Planning meeting
- Strategic Planning meeting
- Meeting with Border Patrol RCPSE
- McAllen State of the City @ McAllen Convention Center
- EWDC meeting with South Texas College and University of Texas Rio Grande Valley Collaboration Presentation
- Progresando Connect: Bank of America and South Texas College
- Title IX training with students
- DHSI – Inside track South Texas College Program Diagnosis Presentation
- H.E.B. and South Texas College Connect
- Basic Needs to Support Gap Analysis meeting #2

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Spring 2022 semester on February 2 of **29,774** students by processing required documents, clearing students to register and assisting with registration.
- 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 at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **524** chat sessions during February 2022.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, President's Administrative Staff meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Calendar, Academic Council, Banner access/audit, BUGS meeting, Census Team, Collegewide Curriculum, Commencement Exercises - May 2022, Data Management & In
- tegrity, Enrollment Appeals, Starfish, TACRAO Residency Webinar, and testing the release of holds in Jagnet.
- 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.
- Participated in Collegewide Professional and Organizational Development Day on February 11, 2022.
- Held interviews for the Document Management Specialist and made a recommendation.
- 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 potential May 2022 graduates.
- Specialists downloaded, reviewed and verified **2,626** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during February 2022.
- 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. They participated in the TACRAO Residency Webinar.
- STC has **72** international students enrolled for Spring 2022 semester.

- Processed **213** course substitutions and exceptions in DegreeWorks during February 2022.
- Processed grade changes for **51** students during February 2022.
- Processed reinstatement requests for **27** students during February 2022.
- Processed schedule change requests for **1,527** students during February 2022.
- Processed **2,042** high school and **374** college/university transcripts during February 2022.
- Evaluated **449** transcripts from other colleges and universities during February 2022.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,710** STC transcripts during February 2022.
- Scanned and indexed **3,800** documents submitted by students during February 2022.
- 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2021**
Pecan Campus	**21**	**200**	**153 (77%show)**	**ACT**	**508**
Mid- Valley	**30**	**15**	**13 (87% show)**	**TSI EXAM**	**172**
Starr Campus	**14**	**8**	**7 (88% show)**	**TSI EXAM**	**72**
Pecan Plaza	**32**	**60**	**50 (83% show)**	**GED/ PEARSON**	**235**
Pecan Plaza		**83**	**80 (96% show)**	**TSI EXAM/ includes TSI Online**	**749**
Pecan Plaza		**17**	**17 (100% show)**	**TCOLE/ Proctored Exams**	**77**
Pecan Plaza		**70**	**60 (74%show)**	**HESI**	**390**
Mid-Valley		**35**	**26 (% show)**	**HESI**	**200**
Starr		**11**	**9 (82% show)**	**HESI**	**48**
TOTAL:	**97**	**499**	**415 (83% show)**		**2,451- – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (02/01/2022 – 02/28/2022)		**Year To Date (09/01/2021 - 02/28/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	20	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	144
Developmental Ed (945+ & 0-4 Essay	16	Developmental Ed (945+ & 0-4 Essay	130
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	0	ELAR Diagnostic Level 5	26
ELAR Diagnostic Level 4	26	ELAR Diagnostic Level 4	238
ELAR Diagnostic Level 3	17	ELAR Diagnostic Level 3	165
ELAR Diagnostic Level 2	8	ELAR Diagnostic Level 2	97
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**87**	**Total**	**800**
Mathematics College and Career Readiness			
Monthly (02/01/2022 – 02/28/2022)		**Year To Date (09/01/2021 - 02/28/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	2	**College Ready (950+ or 910+ & 6+ Diag)**	101
Mathematics Diagnostic Level 5	9	Mathematics Diagnostic Level 5	51
Mathematics Diagnostic Level 4	30	Mathematics Diagnostic Level 4	295
Mathematics Diagnostic Level 3	14	Mathematics Diagnostic Level 3	174
Mathematics Diagnostic Level 2	9	Mathematics Diagnostic Level 2	145
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**64**	**Total**	**766**
Data retrieved from College Board Accuplacer			
Date: 03/01/2022			

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 via TEAMS
- SFS Staff has been assisting students with FAFSA application and HEERF application via Live Chat, Virtual Lobby and in-person for Spring 2022
- SFS Department Staff was informed that Professional Development Day would be a regular work day, staff was only to sign in to the registered sessions.
- Every week during the month of February staff has been rotating to attend in office training of all 3rd Party programs, TASFA and any other office updates.
- VA Certifying Officials continue to work and awarding and adjusting VA student files.
- Pecan Staff is still been rotated to cover Starr FA office.
- Student files are being completed and awarded, files are coming in via email, fax and mail. R2TIV calculations are still being processed for the Fall 2021 semester.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department met with **34** high schools to prepare for Summer and Fall 2022 enrollment planning. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives virtually or at high school sites.
- Department staff held **18** events and served **896** students and parents during the month of February

SNAPSHOTS

Student-Parent Information Session was held virtually for McAllen ISD on February 15

Staff attending the College-Wide Professional & Organizational Development Day at the Pecan Campus on February 11

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Edcouch-Elsa HS	02/08/2022	ISD	6
Application Drive	Edcouch-Elsa HS	02/09/2022	ISD	12
Application Drive	PSJA Memorial	02/21/2022	ISD	86
Application Drive	PSJA T-STEM	02/21/2022	ISD	91
Application Drive	PSJA North	02/22/2022	ISD	96
Application Drive	PSJA ECHS	02/23/2022	ISD	92
Application Drive	PSJA Southwest	02/24/2022	ISD	68
Application Drive	PSJA North	02/28/2022	ISD	78
			Total	**529**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	Roma HS	02/03/2022	Virtual	15
Student/ Parent DC Information Session	Edcouch Elsa HS	02/08/2022	ISD	15
Student/ Parent DC Information Session	Edcouch Elsa HS	02/09/2022	ISD	15
Student/ Parent DC Information Session	McAllen ISD	02/15/2022	Virtual	75
Student/ Parent DC Information Session	Edinburg HS	02/17/2022	ISD	50
Student/ Parent DC Information Session	Edinburg HS	02/17/2022	Virtual	8
Student/ Parent DC Information Session	PSJA Collegiate	02/23/2022	Virtual	19
Student/ Parent DC Information Session	Health Professions	02/24/2022	Virtual	40
Student/ Parent DC Information Session	PSJA North	02/25/2022	Virtual	10
Student/ Parent DC Information Session	Health Professions	02/28/2022	Virtual	120
			Total	**367**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - Weslaco ISD
  - PSJA ISD
  - Vanguard Rembrandt
  - Juarez-Lincoln
  - Science Academy
  - Edinburg CISD
  - Valley View ISD
  - Achieve ECHS
  - MECA
  - Palmview HS
  - PSJA Southwest
  - Robert Vela HS/ECHS
  - Thelma R. Salinas
  - Jimmy Carter
  - PSJA Collegiate
  - La Joya HS

- Monte Alto
- Vanguard Beethoven
- La Joya ECHS
- Nikki Rowe CTE
- Mercedes HS & TSTEM
- McAllen Memorial HS CTE
- Rio Grande CISD
- Weslaco East HS/ECHS
- La Joya AHSP
- PSJA ECHS
- PSJA North
- Edinburg North HS
- Vanguard Mozart Academy
- Weslaco HS/ECHS
- PSJA Memorial ECHS
- PSJA Sotomayor
- Mission Collegiate
- Weslaco CTE Calvillo Complex

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Staff Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Student Attribute/Cashiers Meeting
- NACEP Peer Reviewer Training
- Enrollment Transition Meeting
- Reskilling Grant Follow-up Meeting
- President’s Administrative Staff Meeting
- Campus Support Gap Analysis - Hope Center
- Dual Credit Enrollment Transition Meeting
- CWPD Planning Meeting
- NACEP Accreditation Site Visit
- CWPD Follow Up Planning Meeting
- CWPD Coordinator's Planning Meeting
- SAEM IE Plan Meeting #1
- SAEM IE Plan Meeting #2
- Graduation Meeting
- SEM Leadership Team Meeting
- Work-Study Meeting
- Grant Initiation Meeting Texas Reskilling 3 Grant
- SAEM Planning Meeting #3
- Reskilling Grant Follow-up Meeting
- Dual Credit Advisory Meeting
- Division Leaders Meeting with Dr. Rodriguez
- Texas Reskilling Grant Check-in
- Review of Revised IE Plans

- Dual Credit CTE Advisory Meeting
- Basic Needs Support Gap Analysis - Meeting #2
- Weslaco 21st DC Meeting
- Adult Learner Enrollment - Lumina Foundation Grant
- Enrollment Markets Meeting

PROFESSIONAL DEVELOPMENT

- College-Wide Professional and Organizational Development Day
- National Summit of Dual Credit Programs

COLLEGE CONNECTIONS

RECRUITMENT

- City of McAllen 5K Recruitment Set Up
- Roma High School Recruitment Presentation
- Mercedes Early College Academy Apply Texas Drive
- Weslaco East HS Recruitment Presentation
- Science Academy Recruitment Presentation
- Economedes HS Recruitment Presentation
- McAllen ISD Leal Elementary Parent Presentation
- Hidalgo Early College HS Career Fair
- Rio Grande City HS College Fair
- Grulla HS College Fair
- Donna HS College Fair
- McAllen ISD College Fair
- PSJA Collegiate HS Recruitment Presentation
- Donna North HS College Fair
- Border Patrol Post Orientation Recruitment
- Mexican Consulate Ventanilla Recruitment
- Proyecto Dual Credit - IIES
- Individual Student Appointments – 4

CAMPUS TOURS

Campus	# Visitors
Pecan	No Tours
Mid-Valley	No Tours
Starr	3 visitors
NAH	4 visitors
Tech	20 visitors

CALL CENTER

Inbound Phone Calls	
February 2022	**January 2022**
8,559 calls	10,862 calls

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
8738	Student Contacts, Outreach & Virtual Appointments
5166	CTE Student Contacts
11	Student & Alumni Registered on CCN
2	Student & Alumni Resumes Revised/Uploaded on CCN
16	New Employer Registered on CCN
49	Jobs posted to CCN
2	Workshops Presented
56	Resumes Reviewed Online by Employers via CCN
1981	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Aircool Tech - ACT. Corporation - 1 job posting
- Bridgestone Retail Operations, LLC. -18 job posting
- City of South Padre Island- 8 job posting
- Entravision Communications- 1 job posting
- F AND B HOLDINGS LLC DBA LONE STAR CITRUS GROWERS- 1 job posting
- Fire Systems of Texas, LLC- 1 job posting
- GRT Transportation, LLC -1 job posting
- IOC Company LLC. 1 job posting
- Kids' Quest Learning Academy, LLC -1 job posting
- Language Success- 1 job posting
- Mayo Clinic- 1 job posting
- McAllen Foreign Trade Zone- 1 job posting
- Park Avenue Construction, Ltd -1 job posting
- PMG, Inc.- 3 job posting
- Price Innovations LLC- 1 job posting
- Produce Team LLC- 1 job posting
- SouthTexas Techie Repair, LLC- 3 job posting
- Texas Department of Criminal Justice- 1 job posting
- The County of Hidalgo- 1 job posting
- TTEC- 2 job posting

Presentations/Workshops

- Get to Know Career Services, NAH 1st Friday Virtual Workshop
- Build your success with Career Services

Employer Outreach

- DHR
- USBP
- Radio United
- Valley Baptist Medical Center
- HCA
- Hidalgo County
- Idea Public Schools
- CBP OFO
- Texas Department of Criminal Justice
- Workforce Solutions

Employer Registrations

- Aveanna Home Health
- Cascade Process Controls, Inc.
- F AND B HOLDINGS LLC DBA LONE STAR CITRUS GROWERS
- FHI Works
- Fire Systems of Texas, LLC
- GRT Transportation, LLC
- Houston First
- Israel Perez Law, PLLC
- K&C Motors
- McAllen Foreign Trade Zone
- Park Avenue Construction, Ltd
- ProScribe
- S.A.R.S. Trucking, LTD

Coordination of Upcoming Events

- Planning for the STC 2022 Career Expo
- Meeting with City of Edinburg representatives on March 10, 2022
- Donna I.S.D. Career Day coordination
- Mission I.S.D. Career Day coordination
- Spring 2022 workshop presentation calendar
- Fire Science, Law enforcement in class presentations
- Sharyland Pioneer High School Career Prep tour & overview of Career Services for CTE students

MEETINGS AND MISCELLANEOUS INFORMATION

- CES sent an email invitation for the STC 2022 Career Expo to all employers registered on the CCN platform.
- Coordinated a meeting with diesel faculty and tour of the STC Tech diesel program facilities for representatives of Serda Trucking.
- CES attended a meeting with Sgt. Melody Fierro of the U.S. Army recruiting office and planned to facilitate her future on-campus recruiting efforts.
- Conducted outreach efforts with FSID, a transport facility regarding employment opportunities for STC students and alumni.
- Conducted outreach efforts with Border Stone Rehab Services regarding employment opportunities for STC students and alumni.
- CES with representatives of the building maintenance department in order to initiate preliminary preparation plans for the upcoming STC 2022 Career Expo.
- CES staff attended an introductory My Hubb platform meeting sponsored by Tech campus staff.
- Conducted outreach efforts for Azure Bistro regarding employment opportunities for STC students and alumni.
- CES NAH staff promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Promoted City of South Padre Island job post to 2,837 students from target groups.
- Promoted GRT Transportation job post to 1,184 automotive and diesel students.

- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Participated in Welcome week for Technology campus – CES informational tables
- Met with Fire Science Cadets for CES introductions
- Outreached Automotive Program chair and Automotive student/alumni for workforce opportunities with Goodyear employer
- Created marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs
- Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach (450)
- CES staff attend STC Professional Development Day
- Conducted outreach to 39 HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of four available employment opportunities.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Created marketing and conducted outreach efforts towards 4,322 students on behalf of the Hispanic Association of Colleges and Universities (HACU) internship opportunities with federal agency partners.
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Outreached HVAC students/alumni for workforce opportunity
- Create marketing for employment opportunities via Social Media Platforms
- Assisted Tech Campus staff by coordinating an introductory presentation to the Emsi Skillabi - Skills Matching System with Emsi representatives in order to help Tech staff achieve compliance with their Lumina grant reporting requirements.
- Conducted outreach marketing efforts to 29 students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper positions.
- Conducted a Career Services overview to Fire Science Cadets at the technology campus.
- CES participated in supporting Career and Technical Education (CTE) Month activities at the Tech campus as needed.
- CES is coordinating with representatives of Domingo Trevino Middle School of Mission I.S.D. to participate in their upcoming Annual Career Day.
- Conducted outreach efforts with Produce Team, a produce treatment, storage and transport facility regarding employment opportunities for STC students and alumni.
- CES is coordinating with representatives of Donna I.S.D. to participate in their upcoming Annual Career Day.
- Met with Technology Specialist to discuss and coordinate PTA Career Readiness Session and Spring 2022 projects.
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event reaching 912 Nursing students.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Updated and created Spring CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Attended CES departmental meeting discussing Spring initiatives, projects, and events.
- Facilitated PTA Career Readiness Workshop, in collaboration with Technology Specialist. Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.

- Input NAH Spring 2022 Workshop schedule into College Central Network calendar of events.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Developed and incorporated Financial Wellness Center-Student Survey question set and form in collaboration with CES Director.
- Met with Technology Specialist to outline Spring CTE program collaborative projects and targeted student-based events.
- Continuing to provide an overview of CES services and platforms to all NAH students visiting NAH Student Services.
- Created Marketing outreach for CTE workforce opportunities
- Outreached Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews, professional headshots, and mock interviews.
- Working with Technology Specialist to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by incorporating the iGrad program link into the financial literacy learning platform for FTIC college students, in support of a DHSI grant
- funded initiative, as part of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Presented an overview of CES services and platforms for new NAH campus staff.
- Created Financial Wellness CTE student outreach materials.
- Attended CES department meeting discussing staff updates, projects, and Spring 2022 initiatives.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- NACE Affinity Meetings
- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- CES attended DHSI presentation
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- CES continues to monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for February 2022.

- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Compiled CES student contact data in collaboration with Technology Specialist.
- Create CES marketing imaging for Faculty/Staff and CES social media platforms for Webinar Forum for students
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended CES staff meeting discussing Spring 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2022 event.
- Reviewed, *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.
- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.
- 10 resume revision via CCN, 3 CTE student walk ins

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

February 2022

- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 1.
- The Office of Student Rights and Responsibilities met for Professional Development.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 2.
- The Office of Student Rights and Responsibilities attended the 2022 National Summit for Dual Credit Programs at South Padre Island.

OFFICE OF STUDENT CONDUCT

February 2022

- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of Student Conduct is working on Student Conduct Officer job descriptions.
- The Office of Student Rights and Responsibilities met for Professional Development.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health.
- The Office of Student Conduct held a Student Conduct Panelist Training.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of Student Conduct presented on Know the Code for Academies and High School Programs at the Pecan Campus.
- The Office of Student Rights and Responsibilities attended the 2022 National Summit for Dual Credit Programs at South Padre Island.

BEHAVIORAL INTERVENTION TEAM

February 2022

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.

STUDENT ACTIVITIES AND WELLNESS

- Welcome Week (District Wide)

+8
+36

+26

SOUTH TEXAS
COLLEGE
HEATING VENTILATION
+23
SOUTH TEXAS
COLLEGE

- Club Recruitment Fair (Technology)
- Game Day (Technology)

- Sweet Treat Tuesday (NAH)

- National Pizza Day (Pecan, Technology)

- Jerry's Picasso Art Painting (Pecan)

- Super Bowl Party (Pecan, NAH, Mid-Valley, Starr)

- Valentine's Day Celebration (Starr)

- Happy Hearts Day (Technology)

- Valentine's Mixer (NAH)

- Valentine's Day (Mid-Valley)

- The Dating Game & Best Friends Game (Pecan)

- Build-A-Heart Cookie Decorating (Pecan)

- Random Acts of Kindness Day (Technology)

- Crafty Thursday (NAH)

- Jerry's Pots of Lovecculents (Pecan)

- De-Stress Day (Mid-Valley)

- S’mores and Bingo Day (Mid-Valley)

- Banana Splits and Bingo (Starr)

- Sweet Treat Tuesday Day 2 (NAH)

- Rock ‘N’ Roll (Technology)

- President’s Day Kahoot Trivia (Pecan)

- Karaoke (Pecan)

- National Tortilla Chip and Chili Day (Pecan)

- Twilight Trivia (NAH)

- 5 v 5 Basketball Leagues (Mid-Valley)

- Triathlon (Technology)

- 4v4 Flag Football Tournament (Starr, Mid-Valley)

- 2022 South Texas Shootout Basketball Tournament

- Soccer League (Pecan)
- Soccer Club Friendlies against UTRGV and Toros
- Flag Football Recognition Banquet
- Student Leadership Academy Kickoff (District Wide)
- Student Government Association Kickoff (District Wide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Student Activities & Wellness Presentation @ Dr. Bean's classes (Pecan)
- Student Activities & Wellness Presentation @ Mr. Rodriguez class (Pecan)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

FEBRUARY 2022					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Academic Probation and Academic Suspension	46	5	61	1	12
Mental Health Counseling	45	30	75	0	50
Academic Advising	42	21	121	2	30
Career and Transfer	1	0	2	0	0
Special Programs, COVID-19 Contacts, Other	9	2	235	0	1
Total	**143**	**58**	**494**	**3**	**93**

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffing
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility 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
- Review, refer and respond to Counseling Department Emails
- Individual Meeting with UTRGV MSSW Intern
- College Safety Committee Meeting
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- PATH Coalition Meeting
- February Stakeholder Meeting for Coalition for Empowering Children and Families
- SAEM Division Meeting

WORKSHOPS/PRESENTATIONS

- Virtual Workshops, Presentations, Microsoft Teams Live Events:
- He Loves Me…She Loves Me Not

- Stress Management Tips
- New Year New Goals
- Depression Awareness for Academic, Career & Personal Success
- Maintaining a Work Life Balance
- Building Resilience
- Managing Stress and Anxiety

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 1,399 contacts with students were conducted by Academic Advisors and PASS Program Advisors in February 2022
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Collaborated with Starfish Administrator to review faculty advising process and assigning students to faculty advisors as well as documentation of advising sessions in Starfish
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Update training content
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort is scheduled for March; recruitment for participants is ongoing; training focuses on participants from within our K-12 partner districts to provide foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of our Career and Technical Programs so that they can have first hand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings on February 2nd, 9th, and 16th and communicated daily with mentors; collaborated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Spring semester
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring began for Spring 2022 for a total of 11 sections consisting of the following classes BIOL 2401, ENGL 1301 and MATH 1414; Mentors conduct a total of four visits within the semester to present topics including support services, reminder to apply for financial aid, final exam preparation etc. Student in these sections will be participating in Priority Advising for Registration in March
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;

- Reviewed ongoing Childcare services paperwork and met with students to ensure compliance with grant requirements
- Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements

- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
  - Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year
  - Reviewed applicants for PASS Program vacancies and held interviews for one of the vacancies
  - Gathered data and compiled report for Student Affairs & Enrollment Management Perkins V Biannual Report and submitted to grants office for review
  - Met with PASS Program staff to review past activities and plan for the semester

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed communication and plan for #RealCollegeTX resources; finalized action plan due March 1st in collaboration with Director for Dual Enrollment Programs; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) attending Guided Pathways Institute to be held in Houston on April 6th – 8th; discussed advance work and prepared for sessions during the Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Directors of Institutional Effectiveness and Research & Analytical Services, and Starfish Administrator to review QEP metrics and services enhancement; met with Achieving the Dream Coach and SAEM Directors overseeing orientation to refine and enhance the College Connections to FYC to Advising/QEP/MAP student experience; in collaboration with ATD Coach met with all staff from Advising, College Connections, Student Activities, and Counseling to prepare for Fast Track 2.0 services,
- **STC & UTRGV Collaborative** – STC Advising Department will house a UTRGV representative from Monday thru Friday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV
- **National Alliance for Partnerships in Equity (NAPE)**– Director and PASS Program Coach along with other STC personnel are participating in NAPE Grant Action Research Grant with Temple College to address equity for non-traditional students (as defined by Perkins V) within STC CTE Programs and participating in the PASS Program; met with Team to regroup, survey students and staff on the PASS Program; review available data and planned the next steps to enhance service delivery.

B. Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: MARCH 22, 2023

SUBJECT: ACTIVITY REPORT FOR JANUARY 4, 2023, THROUGH FEBRUARY 28, 2023

OFFICE OF THE VICE PRESIDENT OF FINANCE AND ADMINISTRATIVE SERVICES ACTIVITY REPORT

Vice-President: Mary G. Elizondo, MBA, CPA, CFE, CGMA

February 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, Transparency, and Equity"

The department of Finance and Administrative Services (FAS) provides services for success in innovative ways to ensure a cooperative relationship with all departments.
The FAS division is responsible for fiscal responsibility, acquiring resources in a timely manner, recruiting qualified personnel, providing and maintaining safe and adequate facilities, and all other support services necessary to ensure a productive learning and working environment.

MEETINGS

- Board of Trustees meetings.
- Cabinet meetings.
- College Safety Committee meetings.
- Committee Packet review with the President.
- Enterprise Resource Planning (ERP) conversion project meetings.
- Facilities & Finance Committee meetings.
- FAS Director's meetings.
- FAS Facilities Planning meetings.
- FAS Safety Meetings.
- HR Bi-weekly updates.
- Human Resources processes meetings recap.
- Institutional Equity updates.
- Master Unexpended Plan Fund Budget and R&R Report meetings.
- Popular Report, Investment, and Management Reports meetings.
- Purchasing presentation and other items.
- Staffing Plan updates.
- TACCBO meetings.
- Title IX Committee meetings.

PROJECTS

- Proposed Budget Amendment for FY 2022 – 2023
- Proposed Revisions to Student Tuition and Fees Schedule for FY 2022 – 2023
- Proposed Revisions to Tuition and Fees Schedules for FY 2023 – 2024
- Ratification on Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023
- Use of Unrestricted Funds for a Retention Incentive Payment for Regular and Temporary Full-Time and Part-Time Employees

ON-GOING PROJECTS

- Activity Report for Board.
- Auxiliary Fund Reserve and Reconciliation review.
- Board Budget Presentation review.
- Budget Allocations for various departments.
- Budget Transfer approvals.
- Capital Improvement Projects Master Budget review.
- Electricity Bill Management Report.
- Ellucian Banner Report review.
- Enrollment Headcount and Credit Hour reports.
- ERP Conversion Project and Implementation Action Plan review.
- Excess Fund Allocation and Comparison reports.
- Expenditure Budget analysis.
- FAS Account reconciliations.
- HEERF III Reconciliations.
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures.
- Hiring Report review.
- HR Processes and improvement review of reports.
- Plan Funds Expenditure review and approvals.
- Position Reclassification forms review and approval of requests.
- Public Information requests.
- Purchasing, Acquisitions, and Contracts review.
- Review and Approval of documents.
- Salary Budget review.
- Staffing Plan and Pay Plan updates.
- T2 Parking and Citation Software review.
- TACCBO Accounting reports review.
- TimeClock Plus (TCP) approvals.
- Travel – Chrome River approvals.
- Vacation Balances and Extensions review.

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

January 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 74

including Cashier Sub-Department

The Business Office provides financial and administrative services by maintaining the general ledger and related accounting records; processing transactions; performing financial duties in response to campus and external needs; adhering to external financial requirements; and providing internal management reports.

ACCOMPLISHMENTS

- Mailed out 293 IRS 1099 Forms to vendors
- Payroll accuracy rate for number of transaction is 99.9%
- Payroll accuracy rate for amount of salaries is 100%

MISSION STATEMENT

The Business Office is committed to:

- Promoting and facilitating excellence in relevant and reliable fiscal management, reporting and services to its internal and external users.
- Securing compliance and accountability through a controlled cost effectiveness environment.
- Contributing to the district wide success and growth of the College and its students by anticipating needs and implementing innovative solutions.
- Enabling each staff member to, individually or as a team, serve internal and external entities professionally, competently, and with respect to ensure customer satisfaction.
- Providing a supporting working environment for our staff which facilitates their career development and which is conducive to the attainment of the above objectives.

DIRECT DEPOSIT AND PAPER CHECKS JANUARY 2023

Payroll & Position Control: This Department provide accurate and quality payroll operations for all South Texas College Faculty, Staff, and Administration. The Position Control department assist the college's departments in maintaining their salary funds throughout the fiscal year. The department also assigns budgeted sources to positions and performs non-sufficient fund checking.

SALARY EXPENSE FOR JANUARY 2023

VENDOR PAYMENT TYPE JANUARY 2023

Accounts Payable & Travel: Accounts Payable department process payments for goods and services purchased by South Texas College. Accounts Payable also ensures that payments are timely received by our vendors and is responsible for the printing and distribution of checks with the exception of Payroll checks.

The Travel office performs functions such as reimbursement of incurred travel expenses and the payment of conference registration fees on behalf of the individual, group and/or student travelers.

TRAVEL EXPENSE BY DIVISION JANUARY 2023

INVESTMENT PORTFOLIO BY FUND TYPE

Cash Management: The Cash Management Department provide cash management services to the university community by overseeing the university's liquidity and initiating electronic payments for university obligations. The department assists with investments, debt management and also serves as a liaison between banks, financial institutions, credit card processors, and the College.

INVESTMENT SOLICITATIONS

Budget: The Budget Department is responsible for assisting the college's departments in maintaining their budget throughout the fiscal year. It processes budget transfers and performs non-sufficient fund checking.

TOTAL REVENUE BUDGET BY SOURCE

TOTAL REVENUE YTD BY SOURCE

REVENUES BY SOURCE

EXPEDITURES BY CLASSIFICATION

TOTAL EXPENSE BUDGET BY CLASSIFICATION

TOTAL EXPENSE YTD BY CLASIFFICATION

FY 2023 TAX RATE

General & Construction Accounting: General Accounting Department provide timely and accurate monthly management and board reports, prepare and analyze the college's fixed assets report, reconcile cash, and fixed assets in a timely manner, set up of chart of account codes as needed.

The Department also maintain accounting and budgetary records for all of the College's construction projects and maintain accounting records for construction in progress, buildings, infrastructure and land improvements.

Grants and Contracts: Grants office serves as a financial and administrative liaison between College faculty/staff and grantors. It also assists to ensure that the College carries out all sponsored program activities in accordance with applicable regulations.

Accounts Receivable & Financial Aid Accounting: The Accounts Receivable department is the centralized billing and collection point for delinquent or bad debt student accounts and third-party accounts. Also performs periodic Federal Financial Aid student award drawdowns from the Department of Education automated processing system and resolves accounting discrepancies with appropriate Financial Aid personnel.

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

January 2023

SOUTH TEXAS COLLEGE

Providing a safe educational environment for students, faculty, staff, and campus visitors.

Department Staff: **71**

25 Commissioned Peace Officers

7 Licensed Telecommunication Operators

39 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

- Police Service
- Dispatch
- Emergency Preparedness and Training
- Campus Safety
- Security Services
- Parking Services
- Jag Express Transportation

24/7 DISPATCH
956.872.4444

62
Calls for service

1,423
Incoming Calls

POLICE SERVICES

- Police equipment training.
- Proficiency equipment in-service training for police officers.
- Annual firearm, taser, and ASP baton qualifications for police officers as required by Texas Commission on Law Enforcement (TCOLE).
- Submmitted annual Racial Profiling Report to TCOLE for calendar year 2022.
- Submitted annual Clery Report to the Department of Education for calendar year 2021.

NUMBER OF INCIDENTS

Reports FY 2022-2023

SAFETY & EMERGENCY MGT. SERVICES

- Emergency Management presentation to STC Cabinet Administrators.
- Building Responder training for Security personnel.
- Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English and Spanish district wide.
- Monthly evacuation drills.
- Complete monthly AED inspections.
- New students orientation presentations.
- Provided surgical and KN95 masks district wide

PARKING & SECURITY SERVICES

- Provided security services seven days a week district wide.
- Continued new parking software testing with go live date set in February 2023.
- Completed twenty-six parking event request district wide.

NUMBER OF PARKING PERMITS

Issued FY 2022-2023

SURVEILLANCE CAMERAS

- Continued maintaining, upgrading, adding, and replacing cameras district wide.
- Continued working with Facilities, Planning, and Construction on arranging camera locations for renovations and remodels districts wide.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Attended Regional Transportation Advisory Panel Committee meeting.
- Submitted National Transit Database (NTD) annual report for FY 21-22.

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

February 2023

SOUTH TEXAS COLLEGE

Providing a safe educational environment for students, faculty, staff, and campus visitors.

Department Staff: **73**

25 Commissioned Peace Officers

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41 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

- Police Service
- Dispatch
- Emergency Preparedness and Training
- Campus Safety
- Parking Services
- Jag Express Transportation

24/7 DISPATCH
956.872.4444

177
Calls for service

1,275
Incoming Calls

POLICE SERVICES

- Law Enforcement Career Presentation was held for Criminal Justices classes at the Mid-Valley Campus.
- Partnered with the Regional Center for Public Safety Excellence on Instructor Patrol Rifle training.
- Crime reporting forms for calendar year 2022 were collected from all Campus Security Authorities district wide.
- Maintain daily Clery crime log for all STC campuses.
- Sent out Campus Security Authority training for 2023 calendar year.

SAFETY & EMERGENCY MGT. SERVICES

- Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English and Spanish district wide.
- Monthly evacuation drills.
- Completed monthly AED inspections.
- Provided surgical and KN95 masks district wide.
- Scheduled three-part Active Shooter and Stop the Bleed hands on training.

PARKING & SECURITY SERVICES

- Provided security services seven days a week district wide.
- Successfully launched the new parking portal.
- Completed thirty-two parking event requests districts wide.
- Manage lost and found property for all STC campuses.

SURVEILLANCE CAMERAS

- Continued maintaining, upgrading, adding, and replacing cameras district wide.
- Continued working with Facilities, Planning, and Construction on arranging camera locations for renovations and remodels districts wide.
  - Technology, Welding Expansion
  - Newly Acquired Texas A&M Building

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Submitted the 2022 Drug & Alcohol Testing Management Information System Report to the Department of Transportation.
- Submitted Transportation report to the Lower Rio Grande Valley Development Council (LRGVDC) – Valley Metro.

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION ACTIVITY REPORT

Ricardo De La Garza, Director

January 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus

388 Acres

2,042,781 Sq. FT.

54 Permanent Buildings

55 Portable Buildings

RESPONSIBILITIES:

- Planning and construction of Capital Improvement Projects
- Planning and construction of Deferred Maintenance Program Projects
- Bond Construction Program Coordination
- Space Modification Requests
- Maintaining furniture standards, approval of furniture purchases, distribution of furniture inventory, and furniture replacement program.
- Staff, faculty, and furniture & equipment move requests.
- Assist faculty and staff with nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Construction Phase.
- Pecan Campus Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations - Architect Contract Negotiations and Space Programming Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural and Civil Engineering Services in progress.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program - Construction Phase.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Bidding Phase for Construction Services.
- Stucco Repainting – Repainting of Buildings E, F & G in progress

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase.

TECHNOLOGY CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction in progress.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Bidding Phase for Construction Services.
- Stucco Repainting – Repainting Buildings D, E, G, H, K, L & P in progress.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase.Stucco Repainting – Repainting Buildings D, E, G, H, K, L & P in progress.

BUILDING PROGRAMS	BUILDING SQUARE FEET	PROGRAM COST
Pre-2001 Bond Program	579,164	
2001 Bond Construction Program	627,942	98,700,000
2013 Bond Construction Program	511,245	159,000,000
Other Non-Bond Projects after 2001 Bond Construction Program	324,430	
TOTAL	**2,042,781**	**$257,700,000**

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION ACTIVITY REPORT

Ricardo De La Garza, Director

February 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Acres
- **2,065,731** Sq. FT.
- **55** Permanent Buildings
- **53** Portable Buildings

RESPONSIBILITIES:

- Planning and construction of Capital Improvement Projects
- Planning and construction of Deferred Maintenance Program Projects
- Bond Construction Program Coordination
- Space Modification Requests
- Maintaining furniture standards, approval of furniture purchases, distribution of furniture inventory, and furniture replacement program.
- Staff, faculty, and furniture & equipment move requests.
- Assist faculty and staff with nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Construction Phase.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations - Architect Contract Negotiations and Space Programming Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Records Management and Institutional Equity Departments – Design Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural in progress; Civil Engineering Services for Plat under Contract; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Design Phase.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program - Construction Phase.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Contract Negotiations with Contractor for Construction Services in Progress.
- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Design Phase.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase.

TECHNOLOGY CAMPUS

- Welding Lab Expansion - Design Phase.
- Exterior Solar Panel Structures – Construction Phase.
- Truck Driving Range Expansion – Design Phase.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting – Repainting Buildings D, E, G, H, K, L & P in Progress.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.

BUILDING PROGRAMS	BUILDING SQUARE FEET	PROGRAM COST
Pre-2001 Bond Program	579,164	
2001 Bond Construction Program	627,942	98,700,000
2013 Bond Construction Program	511,245	159,000,000
Other Non-Bond Projects after 2001 Bond Construction Program	324,430	
TOTAL	**2,042,781**	**$257,700,000**

WHAT WE DO

KEY FACTS

STAFF 8

MISSION

The Office of Accountability, Risk, and Records Management is dedicated to supporting South Texas College through services, programs, and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, and adherence to records management requirements.

- Oversee the policy localization program, including maintaining all local draft policies, review cycle process, and routine correspondence on new local board adopted policies.
- Policy Liaison for the College and TASB.
- Oversee the Records Management Program including, but not limited to provides trainings, maintains policy and procedure, manages record retention center inventory, issues routine correspondence on related matters.
- Annual insurance request for proposal.
- Supports institutional assessment and implementation of safety- related procedures, policies, and operations.
- Coordinate insurance claim matters with appropriate parties.
- Performs college-wide assessments on institutional operations and procedures giving specific attention to best practices and internal/ external requirements.

CURRENT/ON GOING PROJECTS

Updating local policy CIA: Equipment and Supplies Management - Records Management

Out of 124 local policies slated for board adoption, 32 have been adopted as of February 2023.

POLICY SECTION	BOARD APPROVED AS FEBREUARY 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	5
Personnel	7
Instruction	1
Students	1
Community and Governmental Relations	1

DEPARTMENT OF PURCHASING AND DISTRIBUTION SERVICES ACTIVITY REPORT

Rebecca Cavazos, Director

January 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

- **4** Mail Services
- **14** Purchasing
- **13** Central Receiving

- To secure the best value in acquisition of goods and services; maintaining an efficient system for the delivery of goods and processing of mail for college departments; and maintaining an accurate and up-to-date inventory of the College.
- Provide information about vendor registration; bid opportunities; related forms and service agreement.
- Process provide mail services and copy central job for Faculty and Staff.
- Maintain record of fixed assets / valued at $1,000 and above inventory.

CURRENT AND ON-GOING PROJECTS:

Purchasing:

- Complete- grant, Local Federal Private
- Conducted Public Bid Openings.
- Prepared the request for Proposals / Quotes / Qualifications.

Fixed Assets Department:

- Reviewed all assets purchased and paid through February 28, 2022 as follows:
  - Adjusted seven (45) assets in Banner for the month of February.
  - Approved one hundred forty (169) assets.
  - Maintain and update 22,208 assets valued $417,575,966.14.

Receiving Department:

- Assist with Faculty/Staff moves.
- Complete deliveries (purchase orders and complimentary books) and packages/ boxes.

Mail Services/Copy Center:

- Pieces mail.
- Daily mail routes to all 5 campuses and 3 centers.
- Mail: process overnight delivery for package and letters

OFFICE OF INSTITUTIONAL EQUITY ACTIVITY REPORT

Lauren Starnes, Director

January 2023

SOUTH TEXAS COLLEGE

TITLE IX

TITLE IX WEBSITE

https://www.southtexascollege.edu/title-ix/

WHAT WE DO:

- Promote an environment of respect, diversity, inclusivity, and equity for all members of the campus community.
- Ensure compliance with relevant federal and state laws.
- Develop and implement policies and procedures.
- Offer trainings and educational opportunities.

CURRENT/ON-GOING PROJECTS:

Administer and track mandatory training for incoming students.

Oversee compliance for Title IX, Section 504, and grievance processes including intake, outreach efforts, supportive measures, investigations, and pregnancy and parenting appeal requests.

Host college-wide events to promote Title IX and Section 504 topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504/-Diversity, Equity, and Inclusion.

POLICIES/ PROCEDURES:

POLICY 4216 - Sex Discrimination, Sexual Harassment, Domestic Violence, Stalking and Retaliation Prohibited

https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf

POLICY 4205 - Equal Education and Employment Opportunities

https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf

TITLE IX PROCEDURES

https://www.southtexascollege.edu/title-ix/files/Title-IX-Procedures.pdf

SECTION 504/ADA GRIEVANCE PROCEDURES

https://www.southtexascollege.edu/accessibility/504-grievance-procedures.html

SB 212 REPORT:

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

Please see the link below for the latest SB 212 Report.

https://www.southtexascollege.edu/title-ix/annual-reports.html

OFFICE OF INSTITUTIONAL EQUITY ACTIVITY REPORT

Todd Nelson, Interim Title IX Coordinator

February 2023

SOUTH TEXAS COLLEGE

TITLE IX

TITLE IX WEBSITE

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POLICIES/ PROCEDURES:

POLICY 4216 - Sex Discrimination, Sexual Harassment, Domestic Violence, Stalking and Retaliation Prohibited

https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf

DAA - Employment Objectives Equal Employment Opportunities

https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf

TITLE IX PROCEDURES

https://www.southtexascollege.edu/title-ix/files/Title-IX-Procedures.pdf

SECTION 504/ADA GRIEVANCE PROCEDURES

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Please see the link below for the latest SB 212 Report.

https://www.southtexascollege.edu/title-ix/annual-reports.html

OFFICE OF HUMAN RESOURCES ACTIVITY REPORT

Laura Requena, Director

January 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Place to view Employment Opportunities; finding forms, guidelines, and procedures for STC.
- Provide Employee Relation services: process payroll and compensation; provide Employee Benefits information to the new hired.
- Holding a recruitment and hiring event, training and meeting.

HEADCOUNT BY LOCATION							
	PCN	STR	MID	TECH	NAH	RCSP	HS
ADMIN							
FT STAFF							
PT STAFF			DATA IS PENDING				
WS							
FACULTY							
DUAL							

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

- Continuing work for the selection of new ERP
- The PeopleAdmin re-engineering process ongoing.
- Standardization and cleanup of position classes for Banner and PeopleAdmin datasets and additional Job Family and Sub-family categories will be added.
- TASB and Staffing Plan data generation in progress.
- Report generation and new process creation for Notices and Letters of Appointments expected to be completed by February 15th.
- Learning Management System (Vector Solutions) data model reconfiguration ongoing.
- Federal and State reports produced and distributed as per official reporting schedules. (Automation ongoing)
- Update and relaunch of telecommuting app and process expected to be completed and launched by January 27th.
- Banner Security Project - security group access definitions currently under review. Human Resources and FLAC access automation workflow creation in progress.
- Data Management Integration currently in collaboration with Committee to provide new data standards and data dictionary definitions.
- Active records digitization 80% complete. All new documents are fully digitized as received by records.
- Automation of manual reports via Argos scripting ongoing.
- Creation of validation reports ongoing.
- Data standardization and exploration ongoing.
- Ad-hoc report generation completed as requested.

EMPLOYEE RELATIONS (ER)

- Working on reviewing personnel policy updates related to TASB.
- Ongoing project on Employee Relations cases and reviews
- Re-certified as Association of Title IX Administrators Hearing Officer and Decision Maker .
- Training of new employees: HR Specialist – Employee Relations, Employee Relations Officer, and Temporary Agency Human Resources Assistant – Employee Relations.

STAFFING AND RECRUITING

- 2023 Adjunct Job Fair Planning.
- Accountability, Risk and Compliance Office Hiring Process Audit.
- New Hire log for Vice President of FAS.
- Ongoing I-9 project.
- PeopleAdmin Reengineering.

CURRENT/ON-GOING PROJECTS

TALENT AND LEARNING

- Planning Events
  - 2023 Adjunct Job Fair
  - College-Wide Professional Development Day
  - South Texas Leadership Academy
  - Jaguar Academy
  - Ambassador Cross-Training Academy (ACTA)
  - Safety Month Trainings (June)
  - Years of Service Pinning Awards
  - Trainings on Various Topics
- Developing Employee Toolkits for Supervisor, New, & Current employees
- Reviewing Staff Hiring Manual & Internal Human Resources Procedure Handbook.
- LinkedIn Learning Promotion and Trainings.
- Staff Council Constitution and By-Laws.

PAYROLL/COMPENSATION

- Began training for the Direct Deposit Pay Card from ADP.
- Identified employees who claimed exemption on W-4 in 2022 and sent out notifications to renew exemption status before to 2/15/2023.
- Processed compensation reviews and set salary for incoming employees and current employees requesting a salary review.
- Gathering and reviewing of data for submission of Texas Association of School Boards Compensation Study maintenance.
- Training staff members on Hiring Proposals and Payroll Distribution Report updates.
- Updating Banner PPACMNT form with employee current hire dates.
- Updating of Fiscal Year 2023-24 Pay Plan with current changes.
- Worked on board motion report -compensation calculations for positions reviewed by Texas Association of School Boards and other compensation changes.

BENEFITS

- Promotion of new UT Health Employee Assistance Program Benefits; Mental Health, Counseling, Legal Assistance, etc.
- Research on Supplemental Benefits in addition to existing EAP.
- Preparing 1095-C forms for calendar year 2022.
- Updating New Hire Orientation PowerPoint Presentation.
- Preparing OSHA Report for calendar year 2022.
- 4 ½ Week Work schedule collaboration with Business Office.

OFFICE OF HUMAN RESOURCES ACTIVITY REPORT

Alicia Correa, Interim Director

February 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Place to view Employment Opportunities; finding forms, guidelines, and procedures for STC.
- Provide Employee Relation services: process payroll and compensation; provide Employee Benefits information to the new hired.
- Holding a recruitment and hiring event, training and meeting.

HEADCOUNT BY LOCATION								
	PCN	STR	MID	TECH	NAH	RCSP	HS	TOTAL
ADMIN	64	1	1	4	1			71
DUAL	26		2	4	1		292	325
FACULTY	324	31	64	94	98	11	3	625
FT STAFF	716	56	80	75	50	5		982
PT STAFF	105	15	23	25	38	3	32	241
WS	71	23	28	8	11			141
TOTAL	1306	126	198	210	199	19	327	2385

CURRENT/ON-GOING PROJECTS

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Designed routine schedules to automated most requested reports
- Designed validation reports to flag inconsistencies with staff and faculty data
- Troubleshoot bugs found in reports and applications
- Ad hoc reporting
- Continuing work for the selection of new ERP
- Completed four Public Information Act Requests
- Standardization and cleanup of position classes for Banner and PeopleAdmin datasets and additional Job Family categories added.
- Federal and State reports are produced and distributed as per official reporting schedules.
- Active records digitization continues
- Continue working on new data standards and data dictionary definitions.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 5

- Participated in various training opportunities discussing topics such as, Equal Employment Opportunity, Disability Awareness, Employment Onboarding, E-verify User Training, and Fair Labor Standards Act.
- Preparing for events, such as, South Texas Leadership Academy (STLA), Safety Month, Jaguar Academy, Fall Convocation, Ambassador Cross Training Academy, 2023 Adjunct Job Fair, Years of Service Awards.
- Meeting with Departments for custom trainings.
- Hosted LinkedIn Learning workshop
- Present to new hires at orientations
- Actively screening, clearing, and preparing application

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 7

- Participated in HR Department meeting.
- Attended Ellucian Demo at Pecan Campus.
- Attended Workday refresher meeting.
- Worked on setting compensation for new hires and employees requesting salary review.
- Conducted salary/step reviews for staff and faculty.
- Worked with Banner consultant for Position clean-up project.
- Worked on Texas Association of School Board Data Set report for maintenance project of Compensation Study.
- Updated years of service and dates of hire for all staff.
- Data Entry, review and verification for MR02 and SR 04-05 payroll processing.
- Review of Retention stipend eligibility for special payroll.
- Processing of child support and other payroll garnishments.
- Processed employment verifications that were requested by employees or outside agencies.
- Updated delinquent PDR reports by reaching out to the supervisors.
- Completed an excel training course from LinkedIn.

STAFFING

EMPLOYEE COUNT: 6

- Participated in Workforce Solutions and McAllen Chamber of Commerce 2023 Jumpstart Career Expo at the McAllen Convention Center.
- Assisted with Faculty Renewal Notices Distribution for FY2024.
- Collaborated with Talent and Learning Manager and Academic Affair Project Manager for 2023 Adjunct Fair planning.
- Worked on testing Staff, Faculty and Adjunct postings on PeopleAdmin Reengineering.
- Assisted with hiring staff, faculty and direct wage employees.
- Attended Ellucian and Workday meetings.

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Participated in the Equal Employment Opportunity Investigations training via Team with presenter Rodney Klein.
- Facilitated in-person presentation to the South Texas College Starfish Guided Pathway Specialists regarding Fair Labor and Standards Act Exempt status information.
- Met via Teams with the South Texas College Educational Technologies department Director and Assistant Director on the discussion of internship opportunities.
- Human Resources administrators working on reviewing personnel policy updates related to Texas Association of School Boards.
- Presented to 41 new hires in February for a total of 220 new hires presented to fiscal year-to-date.

BENEFITS

EMPLOYEE COUNT: 6

- 1095C Tax Forms made available for all benefit eligible employees via Jagnet and physical mail.
- First participation of benefits staff in Jumpstart Career Expo job fair.
- Wellness research to provide new wellness opportunities and initiatives for full time employees.
- Conducted orientation for incoming full time and part time employees.
- Outreach of Employee Assistance Program benefits and discounts.
- Collaboration with Wellness Center on presentation opportunity for new full-time employees.
- OSHA report for calendar year 2022 completed.
- Review of Employee Retirement Benefits Allocation Report for most recent quarter.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

January 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF **146**

Responsible for the operation of all physical facilities to support the mission of South Texas College.

- **Custodial Services:** provides a high standard of cleanliness and services for all campuses
- **Energy Management Services:** energy conservations program
- **Environmental, Health & Safety Services:** promotes safe best practices with all rules and regulations
- **Maintenance Services:** ensures all facilities are well maintained and follows a PM program
- **Operations Contract Services:** oversees all contracts for facility related services
- **Operations Inventory Management Services:** maintains an inventory management system
- **Auxiliary Services:** Bookstore Services, Snack Vending, and Soda Vending

FACILITIES SUMMARY

Pecan Campus
17 Buildings
27 Portable Buildings
824,986 Square Feet
147.76 Acres

Mid Valley Campus
10 Buildings
7 Portables Buildings
357,881 Square Feet
53.37 Acres

Starr County Campus
13 Buildings
3 Portable Buildings
247,813 Square Feet
63.78 Acres

Technology Campus
4 Buildings
5 Portable Buildings
295,738 Square Feet
33.57 Acres

Dr. Ramiro Casso Nursing Allied Health Campus
3 Buildings
3 Portable Buildings
222,132 Square Feet
15.60 Acres

Pecan Plaza
3 Buildings
66,523 Square Feet
5.6 Acres

FACILITIES SUMMARY

Regional Center for Public Safety Excellence
1 Building
5 Portable Buildings
27,708 Square Feet
67.22 Acres

System Office
1 Building
22,950 Square Feet
2.98 Acres

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

February 2023

SOUTH TEXAS COLLEGE

CAMPUS	BUILDING/ ROOM NO.	PROJECT DESCRIPTION	PROJECT COST
Pecan	X-218	Create new storage rooms, replace flooring	$10,649.65
Pecan	F-176	Update cabinets and flooring in break room	$9,805.31
Pecan	B-116	Update cabinets and flooring in break room	$6,323.04
Pecan	A	Complete change order in President's Administrative Staff area	
Pecan	A-103/ 106/111	Relocate doors and extend storage room. Combine 111 and 120 to convert into Jag Studio.	$4,500.00
Tech	A-210/211	Remove wall to combine two rooms into one	
MVC	A	Remove & replace existing circulation desk	

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FACILITIES MAINTENANCE SERVICES
MISSION STATEMENT

The Maintenance Department of South Texas College will provide support services for the purpose of maintaining a well-functioning and safe facility that is conducive to a quality learning and work environment for all who encounter the college. The Maintenance Department will conduct all its business in a manner that is integral to the overall mission of the college and provide assistance to all who require the services from the Maintenance Department.

CUSTODIAL SUPPORT SERVICES
MISSION STATEMENT

Custodial Support Services is responsible for maintaining a clean environment within all buildings maintained by South Texas College, including cleanliness of the interior, entryways, porches, steps, etc., of all academic and administrative buildings. We perform our daily cleaning in a variety of areas such as classrooms, hallways, offices, labs, examining rooms, athletic areas, special technical areas, restrooms, stairwells, patios, porches, steps and entrances. We provide exceptionally clean and sanitary environments for South Texas College students, faculty, staff and visitors committed to achieving excellence in teaching, learning and service.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	MARCH 22, 2023
SUBJECT:	ACTIVITY REPORT FOR JANUARY 4, 2023 – FEBRUARY 28, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with OPOD to finalize NISOD Excellence Awards FY 2022-2023 Nominations, January 4
- Meet with Division Deans for enrollment reviews and discussion of underloads for Spring semester, January 5
- Discussion with OPOD on budget, upcoming Chair Leadership meeting and Collegewide/Data Summit, January 9
- Met with BPST Dean and Academic Initiatives Officer to discuss Workforce Summit, January 10
- Cabinet Meeting with President, January 11, 25
- STISD STC Dual Credit Programs Meeting, January 12
- Meet with East Coast Migrant Head Start Board of Trustees and President about recruitment for their head start program, January 13
- Meeting with Educational Workforce Development Committee to discuss program offerings in west Hidalgo County, January 17
- Meeting with Vice President of Institutional Advancement and Economic Development on PROMISE STC One-Page Infographic Profile, January 17
- Attended Pharr State of the City, January 19
- College Safety Committee meeting, January 19
- Attended Chair Meeting Spring 2023, January 20
- Met with Starfish Administrator for future analysis and objectives development for Spring 2023, January 23
- Hosted Policy Training Workshop, January 23
- Held Dean of Continuing Education Interviews, January 24
- Met with Distance Learning Dean to discuss Blackboard services, January 26
- Meeting to discuss CCAMPIS Child Development Center Expansion in Mid-Valley, January 26
- Met with Director of Educational Technologies to discuss classroom upgrades, January 26
- Met with Grants office to review AmeriCorps Senior Workforce Grant, January 26
- Meeting with HR and Dual Credit Dean to discuss Dual Credit Faculty, January 30
- Meeting with OPOD to discuss and/or provide updates on, January 31
    - 30th Anniversary Committee
    - Data Summit (General Session, Staff PD, Volunteers Needed)
    - Mental Health First Aid Training – DLA Members and Alumni
    - COP Deadline
    - E-Faculty Ceremony

    - Staff Council
    - HR/Linda and PR Open Forums – this spring
    - Focus Groups for Transition of OPOD
- Texas Association of Chief Academic Officers Quarterly Meeting, January 31
- Met with Director of CPWE to discuss the new grand development procedures, January 31
- Met with Continuing Education Dean and Executive Director of RDMC to discuss new grant development, February 1
- Attended Garver Presentation and check donation for STEM initiatives, February 2
- Met with Public Relations manager for Vision discussion, February 2
- Welcome and eFaculty Award Presentation, February 3
- COP discussion and review, February 6
- Ellucian Demo-Executive Session, February 6-7
- Met with HR Employee Relations Officer to review MO agreement, February 7
- GreenLight Credentials Discussion and Demonstration, February 7
- Council of Chairs meeting, February 7
- Met with VP of VP IS, Planning, Performance & Strategic Initiative for Cosmetology Lease Review, February 8
- Attended McAllen State of the City, February 8
- Met with Distance Learning Director about the Digital Training Center. South Texas College's Digital Training Center platform, February 9
- Met with Division Deans to discuss faculty feedback in preparation for the Data Summit, February 10
- Meeting with Academic Operations Officer to discuss the classroom/lab usage requested by Texas A&M for their Engineering Academies, February 10
- STC & Texas A&M Engineering Academy Press Announcement, February 13
- Meeting with Academic Initiative Officer to discuss Workforce Summit logistics, February 13
- Met with Liberal Arts Dean to discuss Pathways Application, February 13
- Meet with Rep. Monica De La Cruz, RGV Chief Patrol Agent Gloria Chavez and DHS Regional Coordinator Isabel Lugo to discuss current and future training capabilities for the RCPSE, February 14
- Meet with OPOD Dean to determine talking points to add to the Data Summit Presentation, February 14
- Attended Board Meeting, February 14
- Meet with Coordinator of Academic Excellence to discuss the proposal for Valley Scholars, February 16
- College-Wide Professional and Organizational Development Day-Spring 2023, February 17
- National Alliance of Concurrent Enrollment Partnership Conference, February 19-21
- Met with Starfish Administrator for update and Taskforce meeting, February 23
- Attended Dual Programs School Board and Superintendents Appreciation Reception, February 23
- McAllen's Boys & Girls Club Gala, February 25
- Meet with Dual Credit Dean to discuss Mexico Agreement Marketing, February 27
- Meeting with Leadership team on Preparation for Carl Perkins and CLNA for FY 2024, February 27
- HR Mapping Process for Grant Related Positions, February 27
- Hosted the Texas Pathways Coach site visit, February 28

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Monitoring faculty and enrollment reports
- Reviewing the policy changes for TASB transition
- Developing student guide (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Working with Academic Affairs Taskforces
- Implementing Action Plan for the Guided Pathways Project
- Academic Affairs Risk Management Plan

- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Meeting and discussion about internship opportunities with MRG Health, January 5
- BPST Division Meeting, January 9
- Apprenticeship Texas Expansion opportunity meeting, January 10
- 2022 4th Quarter Clery Committee meeting, January 12
- Facilities Committee meetings, January 17
- Pharr State of the City, January 19
- Chair Meeting for Spring 2023 semester, January 20
- Policy Transition Workshop for Academic Affairs, January 23
- Presentation and discussion with the South Texas Builders Alliance, January 23
- RGV FOCUS Leadership Team Meeting, January 25
- Workforce Summit Planning meeting, January 25
- Community College Day at the Capitol in Austin, Texas, January 25
- WECM Advisory Committee meeting, January 27
- Tour of Austin Community College, January 27
- 'Thank You' Luncheon with the City of Pharr, January 31
- Binational Education Symposium Team meeting and distribution of awards, January 31

- Institutional Planning & Effectiveness Committee meeting, February 1
- Guest speaker/presenter with Dr. Solis at the RGV Builders Association monthly meeting, February 1
- Starfish monthly GPS meeting, February 1
- Process mapping for RCPSE Training – non credit programs, February 2

- Garver Presentation check for AEDT Program, February 2
- Cosmetology inspection with TDLR, February 2
- Distribution of donated goods by Trancasa and Bimbo, February 6
- Meeting with UTRGV regarding upcoming projects, February 8
- State of the City for McAllen, February 8
- February Leadership Team meeting, February 8
- Cosmetology and Public Safety Academies coordination meeting, February 8
- Laredo College visit to Cosmetology facility, February 9
- Announcement for collaboration with Texas A&M Engineering Academies, February 13
- Workforce Summit planning meeting, February 13
- Pathways Round 3 application discussion, February 13
- Tour and presentation for McAllen EDC, February 14
- Division Advisory Council meeting, February 14
- NACEP conference, February 20-21 (3photos)
- Workday Refresher session, February 23
- Starfish update and Taskforce meeting, February 23
- STC AMT Potential Partnership with employer, February 23
- Update on persistence IPEC Group meeting, February 23
- Budget and Staffing Planning meeting for Business Programs, February 23
- Dual credit Superintendent Appreciation Dinner and social, February 23
- Math Department meeting welcome, February 24
- Budget and Staffing Planning meeting for Public Safety and Technology Programs, February 27
- Preparation for Carl Perkins application and timeline, February 27
- Student recruitment and enrollment discussion, February 27
- JET Grant planning meeting, February 28
- Texas Pathways coach and STC Pathways team meeting, February 28
- STC Renewable energy and Vet Tech program partnership with PSJA discussion, February 28

DEPARTMENT/PROGRAM REPORTS:

Project Manager

- Public Safety Continuing Education Meeting for RCPSE, January 12
- OER Planning Meeting, January 17
- BPST Project Manager Training with Academics Initiatives Officer, January 17
- Public Safety Continuing Education Meeting for RCPSE, January 18
- Region One Planning Meeting for Gear Up, January 18
- BPST (BPST Division Compliance and Accreditation Liaison, BPST Dean, and Manager for Equity and Access) leadership meeting on Division Advisory Council, Campus Tours and Workforce Summit, January 19

- Region One Event at Technology Campus; 130 students from PSJA, Edinburg, Hidalgo, Edcouch, Weslaco gathered for a Career Exploration Day of nine different programs, January 23
- Workforce Summer Planning Meeting with Vice-President for Academic Affairs, January 25
- Summer Internship Meeting with Academics Initiatives Officer, January 30
- January STMA monthly meeting, January 31
- MyOneFlow Demonstration for Continuing Education Courses, February 6
- Modern Campus for Continuing Education Courses, February 6
- Cosmetology & Public Safety Recruitment Meeting with Student Engagement and Completion Services, February 8

- Cosmetology CRM Set Up Planning Meeting with Student Engagement and Completion Services, February 14
- Division of Business, Public Safety & Technology Advisory Council February 14
- Shawnee Community College Tour of Technology Campus, February 17
- CRM Radius Update/Process Mapping for Public Safety Continuing Education Courses at RCPSE, February 20
- Project Management Fundamentals Courses February 21-23
- STC Math Department Tour of Technology Campus, February 24
- FY 2023 Budget Planning Meeting for Technology Programs, February 26
- FY 2023 Budget Planning Meeting for Public Safety Programs, February 26
- CRM Radius Planning Meeting with Director or College Connections and Admissions for Traditional, February 27
- JET/ Law Enforcement Planning Meeting with Grants, February 28
- Cosmetology Orientation Planning Meeting with Cosmetology Department Chair and Business GPS, February 28

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Met with Dr. Plummer and Dean Lozano concerning application for Texas Commission on Law Enforcement (TCOLE) Academy License, January 6
- Attended Business, Public Safety & Technology Leadership Meeting, January 9
- Met with PSJA CTE Director Adriana Garcia to discuss the Basic County Corrections Academy and proposed sessions at the RCPSE to provide information to those high school seniors that are interested, January 20

- Met with Texas Engineering Extension Service (TEEX) Fire representative and Dr. Plummer to discuss the delivery of certain courses at the RCPSE, January 20
- Met with STC Police Department Sergeant George Barreiro to discuss upcoming Basic Firearms Instructor and Patrol Rifle Instructor courses, January 20
- Met with Hidalgo County Sheriff's Office Captain David Friedlein and new Training Coordinator Sgt. David Muniz to familiarize Sgt. Muniz with the facility and our ongoing partnership with the Sheriff's Office, January 20

- Met with PSJA Executive Officer in Charge of College Readiness Dr. Uribe and other staff to tour the RCPSE and provide them an overview of the activities at the RCPSE, January 26
- RCPS Overview for National Leadership meeting held at the RCPSE, February14
- Met with Dallas Renfrew with the Texas Engineering Extension Service regarding MOU and possible Incident Command classes at the RCPSE, February 21
- Attended and presented at the RGV Fire Chief's Association dinner held at the RCPSE, February 23

Major Activities:

- Attended bi-weekly meeting concerning construction of Flammable Liquid and Gas (FLAG) training area, student canopies for students, instructors, and vehicles, January 4
- Met with Public Relations Representative Amanda Sotelo and Thelma Rodriguez to discuss stories, pictures, flyers for RCPSE activities, January 11
- Attended bi-weekly meeting concerning construction of Flammable Liquid and Gas (FLAG) training area, student canopies for students, instructors, and vehicles, January 18
- Attended Pre-Proposal Meeting concerning the Two-Story Residential Fire Training Structure, January 26
- Attended Bi-weekly Construction Meeting for the lighting of the Skills Pad and EVOC track, January 30
- Attended meeting to discuss updates on the RCPSE workflow processes, January 30
- Attended Flammable Liquid and Gas (FLAG) pad construction update meeting, February 1
- Attended meeting to discuss process mapping for student registration and payment at the RCPSE, February 2
- Attended demonstration on the My One Flow by vendor for continuing education system, February 6
- Attended meeting with Public Relations to discuss Public Safety Expo scheduled for April 28, February 6

- Attended demonstration for the Modern Campus system by vendor for continuing education system, February 6
- Met with Director of Institutional Effectiveness and Assessment to discuss Comprehensive Operational Plan for the RCPSE, February 7
- Attended Skills Pad and EVOC lighting bi-weekly construction meeting, February 13
- Attended Public Safety Department meeting as part of College Wide Professional Development Day, February 17
- Attended Radius form training for RCPSE processes regarding registration and payments, February 20
- Attended Budget and Staffing Planning Meeting with BPST Dean and BPST staff for upcoming budget process, February 27
- Attended Faculty Senate Meeting as one of the Senators for BPST Division, February 28

External Visits:

- Met with Roma Fire Chief Alfredo Garza to discuss fire training partnership with the college, January 6
- Met with Hidalgo Fire Department representative Rolando Reyes (proxy for Fire Chief) to discuss fire training partnership with the college, January 9
- Met with Pharr Police Chief Juan Gonzalez to discuss and notify his department of the college's intent to apply for an academy license, January 12
- Met with Palmview Assistant Fire Chief Walter Fuentes to discuss possible fire training partnership with the college, January 12
- Met with San Juan Interim Police Chief Sifuentes and Captain Rey Casares to discuss possible law enforcement training partnership with the college, January 17
- Met with Roma Police Chief Iv Garza to discuss law enforcement training partnership with the college, January 18
- Met with Donna Fire Department Asst. Chief Garcia and Deputy Chief Escobedo to discuss fire training partnership with the college, January 24
- Met with Donna Police Chief Gilbert Guerrero to discuss law enforcement partnership with the college, January 25
- Met with Alamo Police Chief Richard Ozuna and Captain Solis to discuss law enforcement partnership with the college, January 25
- Met with Palmview Police Chief Trevino to discuss law enforcement training partnership with college, January 31
- Met with Alamo Fire Chief Rogelio Contreras on future fire training, February 7
- Met with Starr County Sheriff's Office to discuss future training, February 9
- Met with Elsa Fire Chief Brian Hathorne to discuss future fire training, February 10
- Met with La Joya Fire Chief and Training Coordinator to discuss future fire training, February 22

Accomplishments:

- Obtained Memorandum of Understanding (MOU) from Rio Grande City Fire Department, January 18
- Obtained Memorandum of Understanding from the Roma Fire Department, January 25

- Obtained Memorandum of Understanding from Roma Police Department, January 30
- Obtained Memorandum of Understanding (MOU) with Donna Police Department for law enforcement related trainings, Feb. 8th
- Obtained MOU from Alamo Police Department for law enforcement related trainings, February 8
- Obtained MOU from Roma Police Department for law enforcement related trainings, February 8
- Obtained MOU from San Juan Police Department for law enforcement training, February 20
- Obtained MOU from San Juan Police Department for firing range use, February 20
- Obtained MOU from Hidalgo Fire Department for fire related trainings, February 23
- Conducted 1st continuing education fire training at Starr County Campus, February 24

Events held at RCPSE:

- Texas Law Enforcement Peer Network Training, January 12-13
- Vanguard Academy Information Session for Basic Corrections Academy, January 20
- Basic Firearms Instructor Course, January 23-27
- Dual Credit Programs Meeting with PSJA, January 24
- RCPSE Basic Auto Extrication Class held in La Joya, January 28
- Undercover Techniques and Survival for Narcotics Officers, January 20-3
- Undercover Techniques and Survival for Narcotics Officer, February 1-3
- Patrol Rifle Instructor Course, February 6-10
- Trauma Informed Peer Facilitator Class, February 7
- BPST Leadership Meeting, February 8
- PSJA Level II Security Presentation/STC Corrections Academy Presentation, February 10
- City of Pharr/Public Works Partnership Meeting, February 14
- Border Patrol Incident Command Training, February 15-24
- Counselor Training, February 23
- RGV Fire Chief's Meeting, February 23
- Hidden Compartment Training, February 24

Upcoming RCPSE Events:

- Trauma Informed Peer Evaluator, January 31-February 28
- PSJA Southwest Gear Up Student Tour, February 2
- PSJA Southwest Law Enforcement Teachers Tour and Meeting, February 2
- Patrol Rifle Instructor Course, February 6-10
- PSJA Security Level I and Basic Corrections Academy Presentation, February 10
- US Border Patrol Incident Command Training, February 15-16
- Hidden Compartment Training, February 24
- Drug Interdiction Assistance Program, February 28-March 2
- Trauma Informed Peer Facilitator Completion, March 3
- Glock Armorer's Course, March 2
- Biology Department Active Shooter Class, March 3
- Intoxilyzer 9000 Operator School, March 6-8
- Police Simulator Demonstration for PSJA Memorial Students, March 22
- RCPSE Tour for Edinburg North Students, March 24
- Crime Scene Investigation Course, March 27-31
- Morris Middle School Tour, March 27
- Public Safety Expo at RCPSE, April 28

Guided Pathway Specialist – Business

- Student contacts and advisement activities: January
  - 114 Telephone contacts
  - 351 Personal emails

    - 5,431 Email reminders (Spring 2023 Important Dates)
    - 91 Student registrations
    - 55 Students advised
    - 21 Graduation audits
    - 38 Student meetings
    - 1 Financial aid addendums
    - 12 Financial aid appeals
    - 9 Financial aid signed degree plans
    - 2 Course substitutions
    - 3 Meetings
- Student contacts and advisement activities: February
    - 110 Telephone contacts
    - 262 Personal emails
    - 4,469 Email reminders (Spring 2023 payment deadline & Student Success Workshops)
    - 14 Student registrations
    - 20 Students advised
    - 23 Graduation audits
    - 9 Student meetings
    - 1,303 Starfish flags addressed
    - 7 Financial aid addendums
    - 1 Financial aid appeal
    - 11 Course substitutions
    - 2 Events
    - 11 Meetings
    - 3 Trainings

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities: January
    - 279 Telephone contacts
    - 311 Personal emails
    - 246 Students registrations
    - 137 Students advised
    - 12 Student Meetings (In-Person)
    - 4 Course substitutions
    - 3 Events
    - 12 Division/Program meetings
    - 10 Trainings
- Student contacts and advisement activities: February
    - 223 Telephone contacts
    - 239 Personal emails
    - 157 Students registrations
    - 128 Students advised
    - 1 Course substitution
    - 2 Events
    - 8 Division/Program meetings
    - 1 Training

Guided Pathway Specialist – Technology

- Student contacts and advisement activities: January
    - 77 Students registered
    - 42 Email contacts
    - 55 Phone contacts
    - 45 Students advised
    - 27 Student meetings (In person)
    - 3 Starfish contacts
    - 24 Financial Aid Addendums
    - 2 Events/Campus tours

    - 18 Course substitutions
- Student contacts and advisement activities: February
    - 6 Students registered
    - 26 Email contacts
    - 30 Phone contacts
    - 19 Students advised
    - 14 Student meetings (In person)
    - 8 Starfish contacts
    - 15 Financial Aid Addendums
    - 3 Campus tours
    - 9 Course substitutions

Emerging Technology Simulation Specialists (ETSS)

- Michigan University CTE VR Lab Tour, January 4
- XYZ Construction Augmented Reality Headset demo, January 9
- Region one tour with around 140 students touring the VR lab and the rest of the campus, January 10
- Institutional Research Staff VR lab tour, January 13
- Region one tour with around 180 students touring the VR lab and the rest of the campus, January 23
- Various automotive classes use Zspace automotive software, January 23, 24, 25, & 26
- Automotive class use Zspace automotive software and staff from Distance Learning came to observe the class, January 30
- Meeting with Skydio drone company to hopefully purchase the X2 drone, February 1
- Assisting with Garver presentation, February 2
- Automotive class uses zSpace Augmented Reality System, February 6
- Update Street Smarts VR simulator to new version, February 8
- STC Automotive Department attends zSpace Professional Development, February 10
- Meeting with HR inquiring about acquiring HR Virtual Reality Simulator, February 13
- Creating and submitting JET grant proposal for the Meta Quest Pro VR headset, February 15
- Shawnee college tour of the VR Lab, February 17
- Additional Welding Simulator received at Tech campus awaiting final delivery to Mid Valley Campus, February 20
- Assisting with Region One Day 2 Event, February 21
- Perkins Time on Task Submission and review Sept-Jan, February 23
- STC Math Department tour of the VR Lab, February 24

Advanced Manufacturing Technology

- Held AMT tours for Region One students, January 10
- Visit possible mechatronic employers Amazon, UPS, and L&F Distributors and left brochures, January 10
- Meet with Palmview H.S. administrators to discuss upcoming AMT cohort, January 12
- Attended Mission Career Fair, January 18
- Speaker, previous AMT student, present to AMT classes about his internship experiences at Tesla, January 19
- Attended the Chair Meeting at Pecan Campus, January 20
- Presented the AMT Dept. to Region One students touring the BPST division, January 23
- Attended McAllen ISD Middle School Endorsement & Career Expo at the McAllen Convention Center, January 31
- Attended STMA Meeting, January 31
- visit at Mission CISD with DE for AMT Program discussion, February 3
- Met with PSJA ISD and DE for AMT Program discussion, February 6
- Met with Program Chair for Manufacturing Engineering to Discuss Grant Opportunities, February 8
- Data Summit (CWOP) Lab for Chairs, February 8
- Attended February Leadership Team Meeting, February 8
- Met with MCISD and DE Administrators to discuss DCF, labs, and recruitment, February 10
- Participated at Division BPST Advisory Meeting, February 14

- Met with IDEA Public Schools to Discuss Graduating Student Interest and Tours for Upcoming Fall 23 Semester, February 15
- Participated at the National Manufacturing EXPO at UTRGV February 16
- Participated in Data Summit Panel for CWPOD, February 17
- Participated in Sharyland Tours, February 20
- Hosted Panasonic and Discussed Scholarship Opportunities and Summer Camp Partnership, February 21

- Hosted Region One students with hands on projects in the CNC Milling, and fabrication at Technology Campus, February 21
- Hosted PSJA ISD to Discuss Borrowing of AMT Equipment and MOU, February 21
- Attended College-Wide Curriculum Committee, February 21
- Hosted Toyota Motor Manufacturing to discuss Partnership Possibilities, February 23
- Participated in an informational pilot Starfish Departmental Video, February 24

Architectural & Engineering Design Technology
Major Meetings & Activities:

- Surveying & Geospatial Technology Webpage Development meeting with PR, January 09
- Preparations and faculty coordination for Region One BPST Visit, January 09
- Enrollment and scheduling meeting with assistant chair and SGT program coordinator, January 09
- We Can TX Program Enhancement Grant document submission, January 10
- Met with Tech Campus CLE director to review embedded tutoring schedule, January 11
- AEDT faculty meeting to update schedules and enrollment, January 11
- AEDT faculty presented at Sharyland High School, January 11
- AEDT faculty attended open house at Sharyland HS and discussed program offerings with Counselor for possible future dual partnership, January 11
- Meeting with Director of Learning Commons to discuss AEDT student hires, Jan 12
- AEDT faculty presented at Sharyland Pioneer High School, January 12
- Promoted AEDT open house with Sharyland Pioneer HS Counselor, January 12
- Architecture faculty collaborated and coordinated architectural history courses group assignment, January 12-13
- Addressed Mission Veterans' Dual Credit course schedule with STC Dual scheduler to ensure all contact hours were being met, January 17
- Preparations for the Edinburg CISD Region One Event, January 18

- PR interview for Surveying & Geospatial Technology story and promotion, January 19
- AEDT faculty met with Veterans Memorial High School CTE counselor to discuss scheduling concerns, January 17-19
- Attended Workshop# 260457: Chair Meeting – Spring 2023, Jan 20
- AEDT faculty Solid Professor meeting, January 20
- AEDT faculty coordinated activities on 3D Printing and laser cutting for the Edinburg CISD Region One Event, January 20
- Communicated with industry partner, Garver USA, regarding grant fund award, January 23
- Scheduled meeting for Architecture program development with the developers and Dean, January 24
- Participated in and attended Texas Board of Professional Engineers and Land Surveyors (TBPELS) Surveying Education Meeting, January 24
- Meeting with Director and Coordinator of Academies & Career Technical Pathways to discuss AEDT Dual Credit Instructional Plan, January 25
- Approved Surveying & Geospatial Technology program webpage for launch, January 25

- AEDT faculty attended College Wide Curriculum Committee Meeting, January 26
- AEDT department participated in hosting multiple sessions for Edinburg CISD Region One Event, January 23

- AEDT faculty met with HVACR faculty to discuss House Project, January 24
- AEDT faculty met to discuss architectural design course needs and student progress, January 24 & 26
- AEDT faculty attended the Distance Learning Symposium, January 31 – February 3
- Requested review and approval of AEDT Advisory Committee meeting minutes for Fall 2022, January 30
- Architecture Program Development Special Assignment meeting with Dean and program developers, January 30
- AEDT Program Chair, Assistant Chair, and SGT Program Coordinator met with Division Compliance and Accreditation Liaison to discuss AEDT and SGT programs accreditations and certifications, January 31
- Garver Presentation & Check donation, February 2
- AEDT –SGT Perkins meeting with faculty, February 3
- AEDT faculty Architecture Program Development Materials & Timeline Meeting, February 6
- ACD2 Departmental Club Meeting with officers, February 6
- OSA and micro credential implementation discussion with Faculty, February 6
- Collaborated with Open Labs representative on scheduling presentations for AEDT students on job opportunities with the upcoming STC Open Labs Makerspace, February 9

- Mid-Valley Advisory Committee Meeting, February 9
- Council of Chairs Meeting, February 7
- Assistant Chair Special Assignment: Faculty Senate Gift, Tasks, February 6-10
- BPST Division February Leadership Team Meeting at RCPSE, February 8
- LEARN/EPOC Deep Dive Prep Meeting, February 10
- AEDT faculty Open House Planning, February 10
- Open Labs/Makerspace Presentation on Job Opportunities for AEDT students, February 13-14

- Division Advisory Meeting, February 14
- Faculty and staff attended the 2023 Data Summit (CWPOD) for Academic Affairs, February 17
- Sharyland AEC Tour Planning, February 20
- Region One Tour Planning, February 20
- Region One Tour, February 21

- TSPS University Forum Winter 2023, February 22
- Meeting with Dell-South Texas College Student Loan Program, February 22
- Workday Refresher - Opening Session, February 23
- Workday Refresher - Student session, February 23
- Collaborated with AEDT faculty on preparations for a planned site visit to the Water Walk community in McAllen, TX for students taking architectural design course sections, February 23
- Milam Elementary School Career Day, February 27
- Talent Search Sophomore Enrichment Day & Career Fair, February 28

Upcoming Travel, Meetings, and Conferences:

- Garver Presentation & Check donation. February 2
- AEDT –SGT Perkins meeting with faculty, February 3
- Council of Chairs Meeting, February 7
- BPST Division February Leadership Team Meeting at RCPSE, February 8
- Data Summit Open Lab for Chairs Workshop, February 8
- BPST Division February Leadership Team Meeting at RCPSE, February 8
- LEARN/EPOC Deep Dive Prep Meeting, February 10
- Division Advisory Meeting, February 14
- 2023 Data Summit (CWPOD) for Academic Affairs Workshop, February 17
- Deep Dive into AEDT Data 2023 Workshop, February 17
- TSPS University Forum Winter 2023, February 22
- Talent Search Sophomore Enrichment Day & Career Fair, February 28
- Zen and the Art of Rubric Maintenance Workshop, March 3
- Prepare to Become a DCF Workshop - Spring 2023 (Presenters & Panelists), March 4
- Council of Chairs Meeting, March 7
- LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14
- Council of Chairs Meeting, March 7
- LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14
- WE CAN TX -Program Enhancement Kickoff, March 2
- Santa Maria High School Career Day, March 3
- South Texas College –Jobs For the Future (JFF): 2023 WE CAN TX Program Enhancement Grant Technical Assistance, March 3

Departmental/Student Recognitions:

- Garver USA Presentation & Check donation. Garver is a Civil Engineering firm with a branch in Harlingen, Tx. On February 2nd they presented a $725 check to the AEDT program as part of the GarverGives initiative. GarverGives, a corporate giving program, is a platform where the firm and its employees can give back and get involved. The employees' partner with local organizations to advance STEM education and strengthen Garver's communities through grants, employee giving, and volunteerism.

External Visits (site/organizations):

- Stephen Wolochowicz "A Collection of Time" Exhibition reception, Pecan Gallery, February 9
- Lead the organization of a Leukemia and Lymphoma Society Fundraising event, February 11

Automotive/Diesel Technology

- Instructors participated in Region One GEAR UP: college Ready, Career Set, January 10 & 23
- Automotive ASE committee members attended the ASE Foundation NATEF recertification meeting at South Texas College technology campus in room B510 from 11:00am to 12:00pm, January 18
- Attended Region One GEAR UP: college Ready, Career Set! help with Zspace VRLab, January 23
- Completed General Motors December emerging issues training and other various trainings, January 6, 10, & 19
- Attended an All Data webinar on Best Practices with OE automotive collision information. Certificate received, January 25
- Completed various GM trainings, January 30 & 31Participated in a Z-Space VR Lab presentation (In-Person), February 6 & 10
- Faculty attended a meeting to prepare for Region One Career Exploration Day Two, February 8
- Participated in La Joya High School recruitment presentation (In-Person), February 8
- Attended 2023 GM ASEP constitution charges discussion online Teams meeting, February 14
- Faculty participated in region One Gear Up: college Ready, Career Set! on getting students involved in activities automotive program, February 21
- Diesel Technology Department in conjunction with Resource Development, Management & Compliance office completed and submitted the Harlingen Cotton Committee Grant Application requesting $10,000 for the purchase of a Pump Cavitation Simulator, February 28
- Diesel instructor attended the UTRGV Talent Search in Edinburg, February 28

Business Administration

- Department chair attended BPST Division meeting and got the updates on Spring 2023 enrollments, new projects which are happening/going to happen recently, the changes/policies we are having at STC. I also shared our department achievements from last semester and goals for Spring 2023 with STC colleagues, January 9
- Attended held our first in-person department meeting in 2023 and invited Director of Learning Outcomes and her team from Jagpride department to share the data from last reporting period and to illustrated on how to do the PLO assessments in our sub groups (accounting, marketing, management), January 11
- Department chair attended the college-wide curriculum committee and presented the proposal on the change in Field of Study in Accounting and got approved by the committee members, January 26
- Department chair and other BES faculty met with BPST Dean and all the participants from STC to congratulate them achieve their success, January 31
- Volunteer Income Tax Assistance program is being held at 2 different campuses by the Business Administration faculty in partnership with United Way of South Texas, February 2023
    - Departmental faculty volunteer their time helping process tax returns for the community at the Pecan Campus.
    - Departmental faculty that volunteer their time helping process tax returns for the community at the Mid-Valley Campus along with student volunteers. February 2023

- Business Administration instructor attended NACEP conference at South Padre Island, February 20-21

Culinary Arts

- Culinary Arts Department welcomed students to first day of Spring 2023, January 17
- Mid-Valley Culinary Arts Kitchen Renovation meeting, January18
- Students in Breads and Rolls attended their first lab of the semester and made dinner rolls, January 24
- Culinary Arts faculty gave a presentation to American Association of Women in Community Colleges (AAWCC), January 26
- Students in American Regional Cuisine were introduced to lobster cooking techniques, January 27
- Students in Cake Decorating I were introduced to piped border techniques, January 27

- Mid-Valley Culinary Arts Renovation Construction meeting, February 1
- Culinary Arts faculty host a booth at Educator's Expo in Brownsville, February 2
- Culinary Arts faculty attended a Career Day for IDEA Quest, February 9
- STC Dual Enrollment and Culinary Arts faculty visited Mission Veteran's Memorial High for culinary kitchen evaluation, February 14

- Culinary Arts students prepared fruits and chocolates for BPST Division Advisory Meeting, February 14
- Mid-Valley Culinary Arts Renovation Construction meeting, February 15
- Mission Veteran's Memorial Culinary Arts students toured STC Culinary Arts Pecan campus kitchens and stayed for a tasting with instructors, February 15
- Mission Veteran's Memorial Culinary Arts students toured STC Culinary Arts Pecan campus kitchens and stayed for a tasting with instructors, February 16
- Culinary Arts faculty attended college wide Professional Development, February 17
- Breads and Rolls students made King's Cake for Student Activities, February 21
- Pies and Tarts students prepare pastries for Student Pantry fundraiser, February 23
- Culinary Arts faculty toured Lincoln-Juarez High School for potential Dual Credit Program, February 24

Design and Building Technology (Construction Supervision (CNBT), Electrician Assistant (ELPT) and Heating, Ventilation, Air Conditioning and Refrigeration (HVAC))

Major Meetings:

- Meeting with Skillabi representative, January 19
- Attended the welcome to NCCER Live Virtual Training seminar, January 23
- Attended the Policy and Procedures NCCER Live Virtual Training seminar, January 24
- Attended the Border Issues Construction Project meeting, January 26
- ELPT Program Coordinator meeting, February 1
- The NCCERConnect Difference webinar, February 2
- HVAC Student Club meeting, February 2
- HVAC Excellence Accreditation meeting with HVAC Program faculty, February 6
- Accreditations and Certifications meeting, February 6
- Data Summit meeting, February 8 & 9
- CNBT Program Coordinator met with Gama Construction on intern opportunities for our students, February 8
- PR meeting with McCoy's Building Supply for $2500 material donation, February 13
- Division Advisory meeting, February 14
- Meet with ELPT Program faculty to discuss wind and solar trainers, February 15
- Met with DBT Assistant Chair to review plans for Data Summit meeting, February 15
- Met with Construction Supervision Program Coordinator to discuss Summer Camp, February 20
- Attended ASHRAE online virtual meeting, February 21
- Met with HVAC trainer vendor to learn about available trainers, February 21
- Department Chair and CNBT Program Coordinator attended the PLO meeting with Director of Learning Outcomes, February 21
- Attended College Wide Curriculum meeting, February 21
- ELPT and HVAC faculty participated in the Region One Gear Up career day, February 21
- Met with curriculum staff to go over PLO Assessment plan, February 22

- Met with guests from Royal Technologies to show them ELPT Program, February 23
- Participated on ELPT Program meeting to provide DBT updates, February 24
- Attended the HVAC Program Advisory Committee meeting, February 24
- Attended Budget Planning meeting, February 27
- DBT Assistant Chair attended PSJA Vet Tech meeting, February 28
- Met with PSJA staff about Renewable Energy course, February 28

Major Activities:

- The Construction Supervision program received the Schulter company to demonstrate their products and services on campus for students and faculty. This was a hands-on event for all to participants, January 20
- Electrician Assistant and HVAC instructors participate in Edinburg CISD Region One Event at Tech Campus, January 23
- Department Chair attended the NCCER online training, January 25-27
- VFD Drives training, February 3
- Construction Supervision Program was able to partner with McCoy's Building supply to help build planter boxes for a local High School, February 8
- CNBT hosted a tour for a local high school, February 20
- CNBT hosted McCoy's for the Check Presentation of $2500 to both the Construction Supervision and Construction Apprenticeship Program, February 20
- CNBT hosted 2 groups from local high schools in our labs for 2hr activities, February 21

Grant Activity:

- Meeting with IAM to coordinate NCCER Core training, January 18
- Attended meeting with Skillabi representative, January 19
- Meeting with IAM to coordinate NCCER training for BCT participants and other students from the DBT programs, January 25
- BCT grant students received their tools and books for training, January 23-27
- Reported to the TWC representative, January 27
- Submitted updates on CLNA document, February 1
- Assistant Chair followed up with BCT participants, February 1-28
- Assistant Chair attended BCT meeting with IAM, February 14 & 23
- Assistant Chair - BCT grant survey from participants, February 19
- Assistant Chair attended Perkins Leadership Microcredential meeting, February 27
- Assistant Chair collaborated to have CBE courses ready for the Fall 2023 with DBT instructors, February 27
- Assistant Chair worked to apply for BCT 2023FY, February 28

Cosmetology

- Attended Texas Cosmetology Educators RGV Summit, January 6
- Business Office Banner Training, January 10
- Completed Webpage with PR & Marketing Dept, January 11
- Worked on Catalog pages with Scheduling coordinator, January 18
- Meeting with GPS for Program Development, January 19
- Region One High School tour, January 23
- Meeting with PLO Dept, January 24
- SDS Safety Meeting at offsite location, January 24
- Transition Dept inventory to PSJA, January 26
- FOCUS academy, February 1
- TDLR inspection, February 2
- Program catalog approval, February 6
- Enrollment planning with GPS, February 7
- Data open summit, February 8
- BPST Leadership meeting, February 8
- PR & Marketing Cosmetology story, February 8
- Student tuition & fees table, February 8

- Visit to Laredo College, February 9
- Meeting for student recruitment plan, February 14
- Division Advisory meeting, February 14
- FOCUS academy, February 15
- Palo Alto College tour, February 16
- CWPOD, February 17
- PLO's data summit meeting, February 17
- Univision program interview, February 17
- Cosmetology student orientation, February 20
- Student engagement and recruiting meeting, February 21
- College wide curriculum advisory meeting, February 21
- Palo Alto College Degree Plan Overview meeting, February 23
- Palo Alto College new student orientation review & SHEARS enrollment, February 24
- TDLR credit overview & SHEARS enrollment meeting. February 27
- Milady CIMA-Blackboard (Distance Learning) LMS integration training, February 27
- Student orientation development meeting, February 28

Human Resources/Office Administration

- Business Professionals of America (BPA) Pecan Campus Event: Hosted by Office Administration and Human Resources Programs – All Day, January 5-6

- Rio-Net Aging & Disability Resource Center of the Rio Grande Valley Area: Hosted by the Lower Economic Development Council, January 11
    - Department Chair, a member of the council participates in the monthly meeting where she or other college representatives are given the opportunity to present about South Texas College resources for students of special populations, specifically persons over 40 years of age and/or disabled persons (e.g., mental, physical, veterans). The HR program head out the networking for this council to promote 1) non-discrimination of persons over 40 years of age under the law the Age Discrimination in Employment Act of 1967, and 2) accessibility through distance learning (management systems).
    - At this meeting, STC Department Chair spoke with Veteran Advocate Retired Army Officer Rodriguez to discuss the connection of STC's Veterans offices and resources available to the community for mental health awareness.

- Business Professionals of America (BPA) Mid Valley Campus Event: Hosted by Office Administration and Human Resources Programs – All Day, January 12-13
- Adjunct & Dual Credit Professional Development Day Event followed up with the Office Administration and Human Resources Program Workshops: Hosted by OPOD – Half-Day, January 14
    - To improve efficiency at the outset of the Spring 2023 semester, the Chair held a department meeting with Adjunct and/or Dual Credit faculty of Human Resources and Office Administration Dual Credit Faculty to review key items that help prepare for upcoming plans, agenda items, updates/news, and will also re-cap the individual discussions with DC faculty held prior to the meeting or that will be pending for NACEP accreditation (professional development session for DC faculty only) that meets the requirements of the faculty standard for course (discipline specific) professional development.

- SHRM RGV Board of Directors Meeting, January 18
    - College Relations Director, Department Chair promotes collaboration between South Texas College HR program students and the SHRM RGV student chapter at UTRGV, which connects students with additional resources and networking opportunities. Sandra will collaborate with Director of University Relations & Articulation Center at STCs Office of Articulation for partnership and Dr. Marco Garza (UTRGV) for pathways of the newest master's degree at UTRGV, Master of Science Human Resources Management.

- SHRM RGV Board of Directors Meeting, February 8
  Department Chair actively participates in the College affiliated Society of Human Resources Management local chapter RGV 390, which regularly meets every 2nd Wednesday of the month. As College Relations Director, Department Chair will help build connections between South Texas College students and college resources and other local or online universities. This month Department Chair met with Director of University Relations & Articulation Center and Dr. Marco Garza (UTRGV) to discuss the new Master of Human Resources Management degree at UTRGV and to see how transitions can be made from STCs bachelor's degrees: BAT Operations Management and BA Organizational Leadership. Other meetings held with Technology Management Instructor and Chair of South Texas College's Bachelor of Applied Science in Organizational Leadership (BASOL) program took place to discuss opportunities for HR program students and/or Office Administration students regarding elective support courses taken from those programs, to be applied in both BA degree plans.

- Area Age Agency – Rio Net Advisory Council Member meeting, February 8
  Department Chair attends the monthly meeting at the Weslaco Lower Rio Grande Valley Development Council location for the Area Agency of Aging Rio Net Aging and Disability Resource Center's Advisory Council. As a member of the council, HR Department Chair represents the aging workforce and the connection for workers over 40 (Age Discrimination in Employment Act) and 60 years old plus (age specific qualifications). Sandra is an advocate for both aging and disability students within the HR program. Attendance at the meeting provides Department Chair with a wealth of information from external sources (resources) that she can provide to STC's student population within the programs she manages.

- Office Admin DC Students apply for WISD Community Scholarship at WEHS, February 8
  The Office Administration students at Weslaco High School and DC Faculty Dr. Stephanie Garcia assist students taking a course from the Office Admin. Course sequence with obtaining information for the WISD Community Scholarship. Parents were invited to attend the informational session. Department Chair attended the presentation by WHS school counselor and was available for any question's students may have regarding the transition into STC in pursuit of the OA Specialist degree plan.

- Mid Valley Campus & HR program Students Attend the Invitation for the Student Leadership Academy, February 8
  Department Chair provided informational materials to HR program students, if interested, to join the upcoming Student Leadership Academy. Brochures and Pamphlets were distributed at this event.
- Transition Coalition – STC's Office of Accessibility, February 9
  Department Chair and Staff from the Office of STC Santos Pena from the Office of Accessibility and Counseling Services collaborated to present at the quarterly meeting for the Transition Coalition at Workforce Solutions location in McAllen (2nd Street) location. Sandra provided a synopsis of her programs, resources (in general) about the college, BPST division programs, and then transitioned to Santos who explained what her office does for STC students. The people in attendance were H.S. representatives who seek to better understand or know

available resources for students transitioning out of H.S. into college. Representatives for the local Workforce Solutions attend, as well as Texas Workforce local or regional representatives. Special populations serviced include persons with visible or non-visible disabilities.

- Mid Valley Campus Love of Reading Event, February 15
  Office Administration Faculty & HR Program participates/donate used discipline specific textbooks and other fiction/non-fiction books for STC student community.

- Build Your Own Connections with STC Ombudsman Services at MVC campus, February 15
  The HR Program helps to promote Office of Rights and Responsibilities, Title IX at Mid-Valley Campus by inviting students to build their own connections, an activity where students make their own key chains. The Office provided students with options to design their own key chain while at the same time promoting their services, which many students don't know exist. HR students are reminded that Employee Assistance Programs (at the organizational level) may have Ombudsman services, or State Agencies may have external resources (Workers' Compensation) which provides Ombudsman's to aggrieved employees who may have been injured (or made ill) at work.

- Texas Interns Unite hosted by Texas Workforce Commission, February 16
  Office Administration Assistant Chair and HR Program Faculty attend the virtual conference to see what resources the program (department) can provide as part of our Institutional Effectiveness Objective & Strategic Goals. The InternAbility event online offers commentary value of internships with students and provides information on how access services can be provided on a college or university campus.

Law Enforcement

- Trainings attended
  - LE instructor is participating the in the Focus Academy, February 1 & 15
  - FS instructor attended the Texas Association of Fire Educators Cancer course, February 6
  - LE instructor completed a patrol rifle instructor class, February 6 – 10
  - FS instructor attended the Rio Grande Valley Fire Fighters Fire Marshall Association 73rd annual training, February 18 & 19 and 25 & 26
- External Visits to schools, agencies, etc.
  - Public Administration instructor met with City Secretary Association Members to promote the Public Administration program, January 23
  - DC attended a meeting with RGC ISD to discuss partnerships related to the Corrections, February 1
  - DC conducted a presentation and facilities tour to PSJA Gear Up students, February 2
  - LE instructors promoted the corrections academy to PSJA SW High School, February 10

- Recruitment activities
  - Department Chair promoted the Corrections Academy to Rio Grande City High School and Grulla High School law enforcement classes, January 24
  - Paralegal instructor met with representatives of Walsh & Gallegos Firm to promote students from the program, February 1
  - Paralegal instructor met with representatives of Atlas and Hall to promote students from the program, February 17
  - LE instructor met with Hidalgo Co. Sheriff's Office Training Coordinator in preparation for the upcoming Corrections Academy, February 27

- Major Activities
  - FS Instructor prepared vent trailer for the Pharr Fire Department, January 11
  - Weslaco PD gave a presentation to police cadets about employment opportunities, January 18
  - Fire Academy toured the Pharr Communications Center, January 27
  - LE instructor conducted interview with Noticias RGV at KRGV, February 20
  - Department Chair conducted an interview with Univision 48 answering questions regarding the corrections, February 22

- Accomplishments
  - Pinning ceremony for police academy alumni Nahari Martinez-Lopez with the Sullivan City Police Department, January 10
  - Pinning ceremony for police academy alumni Isidro Garcia with the Sullivan City Police Department, January 19
  - LE instructor featured on an STC Article in reference to inspiring female cadets.

  https://news.southtexascollege.edu/stc-instructor-works-hard-to-inspire-female-cadets/?fbclid=IwAR1Pp9I5T_Teq8L1UiqV45g6OfmrzrynbvXRgnPgC7UvdoVLWbC8_EY2uhA
  - Pinning ceremony for police academy alumni Dalma Vargas with the Pharr Police Department, February 27

- Meetings
  - Department Chair met with Academies and High School Projects Department to discuss plan of action to promote Corrections Academy with area high schools, January 12
  - Department Chair met with PSJA CTE Director to promote Fire Academy, January 19
  - Department Chair conducted a Corrections Academy orientation with Vanguard high school students; seven (7) students submitted applications, January 20
  - Department Chair met with newly appointed training coordinator with the Hidalgo County Sheriff's Office David Muniz to discuss collaborations, January 20
  - LE & FS Instructors supervised Future Heroes Club (student club) meeting to elect cabinet, January 20
  - FS Instructor attended State Firefighters Fire Marshall's Association meeting, January 22

  - LE & FS Instructors supervised Future Heroes Club meeting to prepare for the 5K run, January 27
  - DC attended a meeting with STC PR Dept. to discuss First Responder Expo, February 6
  - DC attended a meeting with PSJA to discuss implementation of the fire academy as dual credit, February 7
  - DC attended Division Leadership Team meeting, February 8
  - DC attended a meeting with Weslaco ISD to promote the Corrections Academy, February 9
  - DC attended the Public Administration Advisory Committee meeting, February 13
  - DC attended the College Wide Curriculum Committee meeting, February 21
  - Paralegal Instructor participated Learning Outcomes Committee meeting, February 23
  - DC attended budget & staffing meeting, February 27
  - DC attended JET grant planning meeting, February 28
  - Paralegal Instructor attended the Faculty Senate meeting, February 28

Upcoming Events:

- FS Instructor to attend Texas Association of Fire Educators Annual Conference, February 6
- LE Instructor to attend Patrol Rifle Instructor Course, February 6 –10

- Learning Outcomes Committee Meeting, February 2023
- Public Safety-First Responder Expo, April 21
- Future Heroes 5K Run, April 29
- Public Safety-First Responder Expo, April 28
- Future Heroes 5K Run, April 29

Welding

- Students from North McAllen IDEA enjoyed all our booth we had to offer. Welding equipment were presented along with some welding projects. The enthusiasm from these students is something our faculty will always remember, February 16
- IDEA students were really amazed by the plaque designed by our South Texas College Welding Department. Our Welding Department are excited to be invited to go next year, February 16
- Our students from Donna North High School competed in a welding and torch cutting event, February 17
- The Welding Program had a large group of students that visited us from different schools, these students were very excited to visit our welding facility and got a chance to meet some of our welding instructors. This was another successful career day, February 21

- Our Rio Grande City Early College Students participated in the school photoshoot for their yearbook. Our students thought this would not only be an amazing opportunity to be a part of the year book but another way to get the word out to interest other students in our welding program, February 22
- Our welding instructors have donated to the automotive department. These stands will be used for demonstrations during their labs, February 24

- Our STC faculty prepared this plaque with our CNC plasma cutter for an event that UTRGV will be hosting. Our faculty has been so excited to be invited that this will be gifted out once our welding instructors arrive, February 28
- Our welding instructors are excited and proud of the growth coming to Rio Grande City. This is opening the eyes of our students and motivating them to continue to grow as well.

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Helped facilitate the move of all Percussion Studios and equipment from PB – 11/12 to PB - 28/29, January 5, 11, 12
- Held the Spring 2023 Liberal Arts Division meeting, January 9
- Participated in the Basic Needs Committee meeting, January 11
- Continued assisting with preparations for the Spring 2023 Data Summit, January 12, 26
- Attended a SACS-COC webinar on accrediting requirements for new Prison Education Programs (PEP), January 19
- Attended a presentation on the Barnes & Noble First Day Complete (FDC) Program, January 19
- Began working with a team from Distance Learning and the Library, designing a course for faculty on Teaching and Learning in an age of Open AI, February 1
- Attended the orientation webinar for Round 3 of the Texas Pathways Project: Talent Strong Texas Pathways. February 3
- Attended the AAC&U Conference on General Education, Pedagogy, and Assessment. February 9 – 11, 15
- Facilitated the preparation of the College's application for Talent Strong Texas Pathways. February 13
- Participated in the preparation and facilitation of the College's 4th Annual Data Summit. February 14, 17
- Attended the American Conference of Academic Deans. February 22 – 24

- Facilitated the site visit by the College's Texas Pathways Project Coach, February 28

DEPARTMENT/PROGRAM REPORTS:

Art

- The Gallery Committee organized and installed an Art exhibition, *A Collection of Time*, for visiting artist, Stephen Wolochowicz, which will be on display from January 17th through February 9th in the Art Department Gallery, with a closing reception on February 9th from 1:00 – 3:00 p.m.
- The Monitor ran an article on the Stephen Wolochowicz exhibition in the Building B Art Gallery, January 30

- Instructional Coach from the Professional and Organizational Development Department, has joined Ms. Claudia Behar Silberman's Art Appreciation class (ARTS 1301 P07) for the past 3 sessions on Tuesdays and Thursdays. Coach was there to observe the students and to give Ms. Behar Silberman feedback on teaching techniques. Coach plans to attend consistently and Ms. Behar Silberman has signed up to the FOCUS Academy led by her department starting February 1.

- At the Mid Valley Campus, Art faculty converted a portable building classroom into a Painting Studio, ensuring that several students in the Art program could take the course needed toward their graduation at the campus to which they have access, January 9 – 17
- Art students in Dual Enrollment classes at PSJA, participated in an art exhibition in the Weslaco Museum in conjunction with the Texas Art Education Association (TAEA), January 19
- Art Faulty, has a set of stoneware jars included in the Small Matters juried exhibition in Colorado Mesa University's 437CO Gallery (December 2022 – January 2023).
    - The selected set by juror Pattie Chalmers, ceramic professor and graduate chair at Southern Illinois University, Carbondale, may be viewed at:
      https://www.coloradomesa.edu/art/gallery/online-gallery.html

- Stephen Wolochowicz hosted a demonstration in the Art Department's Ceramics classroom and then joined us for an artist's talk alongside his work displayed in the Art Department's Gallery for a closing reception, February 9
- Emerging Artists High School Exhibition and Outreach event coordinated by Art faculty. Nine Dual Enrollment Art Faculty selected the work of 120 students from their respective high schools to exhibit at the Art Department Building B Gallery on the Weslaco campus. Students and their families were invited to a reception, studio tours, and a presentation and information from Outreach regarding applying/transferring to STC to complete their undergraduate core curriculum and/or an AA in Fine or Graphic Art, February 17 – 24
- The STC Student Art Club has been revived by new Art faculty. The first meeting was attended by 20 students (and included non-art majors). The group is enthusiastic about forming connections within the student base, promoting the program through events and outreach, and opportunities for artistic and professional development through workshops. The Art Club will host a table at the She Roars! reception to encourage others to participate. Feb 23

- Art Department Chair interviewed with KRGV's Buenos Dias Valle to discuss the Art Department's programs at STC, as well as current and future exhibitions. Feb 27
    - The interview may viewed at: https://www.krgv.com/news/la-entrevista-director-de-artes-visuales-informa-sobre-los-programas-que-ofrece-stc-para-aquellos-que-aspiren-ser-artistas?fbclid=IwAR1N4Wn84qcI-ls07WBetWVMgLPf7DzqK0boRn32rBp8KtagVXzWmEWL8Gw

- Planning was underway for an early registration drive to be held in March. The objective is to register students who are currently enrolled in Art classes for Summer and Fall with the help of Guided Pathway Specialists. The plan is to direct Art classes to a common room in which they will discuss degree plan options and register for classes using JagNet.

- Installation and planning of *She Roars!* events began in February. *She Roars!* was made possible in part through a grant received from Humanities Texas, the state affiliate of the National Endowment of the Arts. The event is a collaboration between the STC Art Department and the STC Library Art Gallery, with support from the International Museum of Art and Science (IMAS), the University of Texas – Rio Grande Valley, and the McAllen Public Library. Planning, installation, and logistics included all of February 2023.

English

- The English Department co-hosted a reading with the World Languages Department during which Mr. Andrés Torres Scott read from his novels and held a writing activity for attendees. February 16

History & Philosophy

- Introductory lectures by History faculty, opened the Black History Month Lecture and Exhibition: "*The Civil Rights Movement in Pictures*" from the Texas Humanities Resource Center on display in Building P. February 7
- History Department Panel Discussion Common Reading Program: *Pygmalion* with Philosophy faculty. February 23
- Mr. DaJuane Harris, guest speaker, presented Black History Month Lecture: "*Diversity in Greek Life: A Historical Perspective*". February 27
- *Ricochet*, a documentary film was presented along with a Q&A with Marr Gonzalez, Chief Attorney for San Francisco Public Defender's office. February 28

- History Department is a co-sponsored a Library exhibition titled "Life and Death on the Border, 1910-1920" Pecan Library which remains on display February 9 – June 6
- Opening session for *Life & Death on the Border* with opening remarks by History faculty. February 9

Music

- The STC Music Department hosted Voigt Brass who gave an instrument demonstration of their German made brass instruments. The UTRGV Trombone Ensemble also came over and did a performance in conjunction with the event. February 3
- The STC Percussion Ensemble performed a concert previewing their TMEA convention performance at the Student Union. February 4
- STC Percussion Ensemble performed at the Texas Music Educators Association Convention in San Antonio. February 9
- STC guitar student with spastic cerebral palsy was celebrated in STC News for achieving her goals through STC Music curriculum. February 10
- STC Jazz Ensemble performed at Alpaquita Ranch in Raymondville for a Valentine's Day event, February 14

- Dr. Carol McNabb gave a masterclass and demonstration on reed-making at Pecan Plaza Music classroom, February 24

Theatre & Dance Department

- The Theatre & Dance Department produced their production of Animal Farm which ran from February 23 - 26. Department Chair directed the production. He and the Animal Farm cast & crew began working on this production in December and continued with rehearsals once the college opened after Winter Break. The Theatre & Dance Department hosted two student matinees for students from Nikki Rowe High School's Theatre Arts program and Mission Collegiate High School as well as a matinee open to STC students, faculty & staff. All the public performances held on February 23rd, 25th, and 26th were sold out.

- On February 16 and 17, Department Chair, and Theatre Support Services Coordinator, attended the One Nation/One Project Site Visit where representatives from the national office came down to visit the City of Edinburg, the core team whom along with others, the city's facilities, and the community stakeholders. Thursday, February 16th consisted of an all-day touring visit at various sites in Edinburg which included the Dustin Michael Sekula Memorial Library, the Edinburg Auditorium, the Edinburg Amphitheatre and the site of the future site of the Arts, Culture Events Center – currently under construction, City Hall, Museum of South Texas History, UTRGV's Performing Arts Center as well as meetings with various community stakeholders, city committees, and organizations. The Thursday visit culminated in a community workshop with stakeholders led by the national team and ending with dinner which Drama Instructor and Dance Lecturer, attended. On Friday, February 17, met with the rest of the core team, which consists of representatives from the City of Edinburg Library and Cultural Arts Departments, UTRGV's College of Fine Arts, Social Work, and School of Medicine, along with RGV natives Brisa A. Munoz and Marcos Martinez, for a morning debriefing and focus session led by the national team. The morning session focused on an exploration of the team's shared goals & values as well as success indicators, processes, & strategies. The core team came to define the shared project goal as "In Edinburg, we cultivate every person's right to health, arts experiences, and belonging, because there's no place like home."
- Jose Zamora is currently in rehearsals with the STC Dance Collective for their Spring 2023 production. The dance production will be held on April 21 and 22

World Languages

- Interpreting Internship students teach conversational American Sign Language (ASL) to the public every Friday from 6:00 – 7:30 p.m. February 3, 10, 17, 24
- Internship students interpreted for those receiving treatments during Deaf Senior Citizen "Spa Day". February 10
- Sign Language Interpreter and Deaf Support Specialist Programs were promoted during McAllen Public Library Career Day. February 25
- Internship students interpreted for the Deaf consumer seeking employment during the Texas Workforce Commission Career Festival, February 24

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

DIVISION DEAN'S REPORT:

- Attended Division of Math, Science, IT and Bachelor Programs Spring Meeting, January 9
- Articulation Agreement and Visit Discussion with URTAC, January 10
- Attended Bachelor Programs New Student Orientation, January 11
- InsideTrack follow-up meeting, January 12
- Attended OEP meeting, January 13
- Adjunct and Dual Credit Faculty Professional and Organizational Development Day, January 14
- AACC Session planning, January 18
- Attended OLLU-RGV & STC Organizational Leadership meeting, January 19
- Attended Chair Meeting, January 20

- Policy Transition Workshop, January 23
- Attended Starfish update for Spring 2023, January 25
- Designing an Early Alert Program for Student Success and Persistence, January 26
- College Wide Curriculum Committee Meeting, January 26
- Attended CBE presentation by Computer Information Technology faculty, January 31
- Meeting for CBE programs with Dallas Community College, February 1
- Attended Starfish meeting with Bachelor's programs, February 2
- Distance Learning eTeacher of the Year Ceremony, February 3
- Attended conference call with Texas Tech, February 3
- Welcome Networking Meeting with Bachelor's Programs, February 6
- STEM Summit Planning Meeting, February 6
- Attended TAMUK/STC Engineering Week Visit planning meeting, February 6
- Meeting to discuss Biology Test Resolutions with Distance Learning, February 6
- Attended AACC Session Planning, February 8
- Culturally Insensitive Behaviors meeting, February 10
- Attended meeting to prepare for Data Summit, February 10
- Texas A&M Engineering Meeting, February 10
- Attended STC & Texas A&M Engineering Academy Press Announcement, February 10
- Participated in tour with A&M for Engineering Labs, February 13
- Attended Dean's Meeting: Overview of the Data Summit Open Lab Information, February 14
- Award Kickoff: Google Career Certificates Community College Expansion Project, February 14
- Attended CCBA, February 15-17
- Summit for Dual Credit Programs, February 19-21
- Bachelor Program Presentation with City of Pharr, February 22
- Attended Workday Refresher, February 23
- Bachelor Program Presentation with City of McAllen, February 23
- Attended Dual Credit Partner Appreciation Reception at Quinta Maztlan, February 23
- Meeting to discuss A&M Engineering Academy Recruitment Plan, February 24
- Attended Science Olympiad, February 25
- Boys & Girls Club Gala, February 25
- Attended STRiVE meeting to discuss program, February 27
- Meeting to discuss Perkins application with deans, February 27
- Attended INTS Starfish onboarding, February 28

Project Manager

- Coordinated Division of Math, Science, IT and Bachelor Programs Spring Meeting, January 9
- Attended Coaching Powered Leadership: Leading Change with InsideTrack, January 11
- Attended STC Journey Map Partnership meeting with InsideTrack, January 11
- Facilitated MSITB Guided Pathway Specialist and Student Success Meeting, January 12
- Attended InsideTrack follow-up meeting, January 12
- HR Process Map discussion, January 18
- STC Journey Map Partnership meeting with InsideTrack, January 25
- Attended Interactive Questioning with Poll Everywhere workshop, January 26
- Met with DLA team members to discuss project, January 31
- STC Journey Map Partnership Meeting, February 1
- DHSI Focus Group logistics meetings, February 1
- Distinguished Leadership Academy, February 2
- Attended Starfish meeting with Bachelor's Programs, February 2
- Meeting to discuss NSF STEM Grant, February 2
- Welcome Networking Meeting with Bachelor's Programs, February 6
- STC Journey Map Partnership Meeting, February 8
- Attended Workshop: An Introduction to Gimkit, February 9
- Meeting with Public Relations to discuss I.T. Expo, February 10

- Attended Texas A&M Engineering Meeting, February 10
- Attended STC & Texas A&M Engineering Academy Press Announcement, February 10
- Participated in tour with A&M for Engineering Labs, February 13
- Award Kickoff: Google Career Certificates Community College Expansion Project, February 14
- Attended Award Kickoff: APLU Lumen Learning, February 15
- Coaching Powered Leadership session with InsideTrack, February 15
- Meeting to review Engineering Lab Rooms with Physical Science Department, February 15
- Attended STRiVE meeting to discuss program, February 27
- Attended DLA Project meeting, February 28
- Held How-To meeting for InsideTrack recordings, February 28

BACHELOR PROGRAMS:

Computer Information Technology / Computer Science

- Participated in MS Teams Meeting with Faculty on Distance Learning Form, January 9
- Meeting to Review Presentation for CCBA and League for Innovation, January 11
- Bachelor New Student Orientation, January 11
- Worked on Video Orientation for Computer Science Classes, January 16
- Participated in Class Orientation for CITP4301 & CITP4340 Meeting, January 18
- Worked on Catalog for COSC & CITP Departments with Nicholas Hinojosa via MS Teams, January 25
- Worked on CITP Catalog Changes via MS Teams with Nicholas Hinojosa, January 26
- College Wide Curriculum Committee Meeting with Christina Cavazos via MS Teams, January 26
- Affinity Group Conversation: Google IT Project Management Certificate Meeting, January 30
- NACEP Meeting via MS Teams, January 31
- Participated in CBE Presentation with Nicholas Hinojosa via MS Teams, January 31
- Attended STC Online Workshop: Library Spotlight New Databases from SAGE, February 1
- It's Time to Celebrate at OVPAA, February 2
- STC Online Workshop: Building an Online Learning Community, February 2
- Facilitated NACEP Meeting with Assistant Program Chair, February 2
- Attended STC Online Workshop - Insights to Action: Using Learn Ultra Data to Support Learning, February 2
- BAT Program Meeting with Starfish, February 2
- STC Online Workshop: Creating Assessments, Managing Grading and the Gradebook, February 2
- Attended STC Online Workshop: Engaging Students Online, February 2
- STC Online Workshop: Welcome and Presentation of E-Faculty of the Year, February 3
- Participated in JFF Grant Meeting via MS Teams, February 3
- Attended Welcome Networking Meeting, February 6
- Participated in STEM Summit Planning Meeting via MS Teams, February 6
- Participated in NACEP Meeting via MS Teams, February 7
- Attended STC Online Workshop – Library Spotlight: SAGE Business Cases & DataPlanet, February 7
- Worked on Computer Science Workshop Development Meeting, February 7
- Participated in Prepare for Data Summit Meeting via MS Teams, February 7
- Council of Chairs Meeting via Zoom, February 7
- Participated in Affinity Group Conversation: Google Data Analytics Certificate Meeting, February 8
- Participated in Spring 2023 CITP Advisory Committee Meeting via MS Teams, February 8
- Attended STC Online Workshop: Data Summit Open Lab for Chairs, February 9
- Facilitated COSC/CITP Faculty Meeting: Review Department PLO Assessment Plans, February 10
- Participated in RGV Girl Code: Your Future is Bright Meeting via MS Teams, February 13
- Worked with Faculty on Presentation Prep for CCBA Conference via MS Teams, February 14
- Participated in Award Kickoff: Google Career Certificates Community College Expansion Project (JFF) Meeting via MS Teams, February 14
- Participated in MSITB Division Curriculum Committee Meeting via MS Teams, February 14
- Attended CCBA 2023 Conference in Rancho Mirage, CA, February 15-17
- Participated in College Wide Curriculum Committee Meeting via MS Teams, February 21

- Attended STC Bachelor Programs Presentation at Pharr City Hall, February 22
- Participated in Google Career Certificate Meeting, February 22
- Facilitated Code Workshop Planning Meeting with Faculty, February 24
- Participated in CITP Capstone Improvement Plan Meeting via MS Teams, February 26
- Participated in STRiVE Success Program Implementation Meeting, February 27
- Worked on Learning Outcome PLO Assessment Plan & PLO Findings, February 27
- Participated in Google Career Certificate Meeting, February 27
- Worked on IE Plan, February 27

Operations Management

- Assisted with presentation and discussion regarding CBE programs with colleagues at Dallas Community College, February 1
- Assisted with presentation and discussion regarding CBE programs with Laredo Community College, February 20
- Met with STC Global Market Development Manager, to discuss the creation and development of an OPMG International Interchange Project, February 21
- OPMG led STC Bachelor Programs Presentation at the City of Pharr City Commission Chambers to Pharr City Employees, February 22
- OPMG led STC Bachelor Programs Presentation at the City of McAllen City Commission Chambers to McAllen City Employees, February 23
- Attended City of McAllen Convention Center and Performing Arts Center Board Member Meeting, February 27

Organizational Leadership

- Attended the Leadership McAllen Executive Board meeting, January 3
- Leadership McAllen Steering Committee meeting, January 11
- Participated in the Bachelor Program New Student Orientation, January 11
- Faculty Senate Newsletter Committee meeting, January 12
- Texas Women in Higher Education Conference Planning Committee, January 17
- OLLU-RGV & STC Org Leadership Meeting, January 19
- American Association for Women in Community College (AAWCC) Board meeting, January 19
- Participated in the Academic Affairs Chair meeting, January 20
- Participated in the ICBE meeting, January 20
- McAllen Chamber CEO Roundtable, January 24
- McAllen Chamber Ground Breaking for Texas National Bank, January 24
- McAllen Chamber Social Mixer, January 24
- Participated in the College-Wide Curriculum Committee Meeting, January 26
- CBE presentation by the CITP program, January 31
- Participated in the Texas Women in Higher Education Conference Planning Committee, January 31
- Participated in the discussion with colleagues at Dallas Community College about CBE Course Development, February 1
- Education & Career EXPO, TSC Brownsville, TX, February 2
- Faculty Senate Newsletter Committee meeting, February 2
- BASOL: Team Meeting for 2.0 Planning, February 3
- NSLS New Member Orientation, February 4
- Welcome Networking Meeting, February 6
- Participated in the Workshop #266664: Library Spotlight: SAGE Business Cases & DataPlanet, February 7
- Council of Chairs Meeting, February 7
- Participated in the Leadership McAllen Executive Board meeting, February 7
- McAllen Chamber Ambassador Monthly meeting, February 9
- Texas A&M event, February 13
- Participated in the STC College Fair 2023, February 13
- Leadership McAllen Recruitment meeting, February 13
- Presented to the Child Development & Early Childhood Capstone Students, February 13
- Leadership McAllen Steering Board meeting, February 15
- Attended the Community College Baccalaureate Association Conference in Palm Springs, CA, February 14 – 17

- Participated in the CBE-Gen Ed Meeting, February 20
- Participated in the Texas Women in Higher Education Conference Committee meeting, February 20
- Project Management Training, February 21-23
- Participated in the Leadership McAllen Recruitment Mixer, February 21
- McAllen Chamber Ambassador Mixer, February 21
- Participated in the STRiVE Success Program meeting, February 27
- UTRGV Talent Search Sophomore Enrichment Day and Career Fair, February 28
- Participated in the Faculty Senate February 2023 Monthly meeting, February 28

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Sponsored Workshop #263667: Biology Department Starfish Workshop, January 11
- Attended Biology Outreach Committee, January 13
- DL Symposium Meeting, January 19
- Workshop #260457: Chair Meeting Spring 2023, January 20
- Attended CRISPR cas9 in Neuroscience by S. Ozkan, January 24
- Attended Waste Management (Chemistry), January 23
- Biotechnology Program Meeting, January 26
- Attended College Wide Curriculum Committee Meeting, January 26
- Attended STARTREC Meeting, January 27
- Attended Biotech Program Update, February 1
- Attended DOE Ber-Renew Meeting, February 1
- NSF Subaward with UTRGV, February 2
- Presented at the Distance Learning Symposium, February 3
- NSF-S-STEM Meeting, February 3
- STEM Summit Planning Meeting, February 6
- Attended Test Resolutions, February 6
- NSF HIS Subaward Meeting, February 7
- Attended Council of Chairs Meeting, February 7
- Optional: Data Summit Open Lab, February 8
- Attended Learn/EPOC Deep Dive Prep Meeting, February 10
- Lead AGRI Program Adjunct Meeting, February 13
- Neurostimulation Versatility of HFX, February 14
- Attended MSITB Division Curriculum Meeting, February 14
- Hispanic Serving Institutions Education Grants Program FY23, February 15
- Attended College Wide Curriculum Meeting, February 21
- STARTREC Meeting, February 22
- STARFISH Update and Taskforce Meeting, February 23
- Attended Learning Outcomes Committee Meeting, February 23
- Faculty Advising Meeting, February 24
- Biology Summer Camp Meeting, February 24
- Attended NSF-S-STEM Meeting, February 24
- Attended Science Mill Summer Camps Meeting, February 27

Chemistry

- Chemistry faculty and staff assisted in the 17th Annual Science Olympiad which provides local and regional high school and middle schools students the opportunity to compete in STEM related events ranging from Engineering, Astronomy, Geology, Biology, and Chemical sciences. Faculty and Lab Coordinator prepared and facilitate numerous STEM related events. Lab personnel prepare chemical reagents, laboratory glassware/equipment, and organized each lab station. Office personnel assisted with the making of buttons, processing orders, creating/distributing promotional items, and preparing required paperwork. Over 100 students volunteered to assist with the event, February 25
- Chemistry faculty volunteered as a CLE Faculty Tutor, February 24
- Attended Workday Refresher Session, February 23

- Attended Chemistry Department Data Summit which was led by the department chair, Workshop #266894, February 17
- Faculty representatives MSITB Division Curriculum Committee meeting, February 14
- Meeting Great River Learning, Jonny Carlson, February 14
- Chair attended LEARN/EPOC Deep Dive Prep meeting, February 10
- Attended Mid-Valley Advisory Committee meeting, February 9
- Data Summit (CWPOD) Open Lab for Chairs, February 8
- Council of Chairs meeting, February 7
- STEM Summit Planning meeting, February 6
- Chair attended DOE BER-RENEW meeting, February 1

Science Olympiad Coordinator

- Organized and coordinated the 17th Annual Regional Science Olympiad, February 25
- Attended chemistry club meeting, February 16, 23
- Meeting with Public Relations for Science Olympiad, February 3
- Presented at the Junior and Senior Academy workshop February 3

Cybersecurity

- Meeting with City of Pharr Security Manager to plan cybersecurity events hosted by City of Pharr and STC Cybersecurity department, January 9
- Met with FIT Special Agent to discuss possibility of participating in the Citizens Academy Spring 2023, January 12
- Met with Region One STEM Specialist to discuss possible events for the semester, January 13
- Met with cybersecurity partner from Malwarebytes to discuss the possibility of their participation in our cybersecurity events, January 18
- Met with PSJA ISD to discuss the details of their new cohort for Fall 2023, January 19
- Attended the chairs meeting, January 20
- Attended a meeting with Fortinet to discuss the new Fortinet Security Academy, January 20
- Met with Tenable to discuss upgrades to new licenses, January 24
- Attended College-Wide curriculum committee meeting, January 26
- Attended monthly meeting with MS and EI-ISAC, January 31
- Attended a virtual meeting with one of our partners (Acunetix), February 2
- Meeting with Region One STEM Specialist to discuss the next event, February 6
- Planning meeting for the STEM Summit, February 6
- Attended Council of Chairs meeting, February 7
- Presentation to InfraGard team at Vantage Bank, February 14
- Meeting with Fortinet to discuss the Fortinet academy, February 16
- Meeting with RDMC to discuss the JET grant, February 17
- Attended meeting with Continuing Education and Austin Community College to discuss Micro Credentials, February 20
- Attended meeting with Curriculum to discuss the create of new certificates and associate degree with Cybersecurity, February 21
- Meeting with Qualys, February 22
- Attended meeting with Tenable to discuss new products, February 23
- Learning Outcomes Committee Meeting, February 23

Information Technology

- Program Chair attended Banner Training, January 10
- Attended Starfish Training, January 11
- Attended Chair Leadership meeting, January 20
- IT Leadership meeting, January 26
- Program chair attended Fiber Optic meeting, January 26
- Attended College-Wide Curriculum meeting, January 26
- Attended IT Expo planning meeting, February 3
- STEM Summit Planning meeting, February 6
- Attended Council of Chairs meeting, February 7

- Program Chair and Assistant Program Chair attended Data Summit Workshop, February 8-9
- Attended meeting with Public Relations for IT Expo, February 10
- Attended PLO Meeting, February 16
- Meeting with Austin Community College, February 20
- Program Chair and faculty attended Alamo ISSA Meeting, February 21

Mathematics

- Faculty attended Lumen ONE Faculty Center Webinar, January 4
- Chair met with STC & UTRGV Education Departments to finalize meeting agenda, January 4
- Chair attended Banner training, January 10
- Faculty attended ALEKS MATH 2412 Spring course overview/refresher, January 12
- Chair attended HSI Grant Proposal Conversation with UTRGV & NSF, January 12
- Attended Mathematics Professional Development Meeting, January 13
- Chair attended NSF Grant Proposal planning meeting UTRGV, January 17
- Faculty attended Lumen ONE Student Experience Webinar, January 18
- Chair attended Grant Planning Meeting NSF HSI, January 19
- Chair attended Academic Affairs Chair Meeting, January 20
- Faculty attended NSF Grant Planning Meeting Calculus, January 20
- Faculty attended Lumen ONE Check in, January 20
- Faculty attended Girls in Math Club/Internships planning meeting with Catch the Next, January 25
- Chair attended check in meeting with STC & UTRGV Education Departments, January 25
- Faculty & Chair attended College Wide Curriculum Committee Meeting, January 26
- Faculty and Staff attended Email Etiquette workshop, January 27
- Faculty attended Girls Discovering Math in RGV discussion, January 27
- Mathematics Faculty and Staff hosted meeting with STC & UTRGV Education Departments to discuss collaborative efforts to support student pursuing an Education major, January 27
- Faculty attended NSF Grant Development Meeting with UTRGV, January 31
- Faculty attended Distance Learning Symposium meeting, January 31 – February 4
- Chair attended meeting between Liberal Arts Division and MSITB Division to discuss computer lab classrooms, February 1
- Meeting with CLE to discuss grant-funded SI support for Math 2413/2414, February 1
- Faculty attended Thinking Critically About Earth's Preservation Webinar, February 1
- Meeting with MSITB Division regarding Mathematics subaward on NSF STEM Grant, February 2
- Attended meeting with UTRGV to finalize Math NSF Grant proposal, February 3
- STEM Summit Planning Meeting, February 6
- Chair & Faculty met to discuss Co-Requisite course offerings for Summer & Fall 2023, February 7
- Attended NSF HSI - Calculus meeting with UTRGV to finalize grant proposal, February 7
- Council of Chairs Meeting, February 7
- Attended Data Summit (CWPOD) Open Lab for Chairs, February 8-9
- Submitted NSF 22-611 Improving Undergraduate STEM Education: Hispanic Serving Institutions Proposal with UTRGV, February 8
- Attended BPST Division February Leadership Team Meeting to present mathematics course options and offer assistance for programs of study/tracks, February 8
- Chair & Staff met to discuss implementation of Planner application/tool, February 10
- Attended Panel Practice for Data Summit (CWPOD), February 10
- Attended McGraw Hill Presentation for Math 1414 and Math 2412 instructional resources, February 10
- Chair attended STC & Texas A&M University Engineering Academy Press Event, February 13
- Chair attended MSITB Division Curriculum Committee Meeting, February 14
- Met with Grants Office & Business Office personnel for grant Kickoff: APLU Lumen Learning, February 15
- Faculty attended ALEKS Office Hours, February 16
- Chair attended CTN-Ascender Training, February 16
- Faculty attended College-Wide Professional and Organizational Development Day-Spring 2023, February 17
- Chair facilitated and Faculty attended Workshop #267503: Deep Dive Into Mathematics Data, February 17
- Faculty attended Zoom link - Macmillan Student Focus Group - Precalc & Calc), February 17

- Attended NACEP/STC Summit for Dual Credit Programs, February 19-21
- Hypothes.is demonstration with Distance Learning, February 21
- Chair & Faculty attended College Wide Curriculum Committee Meeting, February 21
- Attended Palo Alto Degree Plan Overview, February 23
- Meeting with Palo Alto College re: Cosmetology + Math, February 23
- Attended South Texas College AY 24-25 Academic Calendar Committee Meeting, February 24
- Chair attended Texas Pathways Coach & STC Pathways Team Meeting, February 28
- Faculty attended Faculty Senate Meeting, February 28

Physical Science and Engineering

- Physical Sciences and Engineering Student Success Specialist organized an outreach station in the PCN K building and promoted Physics, Engineering, and Geology courses and programs, January 6
- Chair and faculty secretary organized and presented Workshop: 263398 Physical Sciences and Engineering Department Meeting. Lab staff setup the hybrid meeting technology. The Distance learning department presented a workshop on the usage of Blackboard Ultra. January 11
- Chair and Engineering Coordinator attended PSJA Engineering Institute Advisory Board Meeting, January 13
- Attended Workshop #260457: Chair Leadership Meeting – Spring 2023 organized by the VPAA office and OPOD, January 20
- Reviewed and approved USDA PANACEAS Grant documents and forms, January 20
- Organized a meeting with Mathematics Program chair, Engineering program coordinator, and Director of Dual Credit course scheduling and discussed the course schedule structure for the Calculus, University Physics, and Engineering sections, January 25
- Met with the Director and Coordinator of Academic and Career Tech Pathways, Engineering Coordinator, and Engineering faculty to plan the activities for TexPREP National Engineering Day workshop, January 25
- Attended collegewide curriculum committee meeting, January 26
- Met with the Physics program faculty to discussed the revisions to the Physics degree plan and Physics Program Learning Objectives assessment plans, January 27
- Organized Engineering program meeting and met with the Engineering program faculty. Discussed the Engineering Program Learning Objectives assessment plans, January 27
- Organized a meeting with the Engineering program coordinator, Associate Professor of Advanced Manufacturing, and Director of College Connections, and Physics Lab Coordinator to plan activities for PSJA Engineering Institute STC Tour, January 31
- Met with the director of Learning Outcomes and reviewed PLO Assessment Plans of Engineering & Physics programs, February 1
- Met with the STC Educational Technology representative and lab coordinator and reviewed Classroom multimedia needs of one of the geology classrooms, February 2
- Met with the engineering program outreach managers from TAMUK, STC Engineering lab Coordinator, and STC director of transfer programs and discussed TAMUK/STC - Engineering Week Visit, February 6
- Attended STEM Summit Planning Meeting, February 6
- Attended Council of Chairs Meeting, February 6
- Attended MSITB Division Curriculum Committee Meeting, February 14
- Attended College-Wide Professional and Organizational Development Day-Spring 2023 morning meeting and conducted the data summit for the physics and engineering programs, February 17
- Attended College Wide Curriculum Committee Meeting, February 21
- Engineering program coordinator, engineering faculty, lab coordinator, and physics laboratory specialist collaborated with the director of STC Dual Credit Academy programs and conducted Engineering workshop for the prospective dual credit students from Roma, TX, February 24
- Physics, Engineering, and Geology faculty served as event coordinators for the Regional Science Olympiad., February 25
- Met with the Engineering faculty and completed assessment reports for the Engineering PLOs and discussed possible revisions for 2023-2026 cycle, February 27
- Met with the Physics faculty and completed assessment reports for the Physics PLOs and discussed possible revisions for 2023-2026 cycle, February 27
- Met with the student success specialist, lab coordinator, lab specialists, and department faculty secretary and planned for the Program Promotion Outreach, February 27

UNIVERSITY RELATIONS:

- **Agreements Awaiting Signing Ceremony:**
  - Texas A&M University – Corpus Christi
- **Agreements in Progress**:
  - Texas Southern University College of Pharmacy
  - University of Houston - Victoria
  - Southern New Hampshire University
  - Lamar University Program Articulations
  - University of the Incarnate Word Feik College of Pharmacy
  - Texas A&M University at San Antonio
  - TAMUK BAAS (STC Fire Science to BAAS)
  - Community College of the Air Force
  - TAMU Biomedical Sciences
  - TAMU Engineering
  - University of Arizona Global Campus
  - Texas Southern University
- **Agreements Being Edited:**
  - Texas State Technical College
  - Texas Women's University Culinology Program
- **Agreements at VP's Office for Signatures**
  - University of Cincinnati (Social Work Program)
  - Purdue University Fort Wayne (Applied Baccalaureate Programs)
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Emailing all students on the December 2023 Graduate list and those who indicated transfer on their Starfish Assignment, ongoing
- Conducted Classroom presentations on the services of URTAC, Feb 1, 6 and 15
- Met with representatives from Texas Southern University about potential partnership opportunities, January 10
- Met with representatives from the Texas A&M University Engineering Academies about additional questions that we had, January 11
- Met with representatives from Public Relations and Marketing about the Spring 2023 College Fairs, January 11
- Attended the NACADA Transfer Subcommittee meeting, January 11
- Met with representatives from Our Lady of the Lake University and South Texas College Bachelor of Applied Science in Organizational Leadership about a potential pathway, January 19
- Chaired the monthly board meeting for the American Association for Women in Community Colleges, January 19
- Attended the Policy Transition Workshop, January 23
- Attended the ACT Presenter Pre-Meeting, January 25
- Participated in the Beacon Mentoring Program as a Mentor, had a classroom visit, January 26
- Let the January membership meeting for the American Association for Women in Community Colleges, January 26
- Presented to classes on the function of the University Relations, Transfer and Articulation Center and the upcoming College Fairs, January 30
- Met with the Global Development Manager about agreements, Feb 2
- Met with HR Specialist Instructor to talk about the development of a pathway to a new master's degree at UTRGV, Feb 2
- Met with John Carrillo and Dr. Margaret Hennessy from TAMUK as well as members of the Physical Science department about a TAMUK sponsored student trip to their campus during Engineering Week, Feb 6
- Participated in the STEM Summit planning meeting, Feb 6
- Met with the graduate admissions representative from Our Lady of the Lake University about potential upcoming events, Feb
- Participated in the information session about GreenLight Credentials, Feb 7
- Attended the NACADA Advising Transfer Students Committee Meeting, Feb 8
- Participated in a meeting regarding facilities for the new TAMU Engineering Academy, Feb 9, 10
- Attended the announcement ceremony for the new TAMU Engineering Academy on the STC campus, Feb 13

- Participated in a tour of our facilities for the TAMU Engineering Academy faculty and staff, Feb 13
- Conducted the Spring 2023 College Fairs, Feb 13 – 15
- Attended the NACADA Transfer Talk one "Advising When Portfolio/Auditions are Required," Feb 16
- Attended the "Conflict Management in the Workplace" workshop, Feb 17
- Attended the international conference for the National Institute for the Study of Transfer Students, Feb 20 – 23
- Presented to capstone students in the bachelor degree programs about master's degree opportunities, Feb 20
- Met with the Texas Pathways Coach, Feb 28
- **Upcoming Events:**
    - Spring 2023 College Fairs, February 13 – 15
    - Signing Ceremony with Texas A&M University College of Agriculture and Life Science, TBD
    - Signing Ceremony with Texas A&M University – Corpus Christi, TBD
    - Launch event with University of Maryland-Global Campus, TBD
    - Announcement Event for the Texas A&M University Engineering Academy, February 13

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Followed up/worked on submission of grant reference form to Region One.
- Attended meeting with STC president, January 5
- Participated in the American Association of Community Colleges (AACC) Workforce Development Institute (WDI) Speaker Prep Call, January 5
- Met with VPAA to review enrollment and discuss faculty underloads, January 5
- Attended the 2023 Texas Society for Advancement of Health Professions Summit, January 6
- Attended the meeting with Universal Health Services staff to discuss planning for the upcoming 2023 Prevent, Beat, Treat Diabetes Symposium, January 10
- Met with Valley Initiative for Development and Advancement (VIDA) representatives to discuss the Department of Labor's H1-B Nurse Expansion Grant, January 11
- Attended the 2022 4th Quarter Clery Committee Meeting hosted by the Department of Public Safety, January 12
- Attended the AACC 2023 Workforce Development Institute, January 18 – 21
- Attended the College Safety Committee Meeting, January 19
- Attended the Organization for Associate Degree Nursing (OADN) Diversity, Equity, and Inclusion (DEI) Committee Meeting, January 23

- Attended the Policy Transition Workshop, January 23
- Attended the Faculty Shortage Committee Taskforce Meeting, January 24
- Attended meeting with Resource Development, Management and Compliance staff to discuss equipment purchases using the JET Grant, January 25
- Attended the Nursing Faculty Shortage Taskforce Meeting, January 27
- Attended meeting with the VP for Institutional Advancement and Economic Development to discuss donation criteria and the Mary Killoran Scholarship Fund, January 30
- Worked on preparing the semi-annual certification grant forms.
- Attended EnGen product demonstration and discussion, January 31
- Reviewed updates for the 2023 – 2024 STC online catalog.
- Followed up on/reviewed program affiliation updates and other revisions for the upcoming 2023 – 2024 College Catalog.
- Attended the Prosperity Healthcare Taskforce Meeting, February 1

- Attended meeting with the chief executive officer for the Organization for Associate Degree Nursing (OADN), February 2
- Attended the Texas Organization of Baccalaureate and Graduate Nursing Education (TOBGNE) Spring 2023 Meeting, February 2
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Bi-Annual Meeting, February 3
- Attended meeting with the chief nursing officer for DHR Health, February 6
- Met with EAB representative to discuss opportunities for new programs best suited for the region, February 6

- Held meeting with EMS program chair to discuss installation plans for the new oxygen system, February 7
- Attended the OADN Board of Directors Meeting, February 7
- Attended the Adaptation Across the Higher Ed Landscape webinar hosted by Inside Higher Ed, February 8
- Attended the One Nation/One Project Information Meeting to discuss community initiatives for improving wellness, February 9
- Met with the academic initiatives officer to discuss grants for the NAH Division, February 9
- Attended the Diabetes Symposium Follow Up Meeting with NAH program chairs and representatives from STHS, February 10
- Met with VPAA to discuss preparations for the Data Summit, February 10
- Worked on/completed the Campus Security Authority and Title IX Responsible Employee Online Training Programs, February 10
- Attended the Award Kickoff – Nursing Shortage Reduction Program (NSRP) Governor's Emergency Education Relief (GEER) II meeting, February 10

- Worked on developing risk strategies and action plans for items identified on the NAH Division's Risk Assessment.
- Attended the STC & Texas A&M Engineering Academy Press Announcement for the new co-enrollment opportunity for eligible students to gain early admission to A&M's College of Engineering, February 13
- Attended the OADN Diversity, Equity, and Inclusion (DEI) Committee Meeting, February 13
- Attended the Comprehensive Operational Plan Development workshop, February 13
- Attended the Pathways Round 3 Application meeting, February 13
- Attended the Community College Baccalaureate Association (CCBA) National Conference which offered professional development and networking opportunities to support implementation of bachelor's programs, February 15 – 17
- Attended meeting with NISOD members to discuss regional workshops and assist a fellow member with challenges they are experiencing, February 20
- Attended the South Texas Collaborative for a Vibrant Healthcare Workforce, February 21
- Held meeting with program chair for HAS to discuss demo software updates, February 22
- Attended meeting with representatives from TAMU to discuss ideas for an articulation pathway for BSN students to enter the MSN program at TAMU, February 23
- Attended a tour of the newly acquired building from TAMU, February 23
- Attended the Student Perspectives: Online Learning Today and in the Future webinar hosted by Inside Higher Ed, February 23
- Attended the Conflicts of Interest and Nonprofit Board Member's Duty to Disclose webinar, February 23
- Attended meeting to discuss updates on the IPEC group, February 23
- Worked on/submitted the FY 2023 – 2025 COP projected initiatives for the NAH Division.
- Worked on the Perkins Basic FY23 biannual report.
- Attended leadership meeting hosted by the VPAA to discuss preparations for FY 2024 Carl Perkins, February 27
- Attended meeting with accounting specialist to discuss plans for utilizing funds received under the i3 HEAL2 contract with Region One, February 28
- Attended the Texas Pathways Coach and STC Pathways Team Meeting, February 28

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Advisors attended the 20th Annual Education & Career Expo hosted at Texas Southmost College for 1,200 students. More than 80 businesses and educational institutions from the region were represented. Advisors showcased the Associate Degree Nursing program to High School students who are in the process of formulating education and career plans, to realize the wealth of opportunities available to them right here in the Rio Grande Valley, February 2
- Level 2 RNSG 2361.A02 students provided an information session at the Pecan Campus on diabetes. They offered wellness checks to attendees on blood pressure, weight, and glucose levels. They provided participants health recommendations based on CDC and AHA guidelines, February 15
- Level 2 RNSG 2161.A01 students provided an informational session at the NAH Campus on the flu. Students provided attendees with informational pamphlets and encouraged participation through discussion, February 15

- Level 2 RNSG 1162.A03 students provided an informational session at the NAH Campus on handling stress. Students provided attendees with informational pamphlets and encouraged participation through a Q&A session with prizes, February 20
- Level 3 RNSG 2361 students provided an informational session at the Knapp Medical Center Conference Center on fall prevention. Students provided attendees with information regarding risk factors and strategies in mitigating injuries related to falls, February 25
- Advisors provided one-on-one advising to 53 students and held four information sessions with a combined total of 27 attendees.
- Advisors worked on preparing the LVN-ADN Transition track application.

Diagnostic Imaging Department

- Department chair attended the Data Summit (CWPOD) Open Lab for Chairs, February 8
- RADT Program had an annual diagnostic imaging equipment inspection from Medical and Radiation Physics, Inc., February 9
- Faculty and staff attended the College-Wide Professional and Organizational Development Day – Spring 2023, February 17
- Faculty attended the DID Deep Dive into Data Department Meeting, February 17
- Staff attended the Management in the Workplace Workshop, February 17
- RADT Program faculty and staff attended the Doctors Hospital at Renaissance (DHR) Luncheon which informed second-level students of current employment opportunities, February 21
- DMS and RADT Program faculty researched additional clinical sites for student placement throughout the month of February.

Emergency Medical Services

- The EMS Department attended the Gaumard Hal Manikin training instructed by a Gaumard training representative. This training was over the maintenance and use of the Gaumard Hal Manikin, January 10

- Program chair and program medical director conducted accreditation student evaluations. The program medical director spoke with EMS students and faculty to answer any questions and concerns, January 24
- Program chair met with Reyes Flores, DSHS EMS Special, for an unannounced inspection, January 24
- Program chair met with Mission ISD representatives for a site visit of the EMS department and NAH Campus, January 30
- Program chair attended the National Registry Clinical Judgement and National Registry ALS Examinations Workshop. This workshop is for updating the existing ALS certification examinations for AEMT and paramedic candidates. Additionally, the psychomotor examination process is being retired. Extensive research, available science, and EMS stakeholder suggestions and desires have revealed the need for entry-level EMS competency in clinical judgment, leadership, and communication KSAs, January 30

- Met with the construction buyer to discuss the installation of an oxygen system that will be purchased through the Jet Grant, February 2
- Held CoAEMSP Accreditation Meeting with faculty and staff to discuss the RAM 2021 medical director action plan, forms, and practicum courses, February 6
- Meeting with the dean for NAH to discuss the installation of the new oxygen system and available options for approval, February 7
- Attended the Data Summit for Chairs, February 8
- Meeting to discuss the space and planning of the installation of the new oxygen systems, February 8
- Attended the Redirect of AT&T Funds meeting, February 9
- Held CoAEMSP Accreditation Meeting with faculty and staff to finalize the RAM 2021 and review the annual report for 2021, medical director action plan, forms, and DSHS course approval schedules, February 13
- Attended a meeting for the Jet Grant Award Kick-Off, February 14
- Held meeting with faculty and Gaumard representatives to discuss prospective pediatric manikin purchases, February 14
- Attended a meeting with Asset Panda representative, February 15
- Attended the 2023 Data Summit (CWPOD), February 17
- Attended the manikin training session, February 17
- NACEP 2023 Summit for Dual Credit Programs, February 19 - 21
- Attended the CoAEMSP Open Hour on Annual Report Submission meeting, February 23
- EMS medical director held a program visit and performed student evaluations, February 27
- Provided attendees from Donna ISD a tour of the NAH Campus and EMS facilities. Attendees were also provided information regarding the EMS Program, February 28

Physical Therapist Assistant

- As part of retention initiatives, PTHA 1413 faculty completed student remediation and retesting (5 students) for the comprehensive fall 2022 “bell ringer.” All students were successful, January 11
- The ACCE worked with clinical affiliates for student placement for the Spring 2023 Semester.
- Chair published social media posts on Instagram and Facebook to promote the program.

Vocational Nursing

- Level 1 Boot Camp started at the STC Student Union with general orientation. The VN Program had 75 students orient and attend, January 17 – 20
- Level 2 students attended orientation day, January 17

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN’S REPORT:

- Held a MS TEAMS meeting for the Social & Behavioral Sciences Division for Spring 2023, January 9
- The East Coast Migrant Head Start Board of Trustees and President visited South Texas College. They were given a tour of the campus followed by a discussion about recruitment for their head start program. The organization is based out of Raleigh, North Carolina. Representatives of the organization have visited our CDEC classes in the past to recruit for employment and identify ways that current and future employees can attend STC to complete their associate degree, January 13
- Met with the Kinesiology Department Chair to discuss the Wellness Centers, January 18
- Participated in the Data Management & Integrity Committee (DMI) MS TEAMS Meeting, January 19
- Attended the Chair Meeting Workshop for Spring 2023. Dr. Petrosian shared important updates for the new year and provided answers to questions submitted. Also, newly appointed chairs were welcomed and all Chairs had an opportunity to interact with one another though small group conversations regarding leadership, January 20.
- Attended the Policy Transition Workshop, January 23
- Attended a MS TEAMS meeting to discuss future analysis and objectives development, January 24

- Held a MS TEAMS meeting for the Program Chairs, January 25
- Attended a Zoom workshop for Interactive Questioning with Poll Everywhere, January 26
- Attended the College Wide Curriculum Committee Meeting via MS TEAMS, January 26
- Attended a Starfish GPS Meeting, February 1
- Zoom Webinar: Building Community and Re-Igniting Passion for Teaching Through Faculty Development, February 1
- Attended a celebration for Vice President, February 2
- Two workshops on Microsoft Outlook (Intermediate level and Advanced level), February 7
- Attended a MS TEAMS Meeting to discuss faculty feedback in preparation for the Data Summit, February 10
- Data Management & Integrity Committee, February 16
- Attended College-Wide Professional and Organizational Development Day, February 17
- Held a MS TEAMS meeting for the SBS Program Chairs, February 22
- Attended a Starfish Update and Taskforce meeting, February 23
- Attended the Dual Credit Appreciation at Quinta Mazatlán, February 23
- Review of the FLAC Spreadsheets departments submit. The event was to train Program Chairs and Support Staff the dos and don’ts, February 27
- Meeting for OER for the Political Science Department, February 27
- Attended the Texas Pathways Coach & STC Pathways TEAMS Meeting, February 28

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- 2023 Spring semester has begun again at our South Texas College Child Development Center. We welcomed a few new students to our classrooms who are eager to learn about our many different studies these next few months. Teachers have started lessons on winter weather, cold and hot items, clothing and different types of shoes. Children and teachers continue to use daily transitions to help make the day go smoothly between activities and going from indoors to outdoors, or vice versa. Children look forward to the daily outdoor learning environment, which include sensory areas in gross motor, dramatic, literacy and construction areas.

Creating the environment with real objects

Outdoor tumbling with teacher!

Shoe sorting game!

Expanding their eye hand coordination.

Winter sorting fun in science area!

Snow creation was a success!

Outdoor gross motor fun! Creating snow outdoors! Matching Winter Clothing Art creations with real items.

- The Child Development Club kicked off this Spring 2023 semester by joining other South Texas College organizations in a Club Fair hosted by the STC Student Activities and Wellness department at the Pecan Campus in Building H. The club’s President and the club’s Secretary demonstrated self-confidence as they recruited students to the Child Development Club. They followed the lead of the club advisors to tell attendees about the opportunities provided by the club and the club’s advocacy for young children and their families in the community. Both Child Development and Early Childhood majors took advantage of this Club Fair to network and build their skill set, February 2

- February has been a busy month at our Mid-Valley Child Development Center. Our children have been learning different types of studies such as all about self, making friends, kindness, community helpers, box study and preparing for the Valentine's Day. Some teachers had parents engage with their own children by creating their very own valentine box at home. Our preschool classroom has been busy creating science experiments. Children passed out valentine cards and other sweet treats to celebrate love and friendship. We wrapped our month by celebrating Dr. Seuss Week, and encouraged children and staff to dress up daily. The Child Development Club hosted a Q&A session with Early Childhood Educators and Caregivers from local programs providing services to young children and their families. The diverse panel consisted of teachers and caregivers from Head Start, Montessori, Faith-based, and privately-owned child-care programs. The topics of discussion were curriculum, assessment, family engagement, health and safety, child guidance, and professional development. The panelist experience in the early childhood education field varied between 6 months and 19 years. Child Development and Early Childhood majors had the opportunity to hear and ask about the different responsibilities of an effective member of an early childhood education caregiving and teaching team, February 15

- The Children's Bereavement Center helps children and young adults when facing the death of a loved one. With the guidance of the Child Development Club advisors, club members will volunteer at the Children's Bereavement Center Open House in McAllen Texas on March 2

- Team Mario supports families caring for individuals living with Autism Spectrum Disorder. Club member Elisa Solis helped connect the club with Team Mario's committee. On Thursday, February 16, 2023, the club officially joined Team Mario's volunteer's list during their first planning meeting. The Child Development club will volunteer at the Autism Awareness fair in Edinburg Texas on April 1
- The Child Development Club members have expressed their excitement about cooperating with these agencies in their efforts to provide the community with empowering services.

Education

- The Education Department participated in the 20th Annual Education Expo in Brownsville sponsored by RGV LEAD. Over 1700 students from Hidalgo, Cameron, and Willacy counties participated in this event. Education Program Chair participated in the event and promoted STC's Education Program. He also answered general admissions questions and provided general advising to prospective students, February 2

- The Child Development Club hosted a Q&A session with Early Childhood Educators and Caregivers from local programs providing services to young children and their families. The diverse panel consisted of teachers and caregivers from Head Start, Montessori, Faith-based, and privately-owned child-care programs. The topics of discussion were curriculum, assessment, family engagement, health and safety, child guidance, and professional development. The panelist experience in the early childhood education field varied between 6 months and 19 years. Child Development and Early Childhood majors had the opportunity to hear and ask about the different responsibilities of an effective member of an early childhood education caregiving and teaching team, February 15

- The goal of Education-Library collaboration is to provide programming for all students at STC, but especially to meet the needs and interests of students enrolled in EDUC 1300-PSYC 1300, 1301, and 2301. Lisa Jones, founder and CEO of Eyes on the Prize Leadership Coaching presented DISC Personality Types Training to students, faculty, and staff in the Pecan Student Union Ballroom. DISC is widely regarded as the most efficient and effective personal assessment tool for improving individual and team performance in the workplace, with over 40 million users worldwide. 38 faculty, staff, and students attended including Education Department and Psychology Department, along with their respective students/classes. Heather Bobrowicz, Elizabeth Hollenbeck, and Alison Young from Library Services were also in attendance, February 27

- Chair participated in the annual college and career day at Thigpen-Zavala Elementary School in McAllen. Had the opportunity to talk about his job as Education instructor and how he and the department prepare future teachers. Students asked questions, and some students remembered Dr. Ramirez from last year's event.

Psychological Science

- PSYC Faculty participated at the 2nd Annual Career and Emotional Intelligence Conference at McAllen ISD's Travis Middle School. He inspired the students to attend college and elaborated on the fields of psychological science and counseling, in particular his job as psychological science college faculty and other credentials as licensed professional counselor (LPC), licensed chemical dependency counselor (LCDC), certified anger resolution therapist (CART), and certified laughter yoga leader (CLYL). He also talked about his community service via the Starr County Campus Psychology Club and his roles as RGV Stars Co-Host and Executive Producer. The presenters were stationed in a classroom where group of students came in 20-minute rotations, December 13

- Faculty was interviewed for Channel 5 Azteca News (in Spanish). Azteca Valle TV Station invited Alex to talk as an expert (as psychology faculty and licensed professional counselor / therapist) on the topic of the high suicidal rates in the LBGQ+ community and on the impact of the recent codification of same sex marriages in the United States—and Juan Camilo Barragan was the reporter who cited the recent study and conducted interview. The segment aired during the newscast (Cable Channel 1240) that day and published on the network website. Alex Sarabia has been interviewed on TV and radio multiple times in the last 12 years, including this interview during the STC Holiday Break, December 15

- PSYC Faculty served as Master of Ceremony of KE Studio Christmas Elegance Recital in Rio Grande City, Texas on. When he was introduced to the audience by event organizer Karina Escalante-Martin, Alex was asked by her to elaborate on his roles as STC Psychology Faculty, Starr Psych Club Co-Advisor, Licensed Professional Counselor, and RGV Stars Co-Host and Executive Producer. He took it as a recruitment opportunity to address the audience about the wonderful psychology program on campus and encouraged them to register for spring 2023. Young girls participated in dance and musical performances, while young boys participated in boxing. Alex

mentioned how Karina (Dance/Vocal Instructor) and David (her husband, boxing trainer) are helping the youth with their self-esteem, confidence, social and communication skills – all vital skills for life, and all covered in the psychology field, December 15

- The Distinguished Leadership Academy (DLA) session at STC Starr County Campus consisit of 12 faculty/staff participants of the Distinguished Leadership Academy 2022-2023 cohort Alex Sarabia is representing the Department of Psychological Science. The topic was on "Management Skills." Dalina Gonzalez-Alcantar (STC Board Member) served as guest speaker where she elaborated on her leadership style. Dr. Myra Garcia from the Leadership Empowerment Group gave a presentation on "Leadership Vs. Management." After lunch, the DLA group met at La Borde House where Rose Benavidez (STC Board Chair) talked about her leadership roles at STC, as Starr County Industrial Foundation President, and as chair of the national association of college trustees. They also provided the DLA group with a site tour. Alex has graduated from all the other STC academies for faculty/staff: Teaching & Learning Academy (TLA), FOCUS Academy, Online Course Redesign Academy (OCRD), Ambassadors Cross Training Academy (ACTA), South Texas Leadership Academy (STLA), and Ambassadors Leadership Academy (ALA), January 5

- The Starr County Campus Psychology Club participated at Spring 2023 South Texas College Starr County Campus Club Recruitment Fair. Some campus clubs, including Starr Psych Club, had an informational table in the hallway of academic Building E. Starr Psych Club Members distributed brochures with club information and recruited new students to join the club. Members elaborated on the benefits of joining the Starr Psych Club (e.g., learn about psychology, personal growth, community service, resume builder, socialize, network with community leaders, recognitions and scholarship), January 31

Social Sciences

- The Mid-Valley Reading Committee invites EVERYONE to participate in our Valentine's Day LOVE OF READING events, including 1) the OFFICIAL OPENING of the Mid-Valley Reading & Puzzle Nooks located at the end of the North Hallways on the second floor of the G building, and 2) a Book Give Away on Tuesday, February 14th. Each Faculty, Staff, Student, or Visitor will be able to select 1 free book. Any books that are left over will be available on Wednesday to any interested persons. We welcome you to participate by 1) donating any extra books you have, including old textbooks, cookbooks, magazines, or any other reading materials, 2) by visiting our Reading & Puzzle Nooks, 3) announcing these events to your students, and 4) participating in the Book Give Away. I close with a few of my favorite reading quotes: As Malala Yousafzai said, "Let us remember: One book, one pen, one child, and one teacher can change the world." Today a reader, tomorrow a leader. Margaret Fuller. Frederick Douglas taught that literacy is the path from slavery to freedom. There are many kinds of slavery and many kinds of freedom, but reading is still the path. Carl Sagan

Kinesiology

- The Wellness Centers (Mid-Valley Campus and Pecan Plaza) will be open for current faculty, students and staff from January 17, - May 11

Political Science

- Faculty conducted field research on minority language policy and activism in Scotland and Wales January 3-13, 2023. His results will be presented at the Celtic Studies Association of North America (online) March 16-19, 2023, the Southwestern Political Science Association, Fort Worth, TX, March 31-April 2, 2023, and the 17th International Congress of Celtic Studies, Utrecht, Netherlands, July 24-28, 2023.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Welcome Aboard, WCET (WICHE Cooperative for Educational Technologies) New Member Meeting, January 3

- Inside Track, Management Review Meeting, January 5
- Coaching Powered Leadership, Inside Track, January 11
- Meeting with Vendor, Backpack Open AI (Artificial Intelligence) detections, January 26
- Launched an overall initiative to prepare the STC online programs for Quality Matters Certifications over four major areas including Faculty and Student Support, various meetings February 7-21
- Met with Anthology to finalize the plans for the addition of Tier 2 services for our helpdesk, February1-3
- Met with Anthology to discuss options available in the next year Blackboard contract renewal, February 17, 28
- Attended the Connecting Online International Conference. Presented a session, "Managing Your Online Course Quality through Faculty Professional Development," February 17-19.
- Pronto has asked STC to be their featured case study for the next year. Met with their project coordinator to discuss survey plans, February 23

College-Wide Activities:

- Deans Meeting with VPAA (Vice President for Academic Affairs), January 5
- Finalized parameters of Hypothesis trial for spring and summer 2023, January 9-13
- MTSM Department Meeting, Spring Updates, January 12
- Math Department, Spring Updates and Certification Review, January 13
- BASOL, Spring Updates, January 13
- Certifications Overview for Adjunct/Dual Credit (2 presentations), January 14
- OER (Open Educational Resources) Grant Planning Meeting with AA (Academic Affairs) Project Manager (Ashley Gonzalez) and Tech Campus (Dean Sara Lozano), January 19
- Welcome Back, Spring Preview, for the Chair Meeting, January 20
- the Distance Learning Symposium for FY 22-23
- Honored the eLearning Faculty of the Year, February 2
- Presented 4 faculty professional development workshops related to faculty certifications, February 3-4
- Launched an overall initiative to prepare the STC online programs for Quality Matters Certifications over four major areas including Faculty and Student Support, February 20-30
- Participated at the STC & Texas A&M Engineering Academy Press Announcement event, February 17
- Launched collaborative committee work to develop options for faculty professional development for the use of ChatGPT, February 1-20
- GED Course Redesign display for CE (Math), February 21
- Inside Track meetings, February 23
- Met with OPOD to discuss options for the 23-24 and 24-25 Symposiums and developing a common plan for honoring outstanding faculty, February 27

DL Office Activities:

- Reorganized and launched Instructional Design team spring focus, January 4-6
- Art Class Reorganization Workshop, January 17-22
- Weekend Help Desk Supervision, Jan 20-21, 29
- Revise Help Desk Tier 2 Expectations with Anthology Representatives, Jan 23-26
- Finalized parameters of Hypothesis trial for spring and summer semesters, January 9-13
- DL Instructional Design training, February 13-16
- Hosted a department-wide workshop to increase team involvement in writing our next IE plan. This was in conjunction with the 2023 Data Summit (CWPOD) for Academic Affairs, February 17.
- Participated in the DL Leadership Meeting, February 21.
- Participated in IS& P ILP planning meeting, February 21,
- Vendor meetings for AI detection services, February 20-24
- Supervised corrections and improvements to the Faculty Certification Portal, reviewed and approved monthly Course Approval Forms, February 27-28.
- AI research and content development, February 27-28.

DIRECTOR'S REPORT:

- Met with Blackboard's TDM (Training and Development Manager) service delivery manager to review production settings and usage, January 6
- Participated in the Banner User Groups Committee Meeting, January 10

- Participated at the ADC Host and Co-Host Meeting, January 11
- Presented Blackboard Analytics sessions during Adjunct Professional Development Day, January 14
- Participated at the Blackboard's Back to School Meeting, January 19
- Participated at the Pathify & South Texas College Meeting, January 20
- Participated in the Policy Transition Workshop, January 23
- Presented at the Distance Learning 2023 Symposium – New Digital Training Center, January 31
- Participated and assisted with the Distance Learning Symposium sessions, February 1-3
- Met with Academic Operations Officer to discuss office modifications to room 121, February 6
- Participated in the Distance Learning Focus Group Meeting, February 9, 28
- Trained DL staff with the Digital Training Center, February
- Participated at the STC & Texas A&M Engineering Academy Press Announcement event, February 13
- Participated in the Banner User Groups Committee Meeting, February 14
- Evaluated and interviewed candidates for the Regional Center Lab Coordinator position, February 15
- Participated in the 2023 Quality Matters Research Online Conference, February 16
- Participated in the 2023 Data Summit (CWPOD) for Academic Affairs, February 17
- Participated in the GED Course Redesign Preview Presentation, February 20
- Participated in the South Texas College Hypothesis meeting, February 20
- Participated in the Projects/Roles and Responsibility meeting, February 21
- Participated in the DL Leadership Meeting, February 21
- Met with ISP Application Development Manager to discuss ILP upgrade, February 21
- Participated in the Starfish Update and Taskforce Meeting, February 23
- Participated with McGraw Hill GO LTI implementation, February 27
- Participated with the CIMA/Milady LTI implementation, February 27
- Participated in the Preparation for Carl Perkins and CLNA for FY 2024, February 27

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Spring 2023 courses and faculty/student enrollments through ILP Admin, January 1 - 31
    - Batch upload for all drop students in term Spring 2023 courses through the Blackboard integration, January 9, 16, 23 and 30
    - Created 210 Spring 2023 Crosslist requests in Blackboard, January 1-31
    - Updated information modules and pop-ups in Blackboard, January 1 - 31
    - Updated the institutional hierarchy for all Spring 2023 term, January 1 - 31
    - Updated Blackboard Assist resource page, January 1 - 31
    - Troubleshoot gradebook settings and exams, January 1 - 31
    - Implemented Training and Development Manager on Blackboard's production server.
        - Requested direct URL from PR department for the Digital Training Center
        - Added all templates, course settings and images
        - Displayed orientations and DL trainings in the catalog list
        - Provided training to DL staff
    - Batch upload for all Spring 2023 courses and faculty/student enrollments through ILP Admin, February 1 - 28
    - Batch upload for all drop students in term Spring 2023 courses through the Blackboard integration, February 6, 13, 20 and 27
    - Created 3 Spring 2023 minimester courses crosslist requests in Blackboard, February 1-28
    - Updated information modules and pop-ups in Blackboard, February 1-28
    - Updated the institutional hierarchy for all Spring 2023 term, February 1-28
    - Updated Blackboard Assist resource page, February 1-28
    - Troubleshoot gradebook settings and exams, February 1-28
    - Updated the Training and Development Manager on Blackboard's production server, February 1-28
- Distance Learning Portal
    - Modify dean/chair reports on dashboard.
    - Fix bugs/errors

- Updated faculty certification list.
- Added Digital Training Center button

- Distance Learning Ticketing PowerApp
  - Fix bugs/errors

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	887
Helpdesk Phone Calls received by DL Staff:	413
Social Intent – Distance Learning Chat	236
Blackboard Support Chats/Calls:	156
Total	**1,692**

  - **Numbers for the month February**

Blackboard Student/ Faculty Tickets:	309
Helpdesk Phone Calls received by DL Staff:	264
Social Intent – Distance Learning Chat	127
Blackboard Support Chats/Calls:	50
Total	**750**

- **Trainings/ Workshops/ Professional Development**
  - Professional Development
    - Facilitated sessions during Adjunct and Dual Credit Faculty Professional Development Day, January 14
    - Facilitated sessions during the Distance Learning Symposium event, February 1-3

  - Training
    - Presented on Blackboard's FAQ for the Physics and Engineering Department, January 11
    - Facilitated the Inside Track One to One Training, January 12
    - Managing your Course Content, February 6-8
    - Blackboard Ultra using Release Conditions, visibility features and accessibility via the roster, February 13-15
    - Introduction to the Gradebook, February 21-23
    - Participated in CSA Re-Certification Training, February 1
    - Student Success workshop on Effective Note-Taking, February 8
    - Student Success workshop on Interactive Reading, February 13

  - Workshops
    - Student Success Team participated in the First Year Connection for Pecan Campus, January 12
    - Student Success Team facilitated the DL (Distance Learning) Student Blackboard Orientation Presentation to the following High Schools: Vanguard Mozart HS, PSJA North HS, Vanguard Rembrandt HS, PSJA Memorial HS, PSJA Southwest HS, and PSJA Sotomayor HS, Jan. 17- 24 Inside Track Coaching one-on-one workshop, February 7
    - CLE Coaches plan & review Student Success Note-Taking Workshop, February 7
    - Science of Stress and Engagement Workshop, February 16
    - Getting to know Yuja Workshop, February 23

- **Student Success Activities:**

January Type of Service	Number of Students Visit
• General Advising	158
• Telephone/ Text Contacts:	86

• Virtual Campus Advising Email:	165
• Radius Inquires:	228
• Register Online Students	5
• Academic Coach Sessions:	20
• Email Reminders Sent:	1,373
• Register TxDOT (Texas Department of Transportation) Students:	2
Total:	**2,037**

February Type of Service	Number of Students Visit
General Advising	142
Telephone/ Text Contacts:	95
Virtual Campus Advising Email:	24
Radius Inquires:	103
Register Online Students	2
Academic Coach Sessions:	98
Email Reminders Sent:	61
Total:	**525**

DISTANCE LEARNING MEETINGS:

- Distance Learning Department Module Communications Meeting, January 4
- Technology Team participated with Blackboard's Service Delivery Manager Session, January 19
- Blackboard's Service Delivery Manager Session, February 20, 28
- Starfish GPS monthly meeting, February 1

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

DEAN'S REPORT:

- Dean along with STC President hosted a meeting with Donna ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of course expansion, January 9
- Dean along with STC President and VP for Academic Affairs hosted a meeting with South Texas ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of course expansion, January 12
- Dean presented during the Adjunct and Dual Credit Faculty Professional and Organizational Development Day for over 350 attendees in preparation for Spring 2023 semester, January 14
- Dean Presented at the EWDC Committee Meeting on the Summit for Dual Credit Programs to be held at South Padre Island on February 19-21 in partnership with NACEP, January 17
- Dual Credit Programs Leadership held a follow-up planning meeting with South Texas ISD Administration to expand academic and career technical program offerings, January 18
- Participated in the first of seven Edinburg CISD Mission, Vision, Goals Sessions, January 18
- Dual Credit Programs Leadership held a follow-up planning meeting with PSJA ISD Administration to expand career technical program offerings, January 24

- Dual Credit Programs Leadership held a follow-up planning meeting with McAllen ISD Administration to expand academic program offerings, January 25
- Dual Credit Programs Leadership held a follow-up planning meeting with South Texas ISD Virtual Academy to offer academic program offerings for the 100% online campus, January 31
- Dean along with STC President hosted a meeting with Hidalgo ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of course expansion, February 2
- Held a follow-up planning meeting with Edcouch Elsa ISD Administration to expand career technical program offerings, February 6
- Hosted a meeting with Mercedes ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of course expansion, February 7
- Held a follow-up planning meeting with Donna ISD Administration to expand career technical program offerings, February 7
- Hosted Dual Credit Advisory Committee Meetings with partnering school districts to provide the latest information on college readiness, program offerings and student resources, February 8
- Hosted a meeting with Triumph Public Schools regarding STC Dual Credit Programs and course expansion, February 9
- Held a Counselor Meeting at La Joya ISD to review the Programs' requirements, advising and support for dual credit students, February 10
- South Texas College Dual Credit Programs and Co-Sponsor, NACEP hosted the 2nd Annual Summit for Dual Credit Programs with 270 attendees from 28 states including representation from higher education, school districts, workforce and state agencies, February 19-21
- Dual Credit Programs Leadership hosted a Deep Dive into Dual Credit Programs Training for approximately 75 PSJA ISD Counselors which was tailored by each department presenting on resources and support provided for dual credit student and partnering school districts, February 23

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff conducted an Academy Program's Recruitment/Information Sessions for Vanguard Rembrandt with 60 students in attendance.
- Staff conducted the following Dual Enrollment Academy Program's Recruitment/Information Sessions. Staff provided an Interest Form Reports to the High School Counselor after each information session:

Date	High School	Delivery Method	Attendance
January 9	Science Academy	In-Person	100
January 10	Science Academy	In-Person	60
January 23	STC Mid Valley Campus	In-Person	4
January 24	Pecan Campus	In-Person	26
January 24	Starr County Campus	In-Person	18
January 25	Starr County Campus	Virtual	6

- Staff conducted the following Dual Enrollment Academy Program's application drive:

Date	High School	Delivery Method	Attendance
January 12	Mission Collegiate HS	In-Person	13
January 13	Mission Veterans Memorial HS	In-Person	16
January 17	PSJA Southwest ECHS	In-Person	40
January 18	Juarez-Lincoln HS	In-Person	16
January 18	La Villa ECHS	In-Person	2
January 19	Donna HS	In-Person	40
January 25	Mission HS	In-Person	31
January 24	Health Professions	In-Person	6
January 25	Weslaco East HS	In-Person	30
January 26	Weslaco East HS	In-Person	30
January 26	McAllen HS	In-Person	2
January 27	Science Academy	Virtual	58
January 27	Palmview HS	In-Person	22

- Staff hosted "Welcome Back" Friday Workshops for Dual Enrollment Academy Students, January 20:

- Mid Valley Campus:
  - Seventy-three (73) Academy Juniors & Seniors attended the "Welcome Back" Workshop hosted by Department Staff, which focused on providing students with campus updates, workshop schedules, and administered the Textbook Tracking Survey to determine which students were pending course requirements.
- Pecan Campus:
  - Forty-eight (48) Dual Enrollment Academy Program Juniors & Seniors attended the "Welcome Back" Workshop hosted by Department Staff, which focused on providing students with campus updates, workshop schedules, and overview of Academic Dishonesty. Students also had the opportunity to hear from Class of 2020 DECJA Alumni about her experiences while in the program and as she continues to pursue her education through a Criminal Justice Master's Program.

- Staff attended a meeting at La Villa ECHS to discuss Welding Program course offerings and planning for fall 2023, January 18
- Staff attended the STC PSJA ISD Dual Credit Programs Follow-up Meeting to review CTE Instructional Plans and future planning of course/program offerings, January 24
- Staff attended a meeting via Microsoft Teams with Texas Tech University Representative to discuss National Science Foundation (NSF) Grant opportunity related to the TexPREP Program, January 5
- Staff attended Profession Development-Fred Pyor Creative Leadership Training, February 16.
- Staff conducted the following Dual Enrollment Academy Program's application drives:

Date	High School	Delivery Method	Attendance
February 3	Progreso HS	In-Person	15
February 6	Health Professions	In-Person	38
February 6	PSJA Southwest ECHS	In-Person	4
February 7	Monte Alto ECHS	In-Person	24
February 10	McAllen Memorial HS	In-Person	20
February 13	McAllen Nikki Rowe HS	In-Person	20
February 15	McAllen HS	In-Person	20
February 16	Donna North HS	In-Person	50
February 16	McAllen ISD	Virtual	44
February 16	World Scholars	Virtual	14

- Hosted an evening virtual informational session open to all students and parents from the Mid-Valley and Pecan Campus areas partnering high schools.

Date	Delivery Method	Attendance
February 7	Virtual	14
	Total	14

- Staff hosted Friday Workshops for Academy Students, February 3:
  - Pecan Campus:
    - Fifty (50) Juniors and Seniors attended a workshop hosted by the STC Student Activities Department, the Chemistry Club Faculty, Biology Club Faculty. Students participated in a Student Leadership activity, learned about the Chemistry and Biology Club's various activities and the importance of student engagement and community involvement.

- Staff hosted Friday Workshops for Academy Students at the Pecan Campuses, February 10:

- Mid Valley Campus:
  - Forty-three (43) Juniors attend the Student Leadership Academy hosted by the Student Activities Department.
  - Six (6) DEMSA Juniors participated in the Pathways in NRSC and Academic Careers to Civil Engineering and Agriculture Students (PANACEAS) Webinar Series sponsored by USDA, NIFA, and REEU Program.

  - Senior Academy students attended a workshop that focused on providing updates on graduation/commencement ceremonies, senior exit interview, marching orders, and pick up of cap & gown.
  - Eight (8) DEMSA Seniors attended an educational enrichment activity of the Valley Baptist Micro Hospital in Weslaco, which consisted of a tour of the facilities, learned about the various health care opportunities, and met doctors and registered nurses that provided insight into their educational journey and their corresponding profession.
- Staff coordinated and attended a site visit to Veteran's Memorial High School to conduct and assessment of Advanced Manufacturing Technology facilities, discuss potential dual credit faculty/STC Faculty, and to plan informational sessions for student recruitment for possible course offerings in Fall 2023, February 3
- Staff held a Teams Meeting with PSJA ISD CTE Director and Program Chair for Advanced Manufacturing Technology to discuss offering of the Precision Manufacturing Certificate, equipment, and scheduling to begin offering courses in Fall 2023. The meeting was held on February 6
- Staff coordinated and attended a site visit to the PSJA ISD College & University Center attended by PSJA ISD CTE Director & Coordinator, and STC Program Chair for Diesel Technology Department to assess program offerings on site, equipment/supplies, and dual credit faculty, February 7
- Staff attended and presented STC updates at the Region One CTE Directors/Leaders Network Meeting at the Region One ESC, February 9
- Staff hosted TexPREP Roma ISD Engineering Day event at the STC Starr County Campus in collaboration with the STC Engineering Department, February 24

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Staff will utilize Padlet Software for Students and Counselors thus, has updated and created content.
- Director and Dual Credit Programs Dean met with the following school districts to discuss follow up action items to program and course offerings:
  - Donna ISD
  - South Texas ISD
  - La Villa ISD
  - Mission ISD
  - McAllen ISD
- Pathways Staff distributed a report which listed all students that are taking courses that are out of the selected degree plan. ISD's are expected to either update the student degree selection to reflect correct degree or for the students identified to be dropped from the course that does not belong to degree selected. Most corrections have come in form of Change of Information submission to correct degree selections.
- Director, DCP Enrollment and Dean met with the Dual Enroll team to begin initial process layout discussions for platform creation.
- Director presented to Dual Credit Faculty during the Dual Credit Programs professional development day on services and supports provided to dual credit students, and how the department manages the dual credit program.
- The following meetings were held and/or attended by Pathways Staff

Meeting Type	School/ISD	Assigned Staff
La Villa ISD Welding Facility Walk Through	La Villa ECHS	Pecan
Jagnet/Blackboard Orientation	Edcouch-Elsa ECHS	Pecan
Vanguard Degree Audit	Vanguard	Pecan
Weslaco ECHS Program:Parents Night	Weslaco	Mid Valley
PSJA Ballew Blackboard Orientation	PSJA	Pecan

Vanguard Rembrandt Blackboard Orientation	vanguard	Pecan
Vanguard Mozart Blackboard Orientation	vanguard	Pecan
PSJA Memorial Blackboard Orientation	PSJA	Pecan
PSJA Southwest Blackboard orientation	PSJA	pecan
La Joya CCRSM IHE Partner	La Joya	Starr
La Joya TSTEM Meeting	La Joya	Starr

- Director along with Dean met with Veterans Memorial High School to review Instructional Plans and Programs Offering, February 1
- Director attended follow-up planning meeting with Edcouch Elsa ISD Administration to expand career technical program offerings, February 6
- Director and Coordinator attended follow-up planning meeting with Donna ISD Administration to expand career technical program offerings, February 7
- Staff presented in the Dual Credit Advisory Committee Virtual Meetings on the use of Padlet software to share college readiness material, February 8
- Director and Specialist presented at La Joya ISD Counselor Meeting on advising and support for dual credit students, February 10
- Director presented at the Deep Dive into Dual Credit Programs Training for approximately 75 PSJA ISD Counselors, February 23
- Director and Coordinator presented at the 2023 Summit for Dual Credit Programs conference on how the department manages advising for student that have a GPA below 2.0, February 20
- Staff hosted Donna ISD to tour the Nursing Allied Campus specifically the EMS/EMT program. The visit included a tour along with a review of the facilities and equipment, February 28
- Staff provided feedback to partnering school districts from Faculty on the 2nd Starfish survey. The team is including the Starfish administrator in all communications to the schools that she may close the flags in the Starfish system.
- Throughout the month, Staff held Degree Audit sessions with dual credit students at the following Campuses:

Meeting Type	Campus
Student Degree Audits	Vanguard Rembrant ECHS
Student Degree Audits	PSJA North ECHS
Student Degree Audits	PSJA Memorial ECHS
Student Degree Audits	Veterans Memorial HS
Student Degree Audits	Hidalgo ECHS
Student Degree Audits	PSJA T-STEM ECHS
Student Degree Audits	Mission Collegiate ECHS
Student Degree Audits	Valley View ECHS
Student Degree Audits	Juarez Lincoln HS
Student Degree Audits	Rio Grande PREP ECHS
Student Degree Audits	Jimmy Carter ECHS
Student Degree Audits	Donna TSTEM HS
Student Degree Audits	Mercedes TSTEM HS

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Director of Dual Credit Scheduling and Enrollment Services visited South Texas ISD to discuss scheduling options for new site with their administration, January 31
- Dual Credit Enrollment Services attended the following events, as shown below:

Date	School	Students

January 5	Weslaco East Double Up	40
January 9	Weslaco 21st CTE Reg Drive	80
January 9	Hidalgo ECHS Reg Drive	50
January 10	PSJA ECHS Reg Drive	200
January 11	McHi Reg Drive Virtual Assistance	100
January 11	McAllen Achieve Double Up	115
January 12	Weslaco 21st	100
January 12	Edcouch Elsa Double Up	40
January 13	Donna Reg Event	25
January 13	PSJA ECHS Reg Drive	100
January 17	Memorial Elementary (Weslaco ISD) Parent Info Session	20
January 17	Roma HS Parent Info Session	20
January 17	PSJA ECHS Virtual Assistance	50
January 18	B. Garza Middle School (Weslaco ISD) Parent Info Session	20
January 26	McAllen ISD Parent Symposium	1
January 31	MECA Leadership Meeting	N/A

- Scheduling and Compliance Assistant completed FLAC 889 assignments position/suffix numbers which were then locked.
- Scheduling and Compliance Assistant processed FLAC M6 mini-semester and is pending (3) FLAC.
- Scheduling staff processed 824 scheduling requests for Spring 2023. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections STC Faculty
824	824	255	374	195	1,457	900	557

- Director attended and presented at the Summit for Dual Credit Programs Post Conference on South Texas College Program Scheduling Processes. February 19-21
- Director of Dual Credit Scheduling and Enrollment Services participated in the Juarez Lincoln Dual Credit Enrollment Updates. February 22
- Director of Dual Credit Scheduling and Enrollment Services presented during the PSJA ISD Counselor Training, February 23
- Assistant is finalizing the Dual Credit Course Agreement for the Spring 2023 term.
- Dual Credit Scheduling Department uploaded the Summer 2023 and Fall 2023 Dual Credit Schedules into the DC Scheduling Portal and are open for requests.
- Dual Credit Enrollment Services hosted the following events, as shown below:

Date	School	Purpose
February 6	Mercedes Early College Academy	DC Enrollment Updates
February 7	PSJA ECHS	DC Enrollment Updates
February 14	Mercedes High School	DC Enrollment Updates
February 16	Robert Vela High School	Double Up 125 students
	Veterans Memorial HS	DC Enrollment Updates
	PSJA Administration	DC Enrollment Updates
	McAllen High School	Parent Info Sessions
February 20	Sharyland Pioneer	DC Enrollment Updates
February 21	STISD Med High	Apply Texas Session
	Edinburg HS	Parent Info Session

	McAllen Memorial	Parent Info Session
February 22	Juarez Lincoln	DC Enrollment Updates
February 23	Mercedes High School	Parent Info Session
February 24	Vanguard Beethoven	DC Enrollment Updates
	Progreso HS	Dc Enrollment Updates
	PSJA TSTEM	DC Enrollment Updates
February 27	Rio CTE	DC Enrollment Updates
	Vanguard Mozart	DC Enrollment Updates
February 28	Sharyland HS	DC Enrollment Updates
	La Joya ISD	Parent Info Sessions

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Attended Institutional Leadership Council Meeting (ICL), January 6
- Associate Dean and Manager attended Review of Summit for Dual Credit Programs, January 17
- Associate Dean and Manager met with Chief Executive Officer for Leadership Empowerment Group to discuss possible breakout sessions for College Wide Professional Development Day, January 18
- OPOD Team members met with various STC department presenters to discuss the Ambassadors Cross Training Academy (ACTA) processes, January 25
- Associate Dean and OPOD Manager met with FAS Project Manager to discuss Division College Wide Professional Development Day plan, January 30
- Institutional Planning and Effectiveness Committee (IPEC), February 1
- Meeting with Dean of Distance Learning to discuss Summit for Dual Credit Programs, February 6
- Attended STC & Texas A&M Engineering Academy Press Announcement, February 13
- Meeting with Vice President of Academic Affairs, Project Manager and Director of Learning Outcomes to discuss details of presentation for Data Summit, February 14
- Attended meeting with Dean of Tech Campus to discuss progress on IPEC meeting, February 23
- Met with Distinguished Leadership Academy group members to discuss project updates, February 27
- Attended Texas Pathways Coach & STC Pathways Team Meeting, February 28

ACADEMIES AND TRAININGS:

- Associate Dean and Instructional Coach facilitated the *Distinguished Leadership Academy* (DLA) session 5, January 5
- OPOD department staff assisted with the organization of Faculty Professional Development Week, January 9-14
- Assisted with the facilitation of Business Office Banner Training for Chairs, January 10
- Facilitated the Adjunct Professional Development General Session, January 14
- Assisted with the facilitation of Spring 2022 Chair Leadership Meeting, January 20
- OPOD Manager facilitated open labs to aid Deans and Chairs for College Wide Deep Dive into Data Department Meetings, January 26
- Instructional Coach facilitated the kick-off session of FOCUS Academy to faculty of STC, February 1
- Microsoft consultants facilitated Microsoft 365 Apps and Microsoft Outlook Workshops for faculty and staff, February 7
- Instructional Coach facilitated Supporting English Language Learners workshop, February 8
- Assisted with the facilitation with the data summit Open Lab for Chairs, February 8
- Facilitated the kick-off session of Ambassadors Cross Training Academy (ACTA), February 9
- Facilitated FOCUS Academy, February 15
- College Wide Data Summit for Academic Affairs was hosted online for faculty of the Academic Affairs Division, followed by Division Meetings in the afternoon, February 17

- Instructional Coach assisted with the facilitation of Let's View Stress with a Different Lens, February 22
- Instructional Coach and Talent and Learning Manger co-facilitated with the facilitation of LinkedIn Learning Lunch-N-Learn, February 22
- Associate Dean facilitated the Ambassadors Cross Training Academy, February 23

PROGRAMS IN DEVELOPMENT:

- College Wide Professional Development Day, February 2023
- FOCUS Academy, February 2023
- ACTA Academy, February 2023
- Academic Affairs Assembly, August 2023
- New Faculty Orientation, August 2023
- Full-Time Faculty Teaching Dual Credit, August 2023
- Adjunct Faculty Professional Development Day, August 2023
- Dual Credit Faculty Professional Development Day, August 2023
- Professional Development Week, August 2023

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations district-wide.
    - Attended 2022 4th Quarter Clery Committee Meeting, January 12
    - Attended Policy Transition Workshop, January 23
- Psychology Club held its first meeting of the semester for student recruitment, January 30
- Library Services hosted Pop-Up Library Information Table, January 25
- Student Activities hosts various activities for student engagement:
    - Welcome Days, January 25 & 26
    - Create Your Vision Board, January 31
    - 5X5 Basketball, January 31
- Student Activities and Wellness Department host various events for students.
- NAH Department hosted Health & Wellness Workshop: Six Simple Steps to a Healthy Heart, February 3
- Counseling and Student Accessibility Services Department hosted workshop for students: Stress Management Tips, February 7
- Psychology Club meeting was held, February 20
- Sociology Club meeting was held, February 28
- Mid Valley Reading Committee hosted "For the Love of Reading" event and offered free books to STC students, February 15 & 16
- OSRR hosted information table and crafts for students, February 15
- Career & Employer Services hosted work shop for students, February 20
- CLE hosted information table for students, February 28
- English Department hosted presentation: Five Movies from Books That Failed, February 28

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Attended Texas 88th Legislative Session Send-Off Reception, January 5
    - Attended Ribbon Cutting: Palacio de Destinee Event Center, January 6
    - Attended Weslaco Museum Board of Director's Meeting, January 12
    - Attended Ribbon Cutting: All Things Trendy Thrift, January 14
    - Attended Texas Onion Fest Planning Meeting, January 13
    - Attended College Safety Committee Meeting, January 19
    - Attended Weslaco Chamber Executive and Regular Board Meetings, January 24
    - Attended Ribbon Cutting: D-Clutter Self Storage, January 31

- Business Professional of America Conference was hosted by Business Administration Department in collaboration with BPA Texas, January 12 & 13
- RGV Focus Action Network Meeting held meeting, January 17
- Bellevue University hosted information table with transfer information for students, January 18
- Texas A&M University hosted information table with transfer information for students, January 18
- Mr. Montez was involved with many outside organizations and local school districts.
    - Attended Ribbon Cutting: Mi Casita Café, February 1
    - Meeting with Tim Smith, KRGV Channel 5 for Hurricane Readiness Expo, February 1
    - Ground Breaking: South Heart Clinic PLLC, February 7
    - Hosted Leadership Mid Valley on a campus tour and presentation, February 9
    - Attended Weslaco Museum Board Meeting, February 9
    - Attended Texas Onion Fest Meeting, every Friday
    - Attended Weslaco Chamber Executive and Regular Board Meetings, February 28
- TAMUK hosted transfer information for students, February 1& 15
- Region One hosted AARP Telehelp Training for local community members, February 3
- University of Texas Arlington Online – BSN Department hosted information table, February 7
- VIDA Careers is hosting workshops and trainings for students, various dates
- Volunteer Income Tax Assistance (VITA) is providing free assistance to the local community with income tax forms, Mon. & Wed.
- Bellevue University hosted transfer & registration information for students, February 8
- RGV TASO Basketball hosted Meeting for their officials, February 15
- RGV TASO Football hosted Meeting for their officials, February 15

ENROLLMENT ACTIVITIES:

- Dual Credit Programs and School District Partnerships hosted Double-Up Event to register students for Spring 2023 semester, January 5 & 10
- Student Activities hosted First Year Connection, Freshman Orientation, January 12
- Academies and Career Technical Pathways held recruitment presentation for Dual Enrollment Academies, January 23
- Liberal Arts Division hosted Priority Registration for ARTS students, February 27 & 28

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Continued collaboration with RGCGISD on campus to partner with “adopt a school” initiative
- Maintained face to face interactions on campus with school district officials to continue the “we are open” message.
- Invited and scheduled future face to face meetings on campus with community leaders.
- Continued initiatives to get the message out to the community that the college is open for business post-pandemic.
- Starr County Community Coalition
- Rio Grande City Planning & Zoning Commission as committee member.
- Attended VPAA celebration.
- Attended E-Faculty of the Year Celebration
- Texas A&M University Engineering MOU gathering.
- Guest at Rio Grande City State of the City address

COMMUNITY ENGAGEMENT:

- Student Activities & Wellness Center “First Year Connection 2023”, January 12
- Student Activities & Wellness Center “Welcome Week Spring 2023”, January 24 & 25
- Students Rights & Responsibilities Welcome Week, January 24
- Academy Programs Information Session, January 24
- Construction Meeting, January 25

- Student Activities & Wellness Center "Club Fair", January 31
- Student Activities & Wellness Center "Student Government Association KICKOFF EVENT", February 1
- "CLE Game Night", February 1
- Student Leadership Academy, February 2, 9, 16, 23
- BETA SIGMA PHI City Council Meeting, February 6 & 13
- Bi-Annual Meeting, February 7
- Workshop "Habits Guaranteed to Boost Your GPA", February 7
- Construction Meeting, February 8 & 22
- Student Government Association Meeting, February 13 & 27
- Mayors Men's Prayer Breakfast, February 14
- Students Rights & Responsibilities Feb. Info Booth, February 14
- Student Activities & Wellness Center "Valentine's Day", February 14
- College Transfer Information Fair, February 15
- Rio Grande City Grulla ISD CTE Department, February 20
- Student Activities & Wellness Center "Mardi Gras Celebration", February 21
- Workshop "There is no heath without mental health", February 23
- TexPREP Engineering Day, February 24
- Homeland Security Training, February 27 & 28
- History Department "Exam", February 27

ENROLLMENT ACTIVITIES:

- Engaged with students face to face in Student Services to enroll in classes for Spring 2023.
- Helped students on first day of class to find classrooms and other campus facilities.
- Posted work study students and part-time staff in strategic areas to help students navigate the first day of class.
- Identified and monitored students who wished to add/drop classes to ensure retention.
- Finalized design for flyer "register now" message submitted to PR.
- Finalized design for "technology Programs" enrollment message submitted to PR.
- Gathered promotional items from PR for career day at RGC High School as exhibitor.
- Photos and congratulations to Starr County student selected for scholarship notified PR.
- Monitored Fall 2023 schedule to ensure number of courses offered.
- Continued work on Starfish to send "register now" message to current students.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the Banner User Group meeting to discuss downtimes and the checklist proposal for assessment of the ERP vendors, January 10
- Attended the Adjunct/Dual Credit Professional Development Day host and co-host meeting to discuss the event and workshop expectations, January 11
- Assisted the Curriculum & Scheduling Coordinator with a Concourse Syllabi workshop training at Adjunct/Dual Credit PD Day, January 14
- Attended the Chair Leadership Meeting, January 20
- Attended the Policy Transition Workshop hosted by the Academic Affairs division to review policies transitioning to TASB format, with some modifications, January 23
- Met with the Biology Department Chair to review the proposed Biotechnology program status, pending documents, and discuss potential challenges in the process, January 25
- Participated in a conference call with Ellucian staff to troubleshoot issue with Degree Works prerequisites impacting linked (corequisite) sections, January 25
- Met with the Developmental Math Coordinator to review the TSI Placement scale for revisions and discuss changes to development math prerequisites, January 26
- Facilitated January's College-Wide Curriculum Committee meeting, January 26

- Processed daily data feeds to generate Concourse syllabi for Spring 2023.
- Completed a report of Summer 2023 class offerings that occur on Friday at the request of the IVPAA.
- Worked and submitted the Texas Transfer Advisory Committee Education Nomination and the ACGM Nomination forms for THECB.
- Worked on Spring 2023 Course Offerings report at the request of the IVPAA.
- Worked on the program development brief for International Business at the request of the IVPAA.
- Worked on a report of Spring 2023 weekend and evening classes report as the request of the IVPAA.
- Worked on and sent out the Syllabi & CV Compliance Reports to the Department Chairs and Deans. As of January 19, Syllabi was at 72.23% and CV was at 94.61%.
- Assisted with correcting LHE workloads in Banner form, SCACRSE, resulting from an incorrect script that was processed by the IS&P department. A total of 907 records were corrected.
- Completed the setup of the AAS in Surveying and Geospatial in Degree Works and Student Education Planner.
- Reviewed the personnel policies that are being converted to TASB, at the request of the Institutional Leadership Committee group.
- Finalized the Concourse calendar for Fall 2023 to complete the annual calendar of activites.
- Updated the Banner form, PTRFLAC, which consists of rules for Faculty Load and Compensation to add the rules regarding the off-site location campus code.
- Finalized the micro credential mapping project that maps STC courses to industry-based certifications, Occupational Skills Awards, and short-term certificates.
- Worked on updating catalog pages for AY23-24 edition and assisted with reviewing and correcting the tracks for the Engineering, Philosophy and Sociology tracks.
- Added the Cosmetology Operator and Surveying & Geospatial Technology certificate setup in Banner, Degree Works, and SEP.
- Worked on applying the updates and revisions to the TSI Placement Scale due to the recent changes in the development math advisement options.
- Met with the Developmental Math Coordinator to review modifications to the TSI Placement Scale regarding developmental math options, February 2
- Met with the Curriculum & Scheduling Coordinator to discuss projects/initiatives for the Comprehensive Operational Plan for the next two academic years, February 2
- Attended the Distance Learning Symposium 's E-Faculty of the Year presentation and the workshop, "The key to Course Redesign? Teamwork!", February 3
- Met with IS&P to discuss development of a scheduling request application to track submissions, assignment of requests, and be able to extract data for activity reporting, February 3
- Met with the developer for the AS in Architecture to review status of proposal, pending requirements, and discuss the challenges that may occur in the development of the program, February 6
- Met with the developer for the AAS in Biotechnology to review the timeline for development to allow for more time to form the advisory committee, February 6
- Attended the Ellucian Demo General Overview, Registrar/Student Success session, and the Continuing Education/Workforce Education session, February 7-8
- Met with the Director of Learning Outcomes to discuss the expected date of completion for review of the CLOs for the new bachelor courses from Organizational Leadership, February 7
- Met with the Director of Learning Outcomes to discuss the possible changes in PLOs due to the upcoming Data Summit and the impact of the changes on the timeline for the catalog PDF development, February 9
- Met with Director of Dual Credit Pathways to provide background information on the setup of degree requirements in Degree Works, February 9
- Attended the announcement of the partnership between STC and Texas A&M University for a dual application process for students for the engineering program, February 13
- Met with the Concourse Intellidemia vendor to discuss the renewal cost options for next fiscal year in preparation for the department's budget review period, February 15
- Met with the Cybersecurity Program Chair to discuss the potential development of a new workforce credential and discuss how to potentially utilize local needs courses for curriculum development, February 21
- Met with the Academic Operations Officer and HRIS Officer to discuss the validation of FLAC data to ensure accuracy in data entry, February 21
- Facilitated February's College-Wide Curriculum Committee meeting, February 21

- Met with Dean of Library and Learning Support Services to discuss the current process of OER identification of course offerings, February 22
- Met with the Chair of Cosmetology to discuss the course syllabi and requirements for TDLR compliance, February 22
- Attended the Workday Refresher sessions as part of the ERP discovery project, February 23
- Met with the IT Applications Manager and Academic Operations Officer to discuss the use of schedule email reports to align current business practices regarding FLAC data entry and validation, February 23
- Facilitated the AY24-25 Academic Calendar Committee meeting and provided the draft materials and responded to questions, February 24
- Met with Admissions and RAS staff to discuss the data collection for Occupational Skills Awards resulting in licensure/certification for a request from THECB, February 27
- Attended the College-Wide Professional Development Day breakout session "Growth Mindset".
- Participated in the "CLEP on College/University Campuses" webinar.
- Participated in the "Concourse Training: Feeds II" webinar.
- Composed list of sunset/inactivated programs since 2010 at the request of the VPAA.
- Reviewed catalog pages for Engineering, Physics and Philosophy due to the volume of tracks developed by the departments; reviewed the Organizational Leadership catalog page.
- Applied the changes received for the catalog “Affiliations” page; followed up with administrative staff to remind them to submit changes by stated deadline.
- Worked with the Curriculum staff to review and finalize the 2023-2024 online catalog draft and submit the work order to the vendor to proceed with the publishing process.
- Finalized the AY23-24 Online Catalog by reviewing the preview site, making modifications as needed, and sending the email notification to key stakeholders.
- Worked on the Academic Calendar Committee materials for AY24-25 in preparation for the upcoming meeting.
- Finalized revisions to the TSI Developmental Plan and sent to the committee group to review for accuracy.
- Worked with Director of Testing and Coordinator of Developmental Math to update the TSI Placement Scale to include the recently approved ACT benchmark scores and the revisions to the Developmental Math placement options for algebraic and non-algebraic pathways.
- Worked on an enrollment report for the Public Administration program to review data for all fiscal years since the program was implemented, at the request of the VPAA.
- Worked on the Spring 2023 HB2223 identification of corequisite courses for CBM reporting purposes.
- Worked on the Curriculum Department's Comprehensive Operational Play for AY23-25 and submitted to the VPAA's office for review and approval.
- Completed the review of the Special Topics/Local Needs course inventory audit to determine if course renewals were needed.
- Worked on and sent out the Syllabi & CV Compliance Reports to the Department Chairs and Deans. As of February 21, Syllabi compliance was at 94.94% and CV compliance was at 96.71%.
- Worked on the data files, email notification and survey setup in preparation for the annual Spring 2023 Chair Evaluations; uploaded data files and scheduled email notifications.
- Worked on and sent out the OER Summer/Fall report to Chairs to report on course offerings with OER.
- Audited the Summer/Fall Course Offerings Degree Works prerequisite settings to ensure all courses were setup accurately.
- Reviewed the Enrollment Management Plan for the proposed AS - Architecture, made revisions and forwarded to the developer for review.
- Compiled a survey for program chairs with Occupational Skills Awards to begin collecting information related to the data collection request from THECB due on March 10th.

CURRICULUM & SCHEDULING COORDINATOR’S REPORT:

- Attended the Banner Users Meeting (BUGs) meeting, January 10
- Held a Concourse Syllabi & CV Training for 9 faculty on Friday, January 13
- Held a Concourse Syllabi & CV Workshop for 40 faculty at the Adjunct & Dual Credit Faculty Professional and Organizational Development Day, January 14
- Attended the Concourse Domains workshop to obtain a better understanding of creating and troubleshooting issues with domains, held on January 26

- Attended and facilitated the College-Wide Curriculum Committee meeting held on January 26
- Attended the Email Etiquette: Best Practices for Professionals workshop on January 27
- Audit the Spring 2023 schedule for room conflicts, faculty assignments, closed sections, and zero enrollment in preparation for the start of the semester; ensured instructional methods, instruction modes, schedule types, and faculty responsibilities are properly assigned; reduced the class maximum to the approved cap as per the scheduling guidelines.
- Worked on the initial substantive change policy audit for the 2021-2022 catalog year and created a user guide.
- Worked on applying curriculum revisions in the 2023-2024 Catalog, reviewed completed pages, and initiated workflow where applicable.
- Completed the Spring 2023 SmartEvals course evaluation schedule and email tracker.
- Audited program chair permissions in SmartEvals for Spring 2023 to update access for changes in chair assignments.
- Processed six EMSI report requests for the Continuing Education department.
- Processed HB2223 corequisite requests; audited the HB2223 corequisite course offerings report for Spring 2023 to ensure accuracy.
- Worked on developing a Curriculum Revisions Summary of Changes document to compile all curriculum changes received for AY23-24; the intent is to share with key stakeholders of the college and post on the website to increase transparency in changes to the curriculum.
- Began auditing the Fall 2023 course schedule 6 & 7 contact hour offerings to ensure that uniform class times are being followed; this is the first step in a departmental project consisting of a comprehensive audit for all schedules to ensure alignment and review for possible modifications needed to the uniform class times.
- Attended a meeting with Curriculum Director and SmartEvals representative to discuss application updates and general questions on January 30
- Met with Curriculum Director to discuss the Comprehensive Operational Plan on February 2
- Attended the Ellucian Demo General Overview meeting on February 7
- Attended the Ellucian Demo Registrar Student Success/Advising Session held on February 8
- Attended the Curriculum Department meeting to brainstorm goals for the functional areas of the department to be included in the Comprehensive Operational plan, meeting held on February 9
- Attended the Banner User Group (BUGs) meeting on February 14
- Attended the Microsoft Outlook Intermediate Level workshop to obtain best practices on how to utilize Outlook, session was held on February 7
- Attended the Microsoft 365 Apps Tasks, Forms, Planner workshop and Microsoft Outlook Advanced Level workshop on February 7
- Attended the Ambassador Cross Training Academy (ACTA) session on February 9
- Attended the Concourse Feeds I online seminar to obtain best practices of feed processing, held on February 16
- Attended the College-Wide Professional Development Day breakout session "Growth Mindset".
- Audited the Uniform Class Times for the 5 college divisions for Fall 2023 and submitted discrepancies for further review.
- Audited the Spring 2023 mini-mesters for Internet/Hybrid checks to ensure sections are flagged accordingly.
- Processed Summer 2023 course schedule changes as requested by department chairs which included room assignments, faculty assignments, and new requests.
- Audit the Fall 2023 and Summer 2023 schedules to ensure the Uniform Class Times are followed.
- Processed 1st review schedules for Fall 2023 for 28 programs.
- Processed changes to the Fall 2023 M0 session in Banner due to the recent CWPD date change resulting in change of census date for the part of term.
- Provided program chair with guidance, quick training on how to access their catalog page links and approving of pages.
- Continued to work on the 2023-2024 STC catalog updates including review of those approved by program chairs; approved catalog pages and reviewed the table of contents, program pages, and sitemap to ensure all changes were reflected accordingly.
- Reviewed the 2023-2024 catalog to ensure last minute updates were made, issues with broken links or misspellings in URL addresses were corrected.
- Reached out and assisted program chairs that were pending to submit their 2023-2024 catalog pages.
- Began working on Degree Works scribe for 2023-2024 curriculum revisions.

- Reviewed and finalized the January 26th College-Wide Curriculum Committee meeting minutes and submitted them to the Director of Curriculum.
- Worked on the College-Wide Curriculum Committee meeting agenda in preparation for the February 21st meeting.
- Worked on developing a Curriculum and Scheduling calendar to track audits and tasks that need to be completed by each functional area.
- Completed Spring 2023 course updates in Banner to ensure compliance with HB2223.
- Worked on the 2021-2022 Substantive Change policy audit to include percentages per modality.
- Audit permissions in SmartEvals to ensure any changes to department chairs assignments are reflected accordingly in the course evaluations application.
- Worked on setting up calendar reminders for the upcoming Spring 2023 course evaluations.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with faculty and assisted with PLO and Core Objective data entry and JagPRIDE navigation, January 5-20
- Met with the Business Administration Program Chair to plan department training, January 5
- Met with the Coordinator of Curriculum to add the Learning Outcomes tab for new programs in the 2023-2024 Catalog, January 5
- Met with the OPOD Manager to review PD schedule requests and access to the upcoming workshop registration list, January 5
- Participated in Adjunct & Dual Credit Co-Host Meeting, January 9
- Facilitated the Business Administration PLO in person workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, January 11
- Facilitated the Advanced Manufacturing in person workshop with an overview of the role of faculty, data entry, due dates, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, January 11
- Met with the Associate Dean of OPOD to plan the spring 2023 Data Summit, January 12
- Met with the IT Applications Specialist to run fall 2022 PLO Data reports, January 13
- Facilitated Adjunct & Dual Credit virtual PLO and Core Objective workshop with an overview of role of faculty, data entry, due dates, selected courses, PLO/Core Objective skills vs course grades, data collection process, assessment plan, and curriculum map. An embedded survey collected participant answers to data entry questions and feedback on the training and needs for additional support, January 14
- Met with the IT Applications Specialist to develop an auditing report for JagPRIDE PLO mapping, January 17
- Met with the Application Development Manager to review Suitable and JagPRIDE pending service tickets, January 17
- Met with the Director of Open Labs to discuss piloting Suitable for maker space projects, January 17
- Met with IT Applications Specialist to review new developed PLO mapping report, January 18-19
- Participated in Do No Harm Equitable Grading workshop, January 19
- Participated in the Spring 2023 Chair Leadership Meeting, January 20
- Met with the Patient Care Technician Program Chair to clarify identified PLOs for the 2023-2024 Catalog, January 23-26
- Met with HR Employee Relations Officer to discuss the crosswalk and transition of policies, January 23
- Participated in Academic Affairs, Policy Transition Workshop, January 23
- Met with the IT Applications Specialist to review JagPRIDE data load schedule, data reporting and course mapping, January 23

- Met with the Cosmetology Program Chair to review the PLO Assessment Plan, January 24
- Met with IT Web Design Specialist to provide a Power App mock-up to embed into JagPRIDE, January 24
- Met with the Associate Dean of OPOD to discuss plans for the Data Summit, January 24
- Met with HR Employee Relations Officer to clarify Policy 4800, Outside Employment, January 25
- Met with IT Applications Specialist to review JagPRIDE PLO mapping reports, January 26
- Met with Data Summit Team to review agenda items, time line, faculty panel, open labs, and resources, January 26
- Met with the Dean of Liberal Arts to discuss Pathways next steps from faculty role to dean supporting student learning outcomes, January 26
- Met with the Application Development Manager to troubleshoot file sharing issues within OneDrive program folders, January 26
- Participated in the College-Wide Curriculum Committee Meeting, January 26
- Facilitated the AEDT in person workshop with an overview of the role of faculty, data entry, due dates, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, January 27
- Participated in Email Etiquette Best Practices for Professionals workshop, January 27
- Met with IT Web Design Specialist for assistance on the development of a SharePoint site to transition program data files, January 30
- Met with the Physics and Engineering Program Chair to review PLO Assessment Plan due dates and coordinate workshops for both departments, January 30
- Met with the Coordinator of Academic Excellence Programs to review how Suitable may be able to monitor student activities through gamification, January 30
- Participated in Suitable Implementation Meeting for the spring 2023 pilot groups, January 31
- Met with the IT Applications Specialist to clarify the process for course mapping to identify reporting fields, January 31
- Met with the IT Web Designer to develop SharePoint for division and program folder to transition from OneDrive, February 1
- Met with the IT Applications Specialist to discuss PLO data load automation dates, February 1
- Facilitated the Engineering Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, February 1
- Facilitated the Physics Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, February 1
- Attended the celebration event to commemorate the appointment of Vice President of Academic Affairs, February 2
- Met with the Dual Credit Project Manager to discuss the DELTA Academy Curriculum and schedule updates, February 2
- Met with the Data Summit Team to discuss agenda items and draft survey questions, February 2
- Met with Curriculum Specialist to update Cosmetology PLO descriptions for the 2023-2024 Catalog, February 2
- Participated in the Distance Learning Opening Session – eLearning Faculty of the Year, February 3
- Met with the IT Web Designer to review the progress of the Power App development, February 3
- Met with the program chair of Graphic and Visual Arts to review 2020-2023 PLO Assessment Plan Improvement Plans, February 3
- Facilitated the Culinary Arts Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, February 6
- Met with the Associate Dean of OPOD to follow up on Data Summit planning, February 6
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to discuss the Learning Outcomes Data SharePoint, February 6
- Participated in Ellucian Demo General Overview session, February 7
- Met with the IT Web Designer to navigate the of the Power App and integrate into the Learning Outcomes Data SharePoint landing page, February 7
- Met with GreenLight Credentials to discuss options and participate in demo, February 7

- Participated in Ellucian Demo for Student Success session, February 8
- Facilitated Data Summit Open Lab for Chairs and provided resources to guide department PLO Assessment Plan discussions, February 8
- Participated in Data Summit Open Lab debriefing meeting the Data Summit Team, February 8
- Met with the Director of Curriculum to discuss options to extend 2023-2024 Catalog deadline for PLO description revisions, February 9
- Participated in Ambassador Cross-Training Academy workshop, February 9
- Facilitated Data Summit Open Lab for Chairs and provided resources to guide department PLO Assessment Plan discussions, February 9
- Met with the Welding Program Chair to review and prepare for the Data Summit and department PLO Assessment Plan discussions, February 9
- Participated in Data Summit Panel Practice with faculty representatives and OPOD, February 10
- Facilitated Data Summit Preparation meeting with alignment to Texas Pathways: Ensuring Students are Learning with the VPAA, deans, and Associate Dean of OPOD, February 10
- Participated in STC & Texas A&M Engineering Academy Press Announcement, February 11
- Met with the Dean of Institutional Research, Effectiveness, and Special Projects to discuss accreditation preparation, February 13
- Met with the Business Administration program chair and an accounting faculty member to discuss 2023-2026 PLO Assessment Plan revisions, February 14
- Facilitated the Dean's Meeting: Overview of the Data Summit Open Lab Information, February 14
- Met with the Associate Dean of OPOD to discuss Data Summit details, February 14
- Met with program chairs pending JagPRIDE N5 session data, February 14
- Met with Suitable and spring 2023 pilot groups to review updated curriculum templates and badging competencies, February 14
- Met with IT Applications Specialist to discuss new Instructor Audit report that will identify un-matched information comparing Banner and JagPRIDE, February 14
- Met with IT Applications Specialist to discuss a potential solution to Argos report sessions discrepancies, February 14
- Met with IT Applications Specialist to review the setup of a new Session Data report for session discrepancies, February 15
- Met with IT Applications Specialist to discuss results of Instructor Audit report and next steps, February 15
- Met with IT Applications Specialist to follow up on JagPRIDE Argos report revisions, February 16
- Met with the IT Department Leadership Team to review 2020-2023 PLO Assessment Plans, preparation for the Data Summit, and deadlines, February 16
- Met with the Public Safety Program Chair and Welding Program chair to review 2020-2023 PLO Assessment Plans, preparation for the Data Summit, and deadlines, February 16
- Attended College Wide Professional Development Day Data Summit for Academic Affairs, February 17
- Facilitated Data Summit Opening Session Q&A, February 17
- Met with the Child Development Program Chair to review 2020-2023 PLO Assessment Plans and deadlines, February 21
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to discuss the Data Summit and 2020-2022 & 2022-2025 Comprehensive Operational Plans, February 21
- Attended the College-Wide Curriculum Meeting for updates on proposed programmatic updates, February 21
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to review the 2020-2022 and 2022-2025 Comprehensive Operational Plans, February 22
- Met with Design Building Department to review 2020-2023 PLO Assessment Plans and deadlines, February 22
- Met with the Ivy Planning Group to discuss the diversity, equity, and inclusion services provided by their company and possible integration into learning outcomes, February 23
- Attended Workday Refresher Opening and Student Session to review services and options, February 23
- Participated in Ambassador Cross-Training Academy workshop, February 23
- Facilitated Learning Outcomes Committee to review Liaison roles/responsibilities, develop sub-committees, and designate meta-major department representation. Follow up surveys were shared with the committee, February 23

- Facilitated the Welding Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, February 24
- Met with an Accounting Specialist to review the budget development workflow and obtain application access, February 27
- Met with the Coordinator of Medical Assistant Technology to review 2020-2023 PLO Assessment Plans, deadlines, and how to submit revision requests, February 27
- Participated in the FY 2024 Preparation for Carl Perkins and CLNA meeting, February 27
- Met with the Application Development Manager to discuss Suitable SSO and API Integration and timeline for future JagPRIDE projects, February 27
- Participated in Spring 2023 Suitable Partner Roundtable session, February 28
- Participated in Texas Pathways Coach & STC Pathways Team Meeting, February 28
- Met with Suitable and spring 2023 pilot groups to review live activities, badging, and student sign in process for upcoming events, February 28

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders, audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewed PLO Targeted Improvement Plan submissions and followed up with program chairs. Provided program chairs and faculty training on Targeted Improvement Plans and OneDrive navigation. Added fall 2022 data to PLO Assessment Plans and raw data to all program folders.
- 2023-2024 Catalog – Updated Program Learning Outcomes for all programs.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in spring 2023 master syllabi. Collaborating with Program Chairs on inconsistencies.
- Department Training: Provided team members with PLO updates for 2023-2024 Catalog, SharePoint folder development/access, PLO and Core Objectives training, review of current JagPRIDE mass activity and auditing processes for updates, and creation of PD workshop summaries folder.
- Dual Credit and Adjunct Faculty Professional Development – Revised workshop summary based on faculty feedback, developed needs assessment survey and training presentation. Shared information with OPOD and participating faculty members.
- ePortfolio: Coordinated Suitable Demo for SAEM, Dual Credit, Library, CLE, Open Labs, Valley Scholars, and Liberal Arts. Met with departments to answer questions and provide additional information from the fall 2022 demo.
- Handbook of Operations: Updated the following; Argos Audit (code combinations to identify all outliers) and How to Update the PLOs in the Catalog.
- JagPRIDE Fall 2022 – Monitored weekly data loads and updated mass activity inserts for new sections, ran daily audit reports, shared early reminders for data entry with program chairs by session for faculty with pending data, updated and shared the JagPRIDE Informational Flyer for each session via Faculty/Staff News, met with faculty to assist with data entry and JagPRIDE navigation, submitted IT service tickets for issues that could not be resolved within the department, sunset sections that did not make, and updated instructor of record as needed within JagPRIDE, and shared daily updates with program chairs on pending data.
- JagPRIDE Spring 2023 – Audited of the data loads, mass activity inserts, updated PLO descriptions, clarified CLOs, verified PLO and CLO course mapping within JagPRIDE, and provided program chairs access to program data.
- JagPRIDE Training: Provided in meetings with program chairs and faculty, tailored to the unique needs of each program. Reviewed the data collection process, misconceptions, an overview of the assessment plan, curriculum map, PLO summary, and due dates.
- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Developed SharePoint program folders with restricted access and integrated Power App for PLO Assessment Plan Revision Requests. Implementing a streamlined workflow communication system with status updates. Updated Targeted Improvement Plans and direct access OneDrive Folders, audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewed PLO Targeted Improvement Plan submissions and followed up with program chairs. Provided program chairs and faculty training on Targeted Improvement Plans and SharePoint navigation.

- 2023-2024 Catalog – Collaborated with the Curriculum Department and program chairs to update Program Learning Outcome descriptions and to extend the deadline to April 1, 2023 to align with the Data Summit and spring program deadline.
- Budget: Planned 2022-2023 & 2023-2024 encumbrances and collaborated with Curriculum AA on expenditures.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in spring 2023 master syllabi. Collaborating with Program Chairs on inconsistencies.
- Department Training: Provided team members SharePoint folder development/access, Power App navigation, review of current JagPRIDE mass activity and auditing processes for updates, and COP development.
- ePortfolio: Collaborated with IT for SSO and API integration. Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to review updated curriculum templates, badging competencies, review live activities, and student sign in process for upcoming events.
- Handbook of Operations: Developed the JagPRIDE Session Audit guide and drafted JagPRIDE Instructor Audit guide.
- JagPRIDE Spring 2023 – Audited of the data loads, mass activity inserts, updated PLO descriptions, clarified CLOs, verified PLO and CLO course mapping within JagPRIDE, and provided program chairs access to program data. Collaborated with IT to develop new audit reports for instructor and session data. Launched application on Monday, February 13, 2023 to provide faculty with N5 sessions adequate time to submit data. Updated instructor of record and sunset sections that did not make.
- JagPRIDE Training: Provided in meetings with program chairs and faculty, tailored to the unique needs of each program. Reviewed the data collection process, misconceptions, an overview of the assessment plan, curriculum map, PLO summary, and due dates.
- Learning Outcomes Committee: Created presentation with an overview of Liaison role and responsibilities, spring 2023 statement of commitment, meta-major department representation, sub-committee assignments, and follow up surveys for sub-committee meeting schedules and statement of commitment. Follow up meetings with Liaisons needing more assistance.
- Life Long Learner Credit: Collaborated with the Dean of Distance Learning to determine Learning Outcome workshop eligibility for the 2023-2024 academic year. The Learning Outcomes Department will collaborate with OPOD to update records in the PD system.
- Spring 2023 Data Summit: Collaborated with OPOD to schedule Data Summit Open Labs for Chairs, faculty panel, faculty panel questions, and survey questions. Met with the Data Summit Team to plan event, discuss survey, and debrief from first Open Lab. Created guide to access PLO Assessment Plans from SharePoint, Open Lab Presentation, and PLO Assessment Plan reference with guided questions. Collaborated with IT Web Designer to develop a Power App to collect PLO Assessment Plan revision requests. Met with faculty, program chairs, and deans to prepare for the Data Summit and provide Power App training.

Reports:

- Fall 2022 JagPRIDE Audit:
    - Core Objectives: 99% (162 faculty members complete out of 164) 373 sections
- Program Learning Outcomes: 100% (418 faculty members complete out of 418) 1,019 sections Fall 2022 AA & AS Interdisciplinary Core Objective Data
- Fall 2022 Core Objective Data
- Spring 2023 JagPRIDE Instructor Audit
- Spring 2023 JagPRIDE Session Audit
- Spring 2023 JagPRIDE Data Load Audit

GRANT & PROJECTS:

- Collaborated with campuses, program chairs, faculty, and campus schedulers to schedule spring 2023 and summer 2023 courses in the ALCs.
- Collaborated with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborated with departments and campus schedulers to schedule spring 2023, and summer 2023 events in the ALCs.
- Collaborated with Dual Credit schedulers to review rollover sections, faculty eligibility to alleviate scheduling conflicts with eligibility. A list of sections was provided.

- Scheduled wait list sections and provided faculty with calendar invites for January 10, 2023. All ALC schedules were reviewed at that time and if available, the wait list sections were added to the schedule.
- Met with the Dual Credit and Compliance Specialist to relocate sections of ineligible faculty members from ALCs, January 5
- Met with the Supplemental Instruction Manager to schedule SI sessions in ALCs at the Mid-Valley, Pecan, and Starr Campuses, January 17
- Reallocated extra glass boards from Pecan G101 to Pecan and Mid-Valley campuses, January 18
- Met with a Psychology faculty member to coordinate ALC glass boards for Emerging Scientist Symposium scheduled April 27, February 1
- Met with the Academic Affairs Officer to plan the transition of ALC Scheduling and inventories, February 2
- Collaborated with campuses, program chairs, faculty, and campus schedulers to schedule spring 2023 and summer 2023 courses in the ALCs.
- Collaborated with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborated with departments and campus schedulers to schedule spring 2023, and summer 2023 events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – January Mailed out invoice letters to outstanding sponsor pledges. Created and mailed out Holiday cards to all sponsors. Continued processing ANWTS donations.
    - Monetary Sponsorships (paid): $59,600
    - Monetary Pledges: $8,100
    - In-Kind Donations: 28,623.12
    - Tickets: $4,600
    - Silent Auction Revenue: $4,637
    - STC Employee One Time Donation: $360
- **Recruitment –** Developing plan for transitioning requirements and opportunities of the program.
- **Administrative –** Attended the Suitable + STC Implementation meeting on January 31 at 3:30pm via Zoom. Sent email reminders to students regarding February General Meeting. Confirmed Spring 2023 enrollment for students and distributed Pre-Census scholarship list to Financial Aid.
- **Fundraising** – February Mailed out invoice letters to outstanding sponsor pledges. Created and mailed out Holiday cards to all sponsors. Continued processing ANWTS donations.
    - Monetary Sponsorships (paid): $64,200
    - Monetary Pledges: $3,500
    - In-Kind Donations: $28,623.12
    - Tickets: $4,600
    - Silent Auction Revenue: $4,637
    - STC Employee One Time Donation: $360
- **Meetings:** Held the Valley Scholars monthly meeting on February 10th at 11:00am via Teams.
- **Administrative –** Attended the Starfish GPS monthly meeting on February 1st in Building Y1-101at 2:30pm. Attended the College Wide Professional and Organizational Development Day on February 17th. Sent email reminders to students regarding February General Meeting. Confirmed Spring 2023 enrollment for students and distributed post-Census scholarship list to Financial Aid.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that had questions and were interested in Phi theta Kappa. Send email invitations to students that are eligible to join PTK.
- **Meetings** – Met with Officer team multiple times per week to finish Honors in Action, College Project, and Individual Award submissions. Held the January General meeting on January 26 at 4:30pm via Teams. Held the February General meeting on February 23rd at 4:30pm via Teams.

- **Administrative -** Distributed Officer Applications to chapter members to fill our vacancies. Submitted final Hallmark Award applications to achieve Five Star Chapter status. Began discussing plans for Texas Regional Convention and Catalyst attendance in 2023 with chapter members. Began making travel arrangements to attend the Texas Regional Convention in Irving, TX with chapter members from March 9th-12th.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program. Met with students that had questions about the Honors Program and were interested in joining. Reviewed all applications for Spring 2023 and scheduled meetings with qualified students to discuss Honors opportunities.
- **Administrative** – Submitted Honors section requests to appropriate faculty and chairs and requested documentation from Honors students and faculty. Collaborated with curriculum staff to have Honors sections created.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Starfish Team Meeting, January 4
- Spring 2023 Starfish Activity Schedule, January 5
- Faculty Training Schedule for Starfish, January 5
- Semester Review Tracking Reports, January
- PSYC SCI Department Meeting, January 10
- Biology Department Meeting, January 11
- Development Day Panel Planning, January 11
- Workshop # 26641, Starfish Training, January 11
- History and Philosophy Department Meeting, January 12
- Workshop # 264676 Starfish Training, January 13
- Workshop # 261063, Math Department Meeting, January 13
- BAS Organizational Leadership Department Meeting, January 13
- Workshop # 257639, Dual Credit, January 14
- Business Administration Department Meeting, January 14
- Workshop # 265839: Starfish Open Lab, January 17
- Financial Wellness and Starfish Collaboration, January 17
- Workshop # 265840: Starfish Open Lab, January 18
- EAB Consulting 30-Minute IT Time, January 18
- BSN Department Starfish Training, January 18
- Workshop # 264762: Starfish Training, January 19
- EAB Consulting 60-Minute IT Time, January 19
- Kinesiology and Starfish Collaboration, January 19
- Chai Meeting—Spring 2023, January 20
- Workshop # 264765 Starfish Training, January 23
- Policy Transition Workshop, January 23
- Black Board Road map, January 31
- Faculty Survey Review with RAS, January 31
- Institutional Planning and Effectiveness Committee, February 1

- Monthly Guided Pathways Specialist Meeting, February 1
- Martinez Elementary Career Day, February 2
- Bachelor Programs Discussion, February 2
- Workshop #26701: Welcome and Presentation of E-Faculty of the Year, February 3
- Workshop #267017: Keynote Address- Overcoming the forgetting curve and maximizing student retention, February 2
- STC & Texas A7M Engineering Academy Press Announcement, February 13
- Data-Informed Retention, Virtual EAB Conference, February 14
- Interdisciplinary Training Session, February 14
- Workshop #268604: Starfish Training, February 15
- Workshop #268605: Starfish Training, February 15
- Focus Group Discussion with GPS Persistence and Initiatives, February 16
- Professional Development Day, February 17
- Presentation for Student Career and Placement Team, February 17
- Starfish Presentation to Shawnee Community College, February 17
- Data Feed Discussion with IT, February 22
- Starfish Taskforce and Leadership Update, February 23
- Institutional Planning and Effectiveness Committee, February 23
- Advanced Manufacturing Information Session Recording, February 24
- Data-Informed Retention, EAB Virtual Conference, February 28
- Interdisciplinary Onboarding Session, February 28

PROJECTS:

- Faculty Role and Relationships creation within the Starfish Early Alert System. The design in Starfish is designation of specific faculty cohorts to meet the tracking needs for data analysis with interventions in courses with lower pass rates and high withdraw rates.
- Cohort creation for courses (BIOL2401, HIST1301, PSYC2301). Courses will have unique cohort availability to meet the data requirements to evaluate assistance programs for future improvement with student success, pass rates, and persistence.
- Process flows for Starfish and IT data formulas to meet the report timelines for Dual Credit student information. The need to improve the processing time and documentation of the process for future standards.
- Creation of new Referrals, Flags, and To-Do's within the Starfish Early Alert System. Identification for the need of newer or updating former to meet the demands of faculty feedback and satisfaction.
- FYC New Student Orientation, Pecan, Mid Valley and Starr Campuses, greet students and have them update their Starfish profiles while assisting on how to communicate with faculty and support staff.
- Adjunct and Dual Credit Faculty Professional Development Day, General Session and Panel discussion for workshop # 257714
- Individual Meetings with Deans for Spring 2023 Updates with Starfish usages and growth opportunities for the extended use of Starfish to meet reporting and data requirements.

- Welcome Back Days for students, Pecan and Nursing Campuses, provided information and Starfish assistance on updating profiles.
- Monthly audit for student interactions from Starfish office: 536 students assisted and 321 faculty/staff interactions
- AMT Information Video, assistance in planning and organizing preparations for filming info-session
- Faculty Role and Relationships creation within the Starfish Early Alert System. The design in Starfish is designation of specific faculty cohorts to meet the tracking needs for data analysis with interventions in courses with lower pass rates and high withdraw rates.

- Cohort creation for Interdisciplinary Program Majors, students will be invited to attend an advising meeting with the student success specialist for assistance in continuing the program. The need is designed to meet the reporting requirements of House bill 25
- Process flows for Starfish and IT data formulas to meet the report timelines for Dual Credit student information. The need to improve the processing time and documentation of the process for future standards.
- Creation of new Referrals, Flags, To-Do's and success plans within the Starfish Early Alert System. Identification for the need of newer or updating former to meet the demands for faculty feedback.

- DHSI reporting requirements for semester specific activities. Reporting requirements for External Auditor formative evaluation.

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	0
Flags Addressed:	719
To-Do's:	54
Referrals: (Tutoring)	10
Kudo's: (Paws up Jaguar)	0
Notes:	116596
Total Number:	**117379**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	1077
Course Substitutions:	19
Email/Phone:	5056
Financial Aid Addendums:	106
Graduation-Degree Audits:	193
Registration:	928
Schedule Changes/Cancellations:	394
Total Number:	7773
Starfish Events	
Appointments Created	**15383**
Flags Raised	9867
Flags Cleared	3897
Total Number:	29147

GUIDED PATHWAYS SPECIALIST:

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	352
Flags Addressed:	1708
To-Do's:	526
Referrals: (Tutoring)	224

Kudo's: (Paws up Jaguar)	3
Notes:	31856
Total Number:	**34669**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	342
Course Substitutions:	21
Email/Phone:	2236
Financial Aid Addendums:	91
Graduation-Degree Audits:	273
INDS Holds:	3
Remediation	51
Registration:	117
Schedule Changes/Cancellations:	69
Total Number:	**3203**
Starfish Events	
Appointments Created	17302
Flags Raised	38612
Dual Credit Referral	71
Flags Cleared	3549
Total Number:	**59534**

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Had a productive site visit with the DOE Office of Migrant (OME) HEP grant subject matter expert, January 11 and 12
- Presented proposed Medical Receptionist Occupational Skills Award at College-Wide Curriculum Committee meeting, January 26
- Successfully completed TWC Skills for Small Business Grant, January 31
- Attended Transition Coalition meeting with Workforce Solutions to discuss how we can serve individuals with special needs, February 9
- Attended the Texas Administrators of Continuing Education (TACE) South Region spring meeting, February 24
- Participated in the Vanguard Academy Family Forum where we were able to promote our programs to students and parents, February 25

PROJECTS:

- Working with Child Development & Early Childhood Department on child care development apprenticeship program
- Developing curriculum for training to be provided to the City of Mission employees
- Developing ESL curriculum for CDL drivers with foreign license needing to apply for B-1 visa
- Started development of Child Care Apprenticeship program
- Evaluating three registration systems
- Developing curriculum for training to be conducted in March for City of Mission leadership and employees
- Evaluating vendor for industry specific ESL courses
- Developing ESL course for CDL drivers coming from Mexico

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Academic Initiatives Office and Associate Director of Grant Management & Compliance, January 4
- MRG Health Meeting, January 5
- Workforce Summit Discussion, January 10
- Apprenticeship Texas Expansion Grant Discussion with Grants Office, January 10
- AmeriCorp Grant Discussion with Grants Office, January 12
- Edify EAP Presentation Data Management Presentation, January 17
- Academic Initiatives Officer and BPST Project Manage Meeting, January 17
- OER Grant Planning Meeting, January 17
- Perkins Leadership Grant Discussion, January 18
- HR Process Map Discussion for Grant Assignments, January 18
- OER Grant Program Applications Planning Meeting, January 19
- Data Management Integration Meeting, January 19
- Workforce Summit Planning with Dean of BPST, January 19
- Policy Transition Workshop, January 23
- NSRP Grant Discussion, January 23
- JET Grant Discussion with Dual Credit, January 24
- TACTE Presentation Planning, January 24
- RGV Focus Leadership Meeting, January 25
- HTX Grant Award Kick Off, January 25
- Edify EAP Presentation Data Management Presentation, January 25
- AmeriCorps Meeting with Vice-President of Academic Affairs and Continuing Ed. Director, January 27
- Perkins Basic Discussion with BPST Project Manager, January 27
- OER Grant Planning Meeting, January 30
- Academic Initiatives Office and Associate Director of Grant Management & Compliance, February 2
- Garver Presentation and & Check donation to AEDT program, February 2
- Talent Strong Texas Pathways Orientation Webinar, February 3
- Continuing Education Registration Demo – myOneFlow, February 6
- ERP - Modern Campus Demo, February 6
- ERP - Ellucian Emo, February 6
- Meeting with UTRGV – Advanced Manufacturing Program, February 8
- Ellucian Demo, February 8
- NAH Grants - Meeting with Dean of NAH, February 9
- Workshop #268269 – COP Development, February 9
- American Institute of Architects Fundraising Committee Meeting, February 9
- Demo Discussion for Continuing Education registration system, February 10
- STC & Texas A&M Engineering Academy Press Announcement, February 13
- Workforce Summit Planning Kick-off Meeting, February 13
- HR Process Map Meeting, February 13
- JET Grant – EMT program Award Kick-off February 14
- BPST Division Advisory Meeting, February 14
- JET Grant FY2024 Planning, February 14
- APLU Lumen Learning Kick-off Meeting, February 15
- Basic Needs Committee Meeting, February 15
- Humanities Texas Workshops in the RGV, February 16
- College-wide Professional Development, February 17
- Project Management Training, February 21-23
- Starfish Update and Taskforce Meeting, February 23

- Award Kick-off Workforce Development and Safety Training, February 27
- NAH Grant Meeting for special assignments, February 27
- Carl Perkins and Comprehensive Local Needs Assessment FY24 Kick-off, February 27
- HR Hiring Process for Grant related Meeting with HR, Grants, and Academic Affairs, February 27
- JET Grant Planning for Law Enforcement, February 28
- iHeal Grant Meeting, February 28
- South Texas College – Modern Campus, February 28

PROJECTS:

- Workforce Summit – April 21, 2023
- Carl Perkins Basic - Academic Affairs Application FY24
- TACTE Presentation Planning
- HR Process Mapping
- COP & IE Plan – Strategic Planning Alignment

ACADEMIC GRANTS:

- Apprenticeship Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST.
- HTX Grant – Liberal Arts Division
- Nursing Shortage Reduction Program – NAH
- Association of Public and Land Grant Universities - MSITB
- Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST.
- HTX Grant – Liberal Arts Division
- Nursing Shortage Reduction Program – NAH
- Association of Public and Land Grant Universities – MSITB

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on MVC Building A Culinary Arts Renovation, February 1
- Met with Dean for LA and Dean for MSITB to discuss computer lab and classroom usage in PCN G, February 1
- Met with Dean for BPST and Cosmetology Department Chair regarding the Texas Department of Licensing and Regulation Inspection for the Cosmetology program, February 2
- Met with myOneFlow representatives to demo online registration for non-credit students, February 6
- Met with Modern Campus representatives to demo online registration for non-credit students, February 6
- Attended the Ellucian demo general session and human capital management session, February 7
- Met virtually with Dean for BPST, BO, and Cashiers to discuss the Cosmetology tuition and fees for FY23 and FY24, February 8

- Attend virtual Starr County Campus Welding Lab Expansion Construction Meeting, February 8
- Attend Title IX team meeting, February 8
- Met virtually with Texas A&M to discuss the classroom/lab assignment for the Engineering Academy, February 9
- Met with Dean and Director for Distance Learning and Dean of Continuing Education to discuss Digital Training Center, February 9
- Met virtually with FPC to discuss the Technology Campus Truck Driving Range Expansion, February 9
- Held meeting to discuss the online registration demos for non-credit students, February 10
- Attended the press announcement regarding the Texas A&M Engineering Academy, February 13
- Facilitated tour of PCN G with Texas A&M representatives regarding potential classroom and lab usage, February 13
- Attended Title IX meeting, February 14
- Met virtually with FPC Assistant Director regarding space modification requests, February 14
- Attended virtual bi-weekly meeting regarding the MVC Building A Culinary Arts Renovation Construction, February 15
- Met virtually to discuss logistics on upcoming Spring 2023 Commencement, February 15
- Facilitated the skills test for the vacant Executive Administrative Assistant position, February 15
- Chaired and facilitated the interviews for the vacant Executive Administrative Assistant position, February 16
- Participated in Spring 2023 College-wide Professional & Organizational Development Day, February 17
- Met virtually with HRIS to discuss faculty load and compensation reporting, February 21
- Attended virtual bi-weekly meeting regarding the Starr County Campus Welding Lab Expansion, February 22
- Met with FPC and NAH Division to discuss the room capacity for Physical Therapy Lab, February 22
- Met with Dean for CPWE and Dean for NAH to tour the vacant A&M Building classrooms and labs, February 23
- Met with FPC and Dean for CPWE to tour the vacant Kika De La Garza Elementary School for CPWE course offerings, February 23
- Met virtually with IS&P to discuss faculty load and compensation reporting, February 21
- Attended virtual Academic Calendar Committee meeting to discuss AY24-25 draft calendar, February 24
- Attended virtual meeting regarding online registration demo with Modern Campus (Destiny One) for non-credit students, February 28

PROJECTS: INSTRUCTIONAL EFFICENCY REPORTS (BUDGETS AND FACILIITES)

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on FLAC Calendar for Summer 2023
    - Continue working on the Summer 2023 Payroll Pay Dates & Fraction of Payment schedule with BO and HR
    - PEPFLAC for contract types: 90, OV, 45, NA, DC, and PS
    - SIAASGN/PEPFLAC for part of terms: 1, K1, M0, M2, M5, M8, N1, N5, and N12
    - Total Records Uploaded: 1,661
- Continued working with Facilities and Maintenance on office space, building renovations, and space modifications across all campuses
    - Mid Valley Campus: Building A Cafeteria to Culinary Arts Instructional Kitchen; Child Development Center Portable Renovation; Building L- Carpet Renovation
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion; HVACR Classroom/Outdoor Covered Area; Welding Lab Expansion
    - Nursing & Allied Health Campus: Building A- Occupational Therapy Kitchen Lab Expansion; Building - Carpet Renovation
    - Pecan Campus: Building A- JagStudio; Building J 1st Floor- Classroom to Office Suite Conversion
    - Pecan Plaza: Continuing, Professional & Workforce Education
    - Pecan Plaza: Kinesiology Building
    - PSJA Elvis J. Ballew CCTA: Relocated items for Cosmetology Program
    - Technology Campus: Master Plan for buildings A and B; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
- Finalized Reclassifications and Position Control Transfer for instructional divisions

- Continue working with Continuing Education and the Institute for Advanced Manufacturing departments to demo online registration for non-credit students
- Chaired and finalized the interviews for the vacant Executive Administrative Assistant position for the Office of the Vice President for Academic Affairs
- Site visit at Kika De La Garza Elementary School for potential use by Continuing Education
- Work on developing lease agreement with La Joya ISD to utilize the Kika De La Garza Elementary for Continuing Education courses
- Work on Capital Improvement Project (CIP) form for Continuing Education to offer the Dental Assistant program in the vacant lab at the A&M Building.

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Chair Leadership Planning Meeting with OPOD, January 9
- Participated in Shawnee CC Site Visit Planning Meeting, January 17
- Attended the EWDC Meeting, January 17
- Participated in the STC Gala Transition Meeting, January 18
- Attended the Chair Leadership Meeting, January 20
- Attended the Policy Transition Workshop, January 23
- Attended a Workforce Summit Planning Meeting, January 25
- Attended Distance Learning Symposium General Session, February 3
- Met with VP for Academic Affairs to discuss Comprehensive Operational Plan, February 6 & 9
- Attended Workshop #268261: Open Lab for COP Development, February 9
- Attended Deans Meeting to discuss faculty feedback in preparation for Data Summit, February 10
- Attended STC and TAMU Engineering Academy press announcement, February 13
- Attended Workforce Summit Planning Kick-off Meeting, February 13
- Attended meeting with OPOD regarding the Data Summit, February 14
- Attended a meeting to discuss the Academic Excellence Programs, February 16
- Attended the 2023 Data Summit, February 17
- Attended Project Management Training, February 21-23

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

- Assisted Academic Excellence with ANWTS sponsorship documentation and collection of unpaid pledges
- Assisted finalizing nominations for NISOD
- Assisted with coordination of Chair Leadership Meeting
- Assisted with Dual Credit Summit PPT presentation for EWDC Meeting
- Assisted with site visit from Shawnee Community College
- Began coordinating PPT presentation for Data Summit
- Began developing PPT presentations for upcoming EWDC Meeting
- Guided Pathways
- Starfish
- Continued to assist with Policy Transition Workshop
- Continued to coordinate site visit for Texas Pathways Coach
- Coordinated notification of the 2023 eFaculty of the Year award recipient
- Finalized draft proposal for Commercial Pilot Program
- Finalized PPT on Program Offerings in Western Hidalgo County for EWDC Meeting
- Finalized PPT presentation for Chair Leadership Meeting
- Updated Chair Assignment Cycle Cohorts and requested relevant webpage updates
- Worked on developing a Guided Pathways KPI report
- Assisted with Data Summit preparations
- Continued to assist with coordination of Workforce Summit
- Continued to coordinate the Texas Pathways Coach site visit

    - Developed report of Guided Pathways KPIs
    - Coordinated updated Pathways webpage
- Developed and finalized PowerPoint presentation for Dual Credit Summit
    - Finalized revisions to Summit booklet
- Developed and submitted Guided Pathways presentation for EWD Committee Meeting
- Developed Talking Points for Distance Learning Symposium General Session Welcome
- Made corrections to CBE Manual and requested upload to webpage
- Reviewed multiple Affiliation Agreements
- Summarized Dual Credit Exemption Allocations
- Worked on the Comprehensive Operational Plan for the Office of the VP for Academic Affairs

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- Assisted OVPAA with academic related design projects and requests
    - "Questions" PowerPoint page art updates/changes
    - Worked on updates/changes for the STC Volunteer Income Tax Assistance (VITA)
    - A-Frame Display Poster designs
    - Began working on Professor Emeritus Certificate template designs
    - Worked on Proposed 2023 VPAA Organizational Chart
    - Continued working on updates/changes for the STC Volunteer Income Tax Assistance (VITA) A-Frame display poster designs
- Assist SBS with resizing SBS Mini-Mester flyer into 11x17 poster
- Worked on 2024-2025 Academic Calendar Committee cover design for Curriculum
- Worked on Guided Pathways designs
    - Mock Webpage
    - Guided Pathways Key Performance Indicators (KPIs) bi-fold
- Worked on Starfish Taskforce and Leadership Update Meeting designs
    - Table Tent Flyers
    - Agenda
    - Starfish Story 8.5x11 page design for web
    - Reconstruction of QR code for Starfish Story page
- Starfish-shaped cutout design with Starfish Story QR Code
- Assisted with Starfish designs
    - "Do You Know Starfish?" one-page flyer design
    - Spring 2023 Update Your Starfish Profile Poster
    - Table tent flyer designs
- Began working on Curriculum Program Proposal Cover Updates
    - Veterinary Technician Certificate Program
- Continued assisting Dual Credit Programs and Public Relations and Marketing with the 2023 Summit for Dual Credit Programs promotional designs
    - Check-In Poster
    - Name Badge
    - PowerPoint header/footer/title graphics
    - QR Code reconstruction into vector format
    - Social Mixer Poster
    - Turtle icon gift tag
    - Welcome Poster

Information Services, Planning, Performance and Strategic Initiatives

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

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. DAVID C. PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)
DATE:	MARCH 1, 2023
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1 THROUGH FEBRUARY 28, 2023

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

MEETINGS AND EVENTS

- Attended Thank you Luncheon with City of Pharr at the Regional Center for Public Safety Excellence

- Attended Overview for National Leadership with Congresswoman Monica de la Cruz

- Board Meetings
- Board Committee Meetings

- Pre-Cabinet and Cabinet Meetings
- TCOLE Academy Application
- MFTZ & FTZI Quarterly meeting
- ERP Discussions
- DHSI Grant Update
- PROMISE STC Infographic Profile
- STC – K12 Feeder District Planning Meeting
- ISPP&SI Leadership meeting
- STC, DHS and Representative Monica De La Cruz
- Meet with TEEX at RCPSE
- Participated in Search Committee Meeting
- RGV FOCUS Leadership Team Meeting
- Fiber Optic Career Pathway/Certification Program meeting
- Anthology Representative, Chriss Bobbitt meeting
- Tour of Cosmetology Building and Lease review
- McAllen State of the City Address
- Workday Data Request meeting
- Process Mapping for RCPSE Training Courses
- Ellucian Demo – General Overview
- Ellucian SaaS Overview
- Strategic Plan meeting
- STC & Texas A&M Engineering Academy Press Announcement
- RCPSE Operations Meeting
- ILC meeting
- Coordinated Operations Council
- Met with Dean of IRESP
- RCPSE site visits
- TAMU Building Visits and Walkthrough
- Attended Achieve the Dream Conference
- Prosperity Task Force – Educational Subgroup/Workforce
- RGV Fire Chiefs Assocation Meeting
- DLA Interview – Decision Making for Student Success
- FY 24 Budget Review
- Radius CE Course Registration Application
- Texas Pathways Coach Site Visit

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Development Team published the latest Banner patches in production on March 4. In terms of self-service functionality, cashiers have completed the final testing for the Student Obligation pages. The team will have a meeting to determine when the pages can be placed in production. HR (Human Resources) and IT (Information Technology) continue to work together to create the admin and faculty letter of appointment letters in an Office 365 Power App platform moving away from Self-Service Banner. The Project Team has identified what tasks need to be completed before the letters are dispersed in the next coming months.

JAGNET

IT met with PR (Public Relations) to determine dates to meet with the Jagnet Content Committee for 2023. The first meeting will be in March. Some of the pending tasks to complete are to identify what modifications need to be made in production for Jagnet and Self-Service Banner for faculty functionality. Another task is to modify the colors in Jagnet based on the new branding expected to come out in 2023. In parallel, the team continues to review available software that will upgrade Jagnet to achieve a new personalized dashboard/portal for our students.

DEGREE WORKS

The Team has created a project plan to upgrade the application and is planning to meet with stakeholders after the week of Spring Break. In this meeting, the team will review the timeline with stakeholders to upgrade the application in test and production. Once the project plan is approved, the team will begin the project tentatively scheduled for the end of April pending approval.

OFFICE 365 MIGRATION

The MS Office Project Team implemented a self-service password reset utility within Office 365 to make it easier for students, faculty, and staff to change their password and to unlock and secure their accounts with multifactor authentication using their existing STC credentials.
The IT Team continues to work on strategies to promote the Self-Service Password Reset Tool. The total number of users, students, faculty, and staff continues to increase, but not to a number that is satisfactory. As part of the new email strategy, users are being encouraged to

register in the new password reset tool and to download a copy of Microsoft Office Suite to their personal device. The IT Team is coordinating with PR and Open Labs on this new communication strategy to assist user register and guide them to download a copy of Microsoft Office Suite. The IT Team has confirmed dates for Spring 2023 enrollment events to promote the password reset tool and help students enrolled. Based on the feedback the Team has gathered, they worked on modifying the MyPassword website to create a more user-friendly interface and make the navigation easier for users.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT Team continues to monitor the health and performance of the data replication from Pecan to both locations Starr County and Tyler Junior College (TJC); no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team continued to work on the server replication between STC Pecan datacenter and TJC datacenter. After successfully replicating a server, the IT Team began the replication of one of the Banner servers. The IT Team decided to begin with the Banner batch/job processing server. The Banner batch/job processing server was replicated without any issues and the IT Team continues to work on reconfiguring the server to point to the Banner databases at TJC. The Team was able to fix the issues with the server replication software. After opening a ticket with vendor support, they restored the software's functionality.

The IT Team continues to work on the authentication server for Banner. The authentication server was replicated without any issues and the IT Team continues to work on reconfiguring this server to point to the Banner database at TJC. In addition, the database EIS used for authentication services for Banner has been created and the Team will work next on the configurations. The software replication was addressed, and the Team can log into servers at TJC. The new banner replication servers are accessible, and the Team will begin working on the reconfiguration.

The new module required for email notifications for the generator in Building M was purchased by the Maintenance Department. The Maintenance Team has worked on the installation of the email notifications module but encountered errors and malfunctions of the device. The Maintenance Team requested a replacement. The IT Team will follow up with Maintenance for status update on the replacement module. The Maintenance Department electricians are still having issues with the notifications module and are looking into updating the generator firmware, as a next step, to get the email notifications working.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link. The IT Team continues collaborating with the Open Labs staff to promote the utilization of virtual software applications.

The IT Team has been monitoring the usage of the instructional virtual environment for the Engineering Department and no issues have been reported. The IT Team received the new list of students for Spring 2023 and added it to the virtual group. In addition, the Team started piloting the new login in 3 podiums to see if we get any feedback from the instructors. The Physics Department is testing the software Pasco Capstone on a machine to see if it works with their equipment. If all works well, the Team will be deploying it to all lab computers.

The IT Team worked on a new image template to test the latest Windows 11 Operating System. The IT Team will move forward with testing two virtual podiums at Pecan and two welcome center computers at Mid-Valley Campus with the new virtual login.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Renewal for DUO Telephony Credits has been completed, users have been notified as well.
- Conducting a feasibility assessment on two-factor authentication for students.
- 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

- Texas DIR requested South Texas College to submit a Prohibited Technology Policy for it to go through a review process by the Department of Public Safety. This was regarding the state mandate to block TikTok in all college's networks. Information Security has submitted the policy as a standard and is currently waiting for feedback.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP, Dr. Plummer. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the health check of our email security.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- AT&T Cybersecurity conducted a TCF Assessment of our Information Security Program.
- Audit from Carr Riggs & Ingram (CRI), filling out questionnaire with IT. Addressing follow-up questions.
- Performed two Table Top Exercises with key folks.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing a report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.
- 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

- McAfee MVISION DLP on the CASB environment is 100% configured. In the future we plan cutting over from Office 365 to McAfee.
- Configuration policies that will help us automate 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.

MEETINGS

- DIR Monthly Security Meeting
- TxISAO Meeting

DR. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- SACS Enrollment Profile – Submitted the information through SACSCOC portal

MEETINGS/TRAININGS

- IRE&SP Leadership Weekly Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Data Management & Integrity (DMI) Committee
- Strategic Planning – Started planning the 2026 Strategic Planning
- Meeting with Dean Lozano (BPS&T) to Review Presentation
- Virtual Reality Equipment Feedback – Met with Dean Lozano and ETSS to tour the Technology campus VR equipment
- Fall 2023 Traditional Enrollment – Met with Dr. Plummer to discuss and review charts
- EAB Meeting w/Eri – Discussed the rapid insight
- Assessment Plan Timeline Meeting – Met with Yolonda Jaramillo
- PROMISE STC One-Page Infographic Profile Meeting
- STC-K12 Feeder District Planning Meeting – Improvement of college readiness metrics
- Chair Meeting - Spring 2023
- ISPP&SI Leadership Meeting – Met with Dr. Plummer

PROJECTS

- Data & Planning Academy – Met with Jessica Galloso (OPOD)
- College Reorganization Chart – Met with Dr. Solis (President)

DR. BRADLEY W. DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Prepare & organize the IE Reports for IEA Website for:
  - BPST
  - Liberal Arts
  - Public Relations and Marketing
  - Institutional Advancement and Economic Development
  - SAEM
- Direct Support to Departments/Divisions for IE Plan Development/Mid-Biennium and IE Plan Report Completion
  - College Connections and Admissions
  - Public Safety
  - Public Administration
  - SAEM
  - Comprehensive Advising and Mentoring
- 2019-2021 & 2021-2023 Submission Track Status - Updated the 21-23 Mid-Bi tracking report
- 2019-2021 & 2021-2023 IE Plans
  - Identify repeated objectives and action plans for:
    - Office of the President
    - Academic Affairs
    - Institutional Advancement and Econ. Dev.
    - Bachelor programs
    - BPS&T
- 2021-2023 Mid-Bi Tracking and Plan Writer List – Checking with VPs the unit completions
- 2022-2023 / 2024-2025 Comprehensive Operational Plans – New template has been created, conducted a pilot training session with the LLSS division. Setting up future meetings with plan writers
- C.O.P. Status Report AY 2020-2021 and 2021-2022 – Following up with VP's offices regarding submissions
- Xitracs – Test unit for the 23-25 IE cycle
- Institutional Planning and Effectiveness Committee and IE - Director of IEA will be an ex-officio member of the IPEC team working on enrollment issues
- SACSCOC Ongoing Activities:
  - Draft timeline for milestones for IE planning, COPs, fifth-year interim report, and QEP impact report
  - Integrated additional milestones into the timeline for a group of institutional effectiveness, strategic planning and accreditation-based initiatives
  - Shared the TASB-based policies used by a sister Texan institution for addressing the SACSCOC fifth-year interim report
  - Continued discussion regarding the transition of STC policies to TASB-based policies, setting out a framework for the fifth-year interim report
- Indirect Support to Departments/Divisions for the 2021-2023 IE Plan Mid-Biennium Report

FACTBOOKS AND DATA PORTAL

- Data Portal Update
  - Posted the persistence and successful course completion for progress and KPIs
  - Posted the pass rates and grade distribution with Fall 2022 data
  - Updated the IPEDS graduation rates
  - Posted the ACFR for Finance
  - Posted the college readiness, TSI, persistence, and successful course completion for KPIs
- Fact Book Update – ACFR, college readiness, SAGs, persistence, successful course completion, and the post-graduation success

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Updated KPI document, course completion, and IPEDS graduation rates
- QEP Assessment Data Support – Updated Fall 2021 cohort data
- Data Research – Traditional enrollment trend from Fall 2017 through Fall 2022
- Data Requests – Campus enrollment report to Dean for Distance Learning, college-going rates to Dean for IRESP, and Fall enrollment by campus
- Program Reviews Data – Updating the 2022 program reviews, discussed the academic program review option learned at the SACSCOC annual meeting, and worked on the 2022 program review data update

MEETINGS/TRAININGS

- Data Management & Integrity (DMI) Committee
- IEA Staff Meeting
- Achieving the Dream Conference in Chicago, IL
- Institutional Planning and Effectiveness Committee (IPEC)
- ISPPSI Division Meeting
- Data Summit Meeting Follow-up –Survey and panel introduction to a departmental discussion of assessment of student learning, explore the guiding questions for the chairs/panel members, discuss the role of the IRESP at the chair leadership meeting, reviewed the discussion prompts and materials to be utilized in the Academic Affairs Data Summit on student learning assessment
- Substantive Change Support - Guidance to appropriate Academic Affairs leadership regarding the deactivation of an AAS program and its corresponding certificate
- OPOD-Hosted Training - ACTA presenters' meeting for the spring ACTA calendar and framework
- Microsoft Azure Virtual Training - Data fundamentals

PROJECTS

- Integrated Institutional Effectiveness and Planning – Calendar update submitted
- Fifth Year Interim Report – Discussed the platform for developing responses to SACSCOC standards

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment Survey
- IPEDS Financial Aid Survey
- Spring Enrollment, Credit Hours, and Contact Hours Year over Year Comparisons
- Spring 2023 Campus Enrollment Report
- Spring 2023 Traditional Enrollment Tracking

SURVEYS

- CCAMPIS Grant Survey
- CDC Parent Satisfaction Survey
- Dual Credit Stakeholders Survey
- Faculty Satisfaction Survey
- Faculty Senate Election Survey
- Field Study Student Survey
- HEDS Alumni Survey
- La Joya Community Outreach Survey
- New Programs Survey
- Starfish Faculty Survey
- Support Services Survey

QUALITATIVE STUDIES

- Focus Group questions/protocol - DHSI Online Tutoring
- Focus Group questions/protocol - Distance Learning
- Focus Group questions/protocol - OPOD
- VR Technology Final Report

DATA REQUESTS

- Adult Learners Fall 2022 Data
- CAEL LASS 2.0
- CAHIIM Accreditation Annual Program Assessment Report (APAR)
- CCAMPIS Grant Fall 2022 Participants - Credit Accumulation and Persistence
- Continuing Education to Credit Enrollment Data
- Core Objectives Data Separated for Interdisciplinary Studies (INDS and INTS) Majors
- CTE program level unduplicated enrollment data AY2122
- Data on undeclared majors - earned hours, student type, courses enrolled currently
- DHSI Data - pass rates of courses with online tutoring

- Fall 2022 Census Full/Part-Time Enrollment
- Fall 2022 Student Demographics
- FYs 12-22 annual unduplicated credit enrollment by Dual-Traditional
- GPA of students participating in the Fall 2022 Perkins funded hotspot program
- GPA of students participating in the HEERF funded laptop program
- HB5 College Prep Course data
- HEERF Fall 2021 analysis
- MATH 2413, 2414 Enrollment 2019-2022 Tracking
- Online tutoring pass rate for BIOL MATH CHEM ENGL courses-additional data requested
- Outreach List Spring 2023 Enrollment
- Pass Rate comparison of INRW&1301 Fall 2018 - Fall 2022
- Pass Rates for Online Tutoring Sessions
- Program Review Fall 2022 Transfer
- Public Administration program data - declared majors and graduates
- Spring census file with CBE, District, Active military details
- Starfish Fall 2022 tracking
- Starfish Progress Survey 1 reports
- STC/UTRGV HSI Implementation and Evaluation Project: Calculus I and II Academic Measures
- Students passed GED, but were placed in MATH 0100, 0442, 0014, 0024, 0032, 0042 for Fall 2022 and Spring 2023.

MEETINGS

- Basic Needs Committee Meeting
- Brainstorming Session for OPOD Meeting
- BUGs Meeting
- CAEL / STC - LASS 2.0 Monthly Meeting
- CWPODD - OIRE Meeting
- Data Summit Meeting
- DHSI Focus Group Logistics Meeting
- DHSI Online Tutoring Check-in Meeting
- Distance Learning Focus Group Meeting
- DMI Meeting
- Faculty Satisfaction Survey Meeting
- IPEC Meeting
- IRESP Leadership Weekly Meeting
- Law Enforcement Data Request Meeting
- Data Requests: Grade Distribution Reports, Undeclared Students, Escrow Credit Report, HB5 College Prep Discussion Meeting
- OPOD Focus Group Protocol Review Meeting
- Pathways Round 3 Application Meeting
- Planning Focus Groups for OPOD Meeting
- Quant Team Meeting
- Search Committee Interviews Meeting
- SP 2077 - QR - Search Committee Meeting
- Starfish Faculty Survey Meeting
- Starfish Update and Taskforce Meeting
- STC - K12 Feeder District Planning Meeting
- Strengths Finder Planning Meeting
- Survey Planning and Logistics Meeting
- Workday Refresher - Opening Session Meeting
- Zoom call with HEDS for Alumni Survey Meeting

OTHER RESEARCH/SUPPORT

- ACTA presentation slides
- College Readiness mapping
- Fall Enrollment chart for IPEC
- MS Form for Faculty Senate Feedback on Student Persistence
- Preliminary review and summary of responses to Data Summit Pre-Survey
- RAS Comprehensive Operational Plan (COP) development
- Review script for High School Code to ISD matching

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Coordinated with Resource Development Management and Compliance staff and Library and Learning Support Services staff on responses to request for information from National Technology and Information Administration for Connecting Minorities grant proposal
- Worked on Comprehensive Operational Plan.
- Researched and provided feedback to Business Office on proposed First Day Complete program.
- Prepared for Library & Learning Support Services Supervisors Training event.
- Reviewed and submitted comments to Texas Library Association on HB 1006.
- Coordinated Library and Learning Support Services responses to request for information from National Technology and Information Administration for Connecting Minorities grant proposal.
- Prepared for Library & Learning Support Services Supervisors Training session.
- Worked on staffing for AAC&U OER Institute project.
- Worked on budget planning.
- Reviewed and provided comments on Library Services Comprehensive Operational Plan.
- Prepared for Library & Learning Support Services Supervisors Training session.
- Initiated coordination for Library & Learning Support Services Fall 2023 training day.
- Began set-up of MS SharePoint site for OER Support with assistance of IT staff.
- Corresponded with Purchasing Office regarding renewal of library materials moving services contract.
- Consulted with AAC&U IOER STC Team and arranged check-in with faculty mentor.
- Negotiated speaker arrangement for copyright and licensing training for faculty and staff in August 2023.
- Worked on Comprehensive Operational Plan.
- Coordinated Library & Learning Support Services Response to questions from National Telecommunications and Information Administration in connection with grant proposal.
- Worked with Library and Learning Support Services administrators to finalize and submit Comprehensive Operational Plans.
- Prepared overview of Intellectual Property Policy and coordinated announcement of updated policy with Academic Affairs.
- Scheduled and announced Library and Learning Support Services Advisory Group meeting.
- Reviewed library materials for possible deselection at Mid-Valley Campus Library.
- Created template for Library and Learning Support Services Advisory Group meetings.

MEETING HIGHLIGHTS

- Participated in meeting between Library & Learning Support Services staff and Facilities Planning & Construction staff to discuss phase I of the Pecan Campus Library renovation project.
- Met with Educational Technologies Director to review departmental travel planning.
- Participated in meeting with Barnes & Noble, Academic Affairs staff, and Business Office staff to discuss possible Barnes & Noble First Day Complete textbook program.
- Convened Library and Learning Support Services administrators for a training with IEA Director to discuss upcoming Comprehensive Operation Plan updates.
- Participated in ISPP&SI administrators meeting.
- Convened meeting to coordinate response to request for information from National Technology and Information Administration for Connecting Minorities grant proposal.
- Convened Met with Dean of Business, Public Safety, and Technology and Director of Learning Commons and Open Labs to discuss interdivisional collaboration on AR/VR initiatives.
- Participated in Texas Library Association Legislative Committee meeting
- Met with Open Labs Logistics Manager from Learning Commons & Open Labs to begin planning for March 8, 2023 Library and Learning Support Services Supervisors training.
- Met with Purchasing Office staff and administration and Library staff regarding future procurement of integrated library system solution.
- Met with Systems and Applications Librarian and with Associate Dean of Library Services to review status of systems and applications projects.
- Participated in Association of Colleges & Universities Institute on OER strategy planning meeting with Library staff.
- Convened Library & Learning Support Services administrators for a coordination meeting.
- Participated in STC AY24-25 Academic Calendar Committee Meeting.
- Convened OER SharePoint site planning meeting.
- Participated in preliminary discussion of OER course marking with Curriculum Office.

- Participated in Collegewide Curriculum Meeting.
- Participated in Texas Library Association committee meeting.

TRAINING HIGHLIGHTS

- Did on-boarding training for institutional participation in Open Education Network
- Completed SharePoint Online Essential Training: The Basics
- Participated in American Association of Colleges & Universities OER Institute webinar titled Using OER to Improve DEI in Your Class
- Participated in AAC&U IOER webinar titled "Debunking OER Assessment: Ethical Considerations and Practical Strategies for Tracking and Improving your Progress"
- Attended institutional data dashboard training for institutional participation in Open Education Network
- Worked on LinkedIn training on Creating a SharePoint Communications site.
- Participated in Fair Use webinar training hosted by University of Illinois.

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Vanguard Academy Dual Credit Visit
- Starr Campus Visit
- Staff Planning
- Technical Services – Secretary Interviews
- Mid-Valley Campus Collection Weeding
- Educational Technologies – Operations Manager Interviews

MEETING HIGHLIGHTS

- Attended Circulation, Reference, & Reserves Bi-Weekly Meeting
- Attended Project Management Preparation Meeting
- Attended Systems & Application Bi-Weekly Meeting
- Attended ACRL/iPEDS Review Meeting
- Attended Librarian II Meeting
- Attended NTIA Connecting Minority Communities Grant Program Meeting
- Attended Campus Librarian Job Description Meeting
- Attended Outreach & Instruction Librarian Meeting
- Attended Pecan Campus Staffing Meeting
- Attended Auction Process Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended Outreach & Instruction & ADLS Meeting
- Attended Project Management Follow-up Meeting
- Attended Librarian Programming Update Meeting
- Attended Discussion for Supervisors Meeting
- Attended Humanities Texas Grant Awarded Meeting
- Attended Technical Services Job Descriptions Meeting
- Attended Association of College & Research Libraries Meeting
- Attended Pecan Campus Renovation – Project Check-in Meeting
- Attended Outreach & Instruction Library Summit Feedback Meeting
- Attended South Texas College Optimum Introduction & Discovery Meeting
- Attended ECSCO Meeting
- Attended Door Counter Meeting
- Attended Next Year Staffing Meeting
- Attended Salary Request or IEP Meeting
- Attended Job Descriptions Review Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Librarian I & Library Technician Job Description Meeting
- Attended Library Art Gallery Exhibit Attendance & Research Tracking Meeting
- Attended Mid Valley Campus & Nursing Campus Project Management Follow Up Meeting
- Attended Pryor Facilitator Meeting

- Attended Forrester Counters Meeting
- Attended Open Labs Monthly Meeting
- Attended Pryor Training Logistics Meeting
- Attended Collection Development Bi-Weekly Meeting
- Attended Pecan Campus Concerns Discussion Meeting
- Attended Library Art Gallery Exhibit Inquiries Meeting
- Attended Study Room Displays FP&C Purchase Meeting
- Attended Hotspots Overdue Devices Procedures Meeting
- Attended Pecan Campus Library Specialist Job Descriptions
- Attended Associate Dean of Library Services Bi-Weekly Meeting
- Attended Outreach & Instruction Budget Communications Meeting
- Attended in Regional Center for Public Excellence & Associate Dean of Library Absolute & Laptops Meeting
- Attended Librarian II Meeting
- Attended Librarian III Meeting
- Attended Summit Discussion Meeting
- Attended Discarding & Pricing Meeting
- Attended Collection Discussion Meeting
- Attended All Job Descriptions/Titles Meetings
- Attended Outreach & Instruction & ADLS Meeting
- Attended Programming Update with Librarians Meeting
- Attended Circulation, Reference, & Reserves Bi-Weekly Meeting
- Attended Suitable + South Texas College Implementation Meeting
- Attended Library Summit Planning & Campus Librarian Roles Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended STC & Texas A&M Engineering Academy Press Announcement Meeting
- Attended FY24 Grant Review Panel Meeting
- Attended Library Acquisitions FY24 Budget Meeting
- Attended Library Automation FY24 Budget Meeting
- Attended Library Automation Staff Advisory Meeting
- Attended Human Resources Job Descriptions/Titles Meeting
- Attended Associate Dean of Library Services Bi-Weekly Meeting
- Attended Library Public Services Administration Weekly Meeting

LIBRARY DATA:

Monthly Statistics **January 2023**

- Library Website Visits# 6,953
- Discovery Search Visits# 1,967
- Active Community Users# 52
- Visitors# 22,457
- Reference/Research: 17
- Non-Reference/Research: 32

Monthly Statistics **February 2023**

- Library Website Visits# 9,561
- Discovery Search Visits# 2,810
- Active Community Users# 119
- Library Events: 3
  - Attendance In Person: 91
- Visitors# 30,521
- Reference/Research: 29
- Non-Reference/Research: 33
- Library Art Gallery Events: 1
  - Attendance In Person: 155

Events and Library Art Gallery Highlights

Welcome Butterfly, My Love		
Leila Hernandez, STC Instructor	**Starr Campus Library**	**January 23 – July 1, 2023** **Workshop: Feb 23, 2023**

Hernandez is a native of El Salvador and earned a Master of Fine Arts degree from the University of Florida. Her international travels have influenced her artwork, where she echos the color, texture, and compositions of the countries she has visited into images that honor her background and ideas of transformation, healing, and love. Her environmentally sustainable artwork, composed mainly from repurposed used clothing, stems from her studies of *Diseño Artesanal* (Handcraft Design) at the Universidad Dr. Jose Matias Delgado, where Hernandez learned about ceramics, textiles, and metals.

15! Angela Dominguez Has Something to Say

Angela Dominguez	**Pecan Campus Library**	**February 6 – June 6, 2023** **Workshop: March 7 & 8, 2023**

Hernandez Illustrator and author Angela Dominguez was born in Mexico City and earned an MFA at the Academy of Art University in California. She recently illustrated the New York Times Bestseller, "Just Help! How to Build a Better World," written by Sonia Sotomayor. *This exhibit and event are part of the "She Roars" series made possible in part by a grant from Humanities Texas. It is a collaboration between the STC library and art department plus partners the University of Texas Rio Grande Valley - School of Interdisciplinary Programs and Community Engagement, International Museum of Art & Science, and McAllen Public Library.*

Life & Death on the Border, 1910-1920

Bullock Texas State History Museum	**Pecan Campus Library**	**February 9 – June 6, 2023** **Round Table: Feb 9, 2023**

A panel exhibit that includes photographs, postcards, court documents and rare artifacts that tell the story of daily life and re-examines Texas historical events of the early 1900s in the Rio Grande Valley and South Texas. This exhibit was originally produced by the Bullock Texas State History Museum in collaboration with Refusing to Forget. The exhibit has been made possible in part by a grant from the National Endowment for the Humanities: Sustaining Humanities through the American Rescue Plan in partnership with the American Historical Association.

Cultural Portrait

Lupe Navarro	**Technology Campus Library**	**February 13 – July 21, 2023** **Workshop: April 25, 2023**

The South Texas College Technology Campus Library Art Gallery showcases a University of Georgia Jewelry and Metals MFA graduate Guadalupe Navarro. He uses traditional Copper and Silversmithing techniques to create vessels, wall-hanging pieces, and sculptural objects that focus on his experience as a first-generation Mexican American. Navarro's artwork was recently featured in a prestigious Craft in America exhibit.

Colorful Paradise

Jerry Medina	**Mid-Valley Campus Library**	**February 21 – July 21, 2023** **Workshop: April 26, 2023**

Mixed-media artist Gerardo Medina earned a BFA at the Art Institute of Dallas in 1991 before returning home to McAllen and starting his own advertising firm. This exhibit features surrealistic artworks in digital and traditional media.

PROJECT HIGHLIGHTS

WebCheckout
Projected End Date: July 2023

Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 94%
Phase 3 – CLE Inventory – 5%
Phase 4 – Library Art Gallery Inventory – 0%

Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items and staff are preparing the library inventory data imports.

FOLIO ERM
Projected End Date: April 2023

Progress: 15%

Summary: Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. The system has been configured for EBSCO eHoldings and sending emails, and electronic resources staff are working to identify which modules and features they would like to use.

Power BI Library Dashboards
Projected End Date: April 2023

Progress: 40%

Summary: Create Power BI dashboards for the new library content moved into Microsoft 365. The IT department has completed requested configuration changes and the team is working to create streaming dataset connections and exploring different visualizations and settings.

Annual Reporting (ACRL, iPEDS, STC)
Projected End Date: May 2023

Progress:
Phase 1 – Assign sections of survey to teams – 100%
Phase 2 – Compile and Review data – 100%
Phase 3 – Write the annual report (STC Annual) – 0%
Phase 4 – Format, edit, and finalize a print tri-fold brochure (STC Annual) – 0%
Phase 5 – Complete the ACRL web survey (February date) – 100%
Phase 6 – Complete the iPEDS web survey (February date) – 100%

Summary: There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY22 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY22 STC report will be completed after all the data is collected.

ACTIVITY HIGHLIGHT

- Outreach & Instruction – LOEX Conference 2023 – Conference Session Proposal Accepted
- Nursing & Allied Health Campus – Radiology – Tour/Orientation
- Starr Campus – New Mentor Tour
- Revision Employee Guidelines – Ongoing
- New Caster Chairs Distribution – Ongoing
- Inventory of Collection – Ongoing
- ACRL Collection - Ongoing
- Outreach & Instruction – “Research Strategies Unlocked!” – Blog & Flyer Distribution

- Library Technician Screening – Ongoing
- Hotspot/Laptops Distribution List Training – Ongoing
- Laptop Set Up for Semester (User Wipeout/Software and Lockdown Updates – Ongoing
- Library Clerk Screening – Ongoing
- Direct Wage Appraisals – Complete
- Pecan Campus – Center for Learning Excellence Tutors Scavenger Hunt
- Outreach & Instruction – Dual Credit Presentations – Mercedes High School – Attendance: 56
- Outreach & Instruction – Presentations – 2
- Mid-Valley, STRC Campus, Outreach & Instruction – First Year Connection Orientation
- Nursing & Allied Health Campus - 2023 Spring EMS Basic/Advanced Student Orientation
- Library Technician (Staffing Plan & Temp) – Staffing Requests Ongoing
- Part-Time Positions (Librarian & Specialists) Removed Posting - Complete
- Hotspot/Laptops Distribution List Training – Ongoing
- Laptop Set Up for Semester User Wipeout/Software and Lockdown Updates – Complete
- Nursing & Allied Health Campus – Orientation -2
- District Wide – Welcome Week Event - Tabling
- Mid- Valley Campus – Book Weeding
- Pecan Campus – In Person Library Instruction – 6
- Pecan Campus – Women in Sports Event Presentation
- Technology Campus - Presentation - Keys to Library Services
- Outreach & Instruction – Virtual Instruction Workshops – Research Strategies Unlocked! Series
- Nursing & Allied Health Campus – Presentation – ACRL Framework: Keys to Effective Searching
- Outreach & Instruction – Faculty Presentation - Distance Learning Symposium Workshop with SAGE Faculty Presentation
- Starr Campus – Visit – Early College High School
- Outreach & Instruction – Library Instruction Session – Organizational Leadership Students
- Nursing & Allied Health Campus – Library Tours – Mission High School Migrant Students - Attendance: 18
- Outreach & Instruction – Presentations - Dual Credit Advisory Groups
- Library Art Gallery – Life & Death on the Border Panel Event
- Hotspot Project/Laptop/Smartphones (Name Distribution, Check-list/ins – Ongoing (new list assignments) – Ongoing
- HR Clearance Forms – Ongoing
- HEERF Laptops Project – Ongoing
- HEERF Laptops Circulation/Check-ins – Ongoing
- LibAnswer Tickets – Ongoing
- Library Reno Project /Moving Furniture (First/Second Floors) – Ongoing
- Collection Development FY22-23 Ongoing
- Pop-Up Libraries – Ongoing
- Revision Employee Guidelines – Ongoing
- Library Clerk Screening – Ongoing
- Book Drop Purchase – Ongoing
- Disconnected Moxee – Ongoing
- Warranty for Laptops/Chargers – Ongoing
- Freeze Laptops for Unregistered Students – Ongoing
- Police Reports – Overdue Technology Loans – Ongoing
- Partial Payments Guide for Staff – Ongoing
- Laptop Exchange/Browser Update – Ongoing
- Library Technician (reference & temporary) Screening – Ongoing
- Pecan Campus – Library Tours – 2
- Outreach & Instruction – Workshops - 2
- Outreach & Instruction – Library Instruction - English 1301
- Library Art Gallery – Life & Death on the Border – Article published in the Dallas Observer – Photos
- Technology Campus – Keys of Conducting Research Presentation
- Technology & Starr Campus – Keys to Asking the Right Questions Presentation

MEETING HIGHLIGHTS

- Staff members participated in Project Management Meeting
- Staff members participated in Workshop Preparation Meeting
- Staff members participated in Outreach & Instruction Faculty Portal Meeting
- Staff member participated in Library Art Gallery & International Museum of Art & Science Spring Event Planning Meeting

- Staff member participated in Library Art Gallery & Art Department Spring Event Planning Event
- Staff members participated in Outreach & Instruction & Dean of Library Services Project Planning Meeting
- Staff members participated in Outreach & Instruction Conference Review & Planning Meeting
- Staff members participated in Outreach & Instruction Module & Statistics Meeting
- Staff members participated in Outreach & Instruction Spring Speaker Meeting
- Staff members participated in Librarian II Meeting
- Staff member attended in Automotive & Diesel Department Meeting
- Staff members participated in Institutional Effectiveness Plan Meetings
- Staff member attended in Architecture, Engineering Department Meeting
- Staff members participated in Outreach & Instruction Event Planning Meeting
- Staff members participated in Outreach & Instruction Spring Speaker Meeting
- Staff members participated in Outreach & Instruction & Faculty CWPDD Meeting
- Staff members participated in Outreach & Instruction Shakespeare Event Meeting
- Staff members participated in Outreach & Instruction Future Presentations Meeting
- Staff member participated in Starr County Campus & Outreach & Instruction Meeting
- Staff member participated in Outreach & Instruction LIS Student Mentorship Meeting
- Staff member attended in Outreach & Instruction Adjunct & Dual Credit Host Meeting
- Staff members participated in Pecan Campus Search Committee Library Technician Meeting
- Staff members participated in Outreach & Instruction Upcoming Panel Presentation Meeting
- Staff members participated in Outreach & Instruction Women's History Month Event Meeting
- Staff member participated in Nursing & Allied Health Campus & Outreach & Instruction Meeting
- Staff members participated in Outreach & Instruction Distance Learning Symposium Participation Meeting
- Staff members participated in Mid-Valley Coordination Meeting
- Staff members participated in Institutional Effectiveness Meeting
- Staff member participated in Pecan Campus Laptop Chargers Meeting
- Staff members participated in Outreach & Instruction Module Meeting
- Staff member participated in Pecan Campus & Human Resources Meeting
- Staff member participated in Pecan Campus Employee Work Load Meeting
- Staff members participated in Outreach & Instruction Schedule Changes Meeting
- Staff members participated in Outreach & Instruction Auxiliary Funds Request Meeting
- Staff members participated in Outreach & Instruction Library Summit Feedback Meeting
- Staff members participated in Outreach & Instruction Speaker Agreement Status Meeting
- Staff member participated in Pecan Campus Employee Accommodations Request Meeting
- Staff members participated in Starr & Technology Campus Workshop Preparation Meeting
- Staff members participated in Outreach & Instruction Button Supply & Distribution Meeting
- Staff member participated in Library Art Gallery & Art Department Spring Event Planning Event
- Staff member participated in Pecan Campus Open Educational Resources Task for Librarian Meeting
- Staff members participated in Nursing & Allied Health & Mid -Valley Framework Presentation Meeting
- Staff members participated in Outreach & Instruction National Girls & Women in Sports Day Table Event Meeting
- Staff members participated in Outreach & Instruction & Associate Dean of Library Services Library Summit Meeting
- Staff member participated in TikTok Meeting
- Staff members participated in She Roars Faculty Meeting
- Staff members participated in Humanities TX Grant Meeting
- Staff members participated in Pecan Campus & Faculty Meeting
- Staff members participated in Pecan Campus Reference Team Meeting
- Staff members participated in Creative Commons Presentation Meeting
- Staff members participated in Open Educational Resources with AD Meeting
- Staff members participated in Nursing & Allied Health Weekly Staff Meeting
- Staff members participated in Project Management & Library Instruction Meeting
- Staff members participated in Outreach & Instruction & Library Instruction Meeting
- Staff members participated in Mid-Valley Campus Monthly Individual Staff Meeting
- Staff members participated in Outreach & Instruction Social Media Outreach Meeting
- Staff member participated in Regional Center for Public Excellence Absolute Meeting
- Staff members participated in Librarian I & Library Technician Job Description Meeting
- Staff members participated in Starr & Technology Campus Workshop Preparation Meeting
- Staff members participated in Outreach & Instruction & Nursing Campus Outreach Meeting
- Staff member participated in Posting SP2137 Librarian I Public Services Committee Meeting
- Staff members participated in Outreach & Instruction Distinguished Leadership Academy Meeting

- Staff members participated in Outreach & Instruction & Library Art Gallery Exhibit Statistics Meeting
- Staff members participated in Starr Campus & Open Labs Early College Visit & Cross Training Meeting
- Staff member participated in Regional Center for Public Excellence & Automation WordPress Meeting
- Staff members participated in Outreach & Instruction & Distance Learning & Curriculum Higher Education Meeting
- Staff members participated in Tidbits Meeting
- Staff members participated in Inventory Meeting
- Staff members attended Marketing Committee Meeting
- Staff members participated in Hot Spot Police Reports Procedures
- Staff members participated in Mid-Valley & Pecan Campus Meeting
- Staff members participated in Project Management Follow-Up Meeting
- Staff members participated in Library Art Gallery Exhibit Statistics Meeting
- Staff members participated in Library Art Gallery Exhibit Inquiries Meeting
- Staff members participated in Mid-Valley Campus Reading Committee Meeting
- Staff members participated in Mid-Valley Campus Advisory Committee Meeting
- Staff members participated in Outreach & Instruction Design Requests Meeting
- Staff members participated in Outreach & Instruction Budget Discussion Meeting
- Staff members participated in Outreach & Instruction AI in Higher Education Meeting
- Staff members participated in Outreach & Instruction Library Summit Planning Meeting
- Staff members participated in Pecan Campus Library Specialist Job Descriptions Meeting
- Staff members participated in Outreach & Instruction Promo Campaigns Planning Meeting
- Staff members participated in Starr & Technology Campus Workshop Preparation Meeting
- Staff member participated in Mid-Valley Campus & Associated Dean of the Library Meeting
- Staff members participated in Pecan Campus & Dean of Library OER Overview Strategy Meeting
- Staff members participated in Creative Commons Professional Development Presentation Meeting
- Staff members participated in Outreach & Instruction Distinguished Leadership Academy Project Meeting
- Staff members participated in Outreach, Technology & Starr Campuses Project Management/Library Instruction Meeting
- Staff member participated in Regional Center for Public Excellence & Associate Dean of Library Absolute & Laptops Meeting
- Staff members participated in Librarian II Meeting
- Staff members participated in Librarian III Meeting
- Staff members participated in Circulation Meeting
- Staff members participated in F220 Auction Items Meeting
- Staff members participated in Collection Discussion Meeting
- Staff members participated in Programming Update Meetings
- Staff members participated in Summit Day Tour Set Up Meeting
- Staff members participated in Library Summit Planning Meetings
- Staff members participated in Open Educational Resources Meeting
- Staff member participated in Employee Performance Coaching Meeting
- Staff members attended in Hotspot/Laptops Overdue Procedures Meeting
- Staff members participated in Pecan Campus All Job Descriptions/Titles Meeting
- Staff members participated in Supervisors Discussions Meeting
- Staff members participated in Mid-Valley Campus Coordination Meeting
- Staff members participated in Library Art Gallery & Guerrilla Girls Meeting
- Staff members participated in Outreach & Instruction FY23-24 Budget Meeting
- Staff members participated in Outreach & Instruction & Dean of Library Services
- Staff members participated in Outreach & Instruction Guest Speaker Campus Tour Meeting
- Staff members participated in Outreach & Instruction Library Summit Design Graphics Meeting
- Staff members participated in Library Art Gallery & International Museum of Art & Science Meeting
- Staff members participated in Nursing & Allied Health Campus & Technology Campus Banner Meeting
- Staff members participated in Outreach & Instruction & Humanities Department Guest Speaker Meeting
- Staff members attended in Technology & Pecan Campus Continuing Education Laptop Checkout Discussion Meeting
- Staff members participated in Pecan Campus, Centers for Learning Excellence, Learning Commons & Open Labs Monthly Meeting
- Staff member participated in Nursing & Allied Health Campus & Coordinator of College Connections Library Tours Meeting

TRAINING HIGHLIGHTS

- Staff member attended Distinguished Academy Session
- Staff member attended virtual training – SAGE: Data Planet Database Resource
- Staff member attended LinkedIn Learning training – Supporting Workers with Disabilities
- Staff member attended LinkedIn Learning training – Mastering Self-Motivation

- Staff member attended virtual training – Skills Business
- Staff member attended training – Absolute Training
- Staff member attended virtual training – Curiosity
- Staff member attended training- Springshare
- Staff member attended training – LibGuides
- Staff member attended LinkedIn Learning training – Customer Service: Problem – Solving & Trouble Shooting
- Staff member attended webinar – Supporting English Language Learners
- Staff member attended workshop – SAGE Business Database
- Staff member attended training – Microsoft 365 Apps
- Staff member attended workshop – Spotlight
- Staff members attended workshop - Why Do We Need ALL This Data?
- Staff member attended workshop – Open Lab COP Development #2
- Staff members attended workshop – Circulation Procedures Review
- Staff members attended workshop – Data Driven Decision Making
- Staff members attended workshop - OER for Librarians
- Staff member attended LinkedIn training: Retail Customer Service Management & Coaching
- Staff member attended LinkedIn training: How to Speak So People Want to Listen
- Staff member attended webinar: Copyright and Fair Use for Libraries
- Staff members attended Dual Credit Summit

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 2/01/2023: Meeting; HR office: Jaime Navarro
- 2/01/2023: Job Descriptions ET
- 2/02/2023: Meeting with Dr. Flores
- 2/02/2023: Update Job Description; Laura Requena
- 2/03/2023: Comprehensive operational plan Discussion
- 2/07/2023: Active Learning classrooms upgrade
- 2/14/2023: Project Update/ Leadership meeting
- 2/16/2023: Final review of summit logistics with A/V Team
- 2/27/2023: Howard Technologies- Viewscreen Call
- 2/28/2023: Meeting with Joel Flores and Yolanda Martinez

MONTHLY SPECIAL EVENTS COMPARISON

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	89
Sept	104
Oct	199
Nov	167
Dec.	130
Total:	**1255**

2023	
Jan	98
Feb	99
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**197**

Total Man Hours

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	121.15
Aug	124.14
Sept	291.75
Oct	359.25
Nov	359
Dec.	676.25
Total:	**3649.55**

2023	
Jan	227.15
Feb	**504.6**
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**731.75**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Man Hours 2022	67.75	149.25	312	293.75	753.75	141.5	121.15	124.15	291.75	359.25	359	676.25
Total Man Hours 2023	227.15	504.6										

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to discuss course schedules by campus & hours of operation.
- The Director met with Librarian III – Systems & Apps to discuss the Library & Learning Support Services Community User Project.
- The Director held a meeting with the Logistics Managers, Open Labs Analyst, and the Administrative Assistant to discuss updates in the Learning Commons & Open Labs.
- The Director had one-on-one meetings with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs operations.
- The Director held meetings with the Graphics and Multimedia Specialist and an Open Lab Technician to continue the Signage Project.
- The Director held meetings with the Pecan Logistics Manager, Open Lab Analyst, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director held meetings with the Logistics Managers and Open Labs Analyst to discuss a possible 4-day work week.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director visited the Mission CEED to gain access and discuss schedules.
- The Director held a meeting with the Open Labs Specialist for updates on the platform and 3D printing technology.
- The Director attended the SACSCOC presentation follow-up involving AR/VR with the Dean of Library & Learning Support Services and the Dean of Business, Public Safety, and Technology.
- The Director attended the "Getting to Know Yuja – An Introductory Training on the Video Management Software" workshop.
- The Director held a meeting with the Open Labs Specialist, Open Labs Analyst, ET Audio Visual Events Manager, and an ET Assistant I to discuss the Mission CEED Sound Studio.
- The Director attended the Suitable + South Texas College Implementation Meetings.
- The Director attended the ISPP&SI Leadership Team Meeting, hosted by the Vice President of ISPP&SI.
- The Director attended the webinar "Transforming Transportation with the Metaverse and AI."
- The Director attended the L&LSS Administrator Meeting, hosted by the Dean of Library & Learning Support Services.
- The Director attended a meeting with a representative from Nexa3D to discuss Nexa3D printers.
- The Director held a meeting with the Logistics Manager, Open Labs Analyst, and Administrative Assistant to plan College Wide Professional & Organizational Development Day.
- The Director held a meeting with the College Wide Professional & Organizational Development Day presenters to discuss trainings on 3D Printing, AR/VR, and the sound studio.
- The Director attended the Pecan Campus Renovation Project Check-in with the Library & Facilities Planning & Construction.
- The Director met with the Emerging Technology Simulation Specialists to assess their operations.

- The Director attended a meeting with the Pecan Logistics Manager and the Project Manager – Info Tech. to discuss current and future Makerspace IT support.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director held one-on-one meetings with the Logistics Managers to discuss operations.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss needs and requirements for door counters.
- The Director met with the Logistics Managers, Open Labs Analyst, Pecan Open Lab Specialist, Pecan Technology Specialist, and Administrative Assistant to discuss Spring 2023 College-Wide Professional and Organizational Development Day.
- The Director attended the monthly meeting with the Associate Dean of Library Services to discuss projects and updates.
- The Director visited the Nursing & Allied Health Campus to discuss operations of the Learning Commons & Open Labs with the Open Labs Supervisor.
- The Director hosted the Library & Learning Support Services PR & Marketing Meeting to discuss updates on the department's marketing initiatives.
- The Director attended the Spring 2023 Ambassador Cross Training Academy (A.C.T.A) session.
- The Director attended the Sound Studio College Wide Professional and Organizational Development Day practice session.
- The Director attended the 3D Printing and AR/VR College Wide Professional and Organizational Development Day practice sessions.
- The Director attended the South Texas College and Texas A&M Engineering Academy Press Announcement.
- The Director held a meeting with the Library's Graphic & Multimedia Specialist and an Open Lab Technician to discuss the signage project's next phases.
- The Director held meetings with the Pecan Logistics Manager, Open Lab Analyst, Pecan Open Lab Specialist, and Pecan Technology Specialist to discuss the Makerspace.
- The Director attended a meeting with Career and Employer Services to discuss the creation of the makerspace at the STC Pecan Library and potential hiring needs.
- The Director attended the Suitable + South Texas College Implementation Meeting.
- The Director held a meeting with the Open Lab Technician to discuss the signage project placement of three tier posters within the library spaces.
- The Director held a meeting with the Logistics Managers and Open Labs Analyst to review generated reports by the Open Labs Supervisors.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director attended the Spring 2023 College-Wide Professional and Organizational Development Day.
- The Director attended a meeting with 3D PrinterOS a 3D printing management software.
- The Director held a meeting with the Logistics Managers to discuss the FY2023 budget and projects.
- The Director met with the Logistics Managers to plan and review direct wage expenses.
- The Director met with the Logistics Managers for the ACTA presentation review.

ACTIVITY HIGHLIGHTS

- In collaboration with Dual Enrollment, the Learning Commons & Open Labs hosted Dual Enrollment Registration events at the Mid-Valley Campus for 45 students.
- The Nursing and Allied Health Campus Open Labs installed and finalized 33 new replacement computers at NAH B1.208 lab.
- A new hire, Open Lab Customer Service Clerk, began their assignment at the Technology Campus on January 20th.
- The Pecan Logistics Manager attended the CLE, Open Labs, and Library collaboration meeting.
- The Makerspace team began the training for the Music Studio at the Mission CEED Media Lab.
- An Adobe Creative Cloud audit was completed at the Learning Commons & Open Labs district-wide.
- New Computers were installed at the Mid Valley Campus E1.200, E1.304, E1.100, E1.316, and K2.801 labs.
- New Computers were installed at the Starr County Campus, 12 - K1.300D, 2 – K 1.322 Veterans Room labs.
- HEERF Laptop Checkouts took place at Nursing and Allied Health, Regional Center for Public Safety Excellence, and Mid-Valley Campus.
- At the Tech Open Labs, a study room-bullet table, chairs, computer, and screen were set up at the Tech Study Room A131, and a service ticket was submitted for the PC to be imaged.
- The Learning Commons & Open Labs set up 4 additional computers in Tech E1.504 which are ready for student use.
- Computers were deep cleaned at the Starr County, Nursing and Allied Health, Mid-Valley, Regional Center for Public Safety Excellence, and Pecan Open Labs.
- CSA Crime Reporting Forms 2022 were submitted by the Learning Commons & Open Labs supervisors.
- The Learning Commons & Open Labs webpage was reviewed by the Open Labs Logistics Managers.
- The Learning Commons & Open Labs Pecan Campus participated in the First Year Connection Orientation.
- The Learning Commons & Open Labs participated in the Tapping into Resources for Student Success: Panel Discussion with Library Services, CLE, Learning Commons & Open Labs and Starfish.

- The Off-Sites Logistics Manager attended the presenter pre-meeting for ACTA Academy, hosted by the Office of Professional Development.
- In conjunction with Dual Credit Programs, the Learning Commons & Open Labs held a registration event at Pecan F130.
- In conjunction with Dual Credit Programs, the Learning Commons & Open Labs held a registration event at Mid-Valley G270.
- The Learning Commons & Open Labs webpage suggestion section transitioned from FormStack to Microsoft Forms.
- Windows 11 is being deployed to half of the Open Labs (software being reinstalled).
- The software request at the Mid-Valley campus, Microlab, was fulfilled.
- The Learning Commons & Open Labs participated in Welcome Week at the Nursing and Allied Health, Starr County, Mid-Valley, and Pecan campuses.
- The Pecan Logistics Manager met with the Coordinator of College Connections to go over the logistics for the upcoming College Connections event at the Pecan F130 lab from March 29th – May 25th.
- Two data drops were added to the NAH B 1.107 Cyber Café.
- The Windows 11 deployment was continued at the Mid-Valley, Starr County, and Nursing and Allied Health Campuses.
- A walkthrough was conducted with Facilities at the Nursing & Allied Health Cyber Café NAH 1208 and 1208J.
- Makerspace and Job Opportunities presentations were conducted at AEDT classes at the Technology Campus.
- In collaboration with Library Staff, the Learning Commons & Open Labs staff participated at the Pop-Up Library event at Bldg. J at the Pecan Campus.
- The full-time Learning Commons & Open Labs staff attended College-Wide Professional Development Day on Friday, February 17th.
- Lock Down Browser updates were done on the HEERF laptops.
- At the NAH Campus Open Lab 1 data drop was completed in A-1208A for additional PC set up.
- A project request was submitted to Educational Technologies for a display quote and set up at MV E1.324.
- MS Office 2021 was deployed and coordination with IT on lab MS Office upgrades to Windows 11 and Optiplex 3050 PCs.
- Motivational Signage was installed at the Mid-Valley E1.316 lab.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED

JANUARY 2023 ATTENDANCE STATISTICS: 3,948

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	2,282	957	
Nursing and Allied Health Campus	2,868	706	1
Pecan Campus	3,467	1,592	3
Pharr Regional Center for Public Safety Excellence	365	43	
Starr County Campus	829	271	
Technology Campus	2,184	667	
Campus Totals:	**11,996**	**4,237**	**4**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Mid-Valley Campus	13	2
Pecan Campus	4	2
Starr County Campus	8	
Technology Campus	5	

Total:	**30**	**4**

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED

FEBRUARY 2023 ATTENDANCE STATISTICS: 4,154

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	3,275	931	
Nursing and Allied Health Campus	3,416	696	
Pecan Campus	5,446	1,793	9
Pharr Regional Center for Public Safety Excellence	371	40	
Starr County Campus	1,029	303	
Technology Campus	3,119	628	
Campus Totals:	**16,657**	**4,392**	**9**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours
Mid-Valley Campus	1
Nursing and Allied Health Campus	5
Pecan Campus	1
Starr County Campus	2
Total:	**9**

JagPrint - Printing Report

Jan 1, 2023 to Jan 31, 2023

Totals

	Type	Users	Jobs	Pages	
	Printing	3985	22998	152201	
	Web Printing	1429	9260	36032	
	Total	5414	32258	188233	

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	750	3812	28654	211	1471	5904	961	5283	34558

NAH	910	7636	50921	850	6189	21715	1760	13825	72636
Pecan	1331	5719	45643	303	1204	7238	1634	6923	52881
RCPSE	62	551	5562	3	19	48	65	570	5610
Starr	253	1346	9760	31	279	875	284	1625	10635
Tech	679	3934	11661	31	98	252	710	4032	11913

JagPrint - Printing Report					
Feb 1, 2023 to Feb 28, 2023					
Totals					
	Type	**Users**	**Jobs**	**Pages**	
	Printing	4309	26412	163857	
	Web Printing	1682	10907	41097	
	Total	5991	37319	204954	

Campus	**Prints by Campus**			**Mobile Prints by Campus**			**Print Totals**		
	Users	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	861	4047	28257	253	1577	7193	1114	5624	35450
NAH	696	6696	44370	906	7141	22299	1602	13837	66669
Pecan	1727	7671	55443	445	1726	9700	2172	9397	65143
RCPSE	53	430	5558	7	108	535	60	538	6093
Starr	311	1578	12221	50	241	1001	361	1819	13222
Tech	661	5990	18008	21	114	369	682	6104	18377

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **January 2023**

- Tutoring Sessions:
  - In-Person: 531
  - Online: 312
  - In-Class: 325
- Assignment Review:
- Supplemental Instruction: 171
- Visitors: 11,153
- Workshops: 26
- Workshop Attendance: 491
- Independent Study: 582
- Starfish Flags addressed: 16
- CLE Information Requests: 9

Monthly Statistics **February 2023**

- Tutoring Sessions:
  - In-Person: 394
  - Online: 400
  - In-Class: 675
- Assignment Review: 1,950
- Supplemental Instruction: 569
- Visitors: 16,971
- Workshops: 14
- Workshop Attendance: 319
- Independent Study: 1,061
- Starfish Flags addressed: 1,832
- CLE Information Requests: 13

PROJECT HIGHLIGHTS

CLE Marketing Spring 2023	Progress: 40%	End Date: May 2023
Spring Game Nights' flyer was sent to PR to add to STC calendar. CLE is presenting a panel and workshop at Adjunct and Dual Credit Faculty Professional and Organizational Development Day. Will be presenting at History department meeting. Faculty and Staff email was sent out a second time regarding CLE presentations. Met with Library and with Dual Credit, and they will be promoting CLE services. Presented two workshops at the Adjunct & Dual Credit Faculty Professional and Organizational Development Day. Presented to individual departments. CLE tabling occurred at Pecan campus. The CLE is preparing for Welcome Week. Tabling for Career Expo at Pecan. Participated in Welcome Week and additional events. Met with OPOD for staff presentation. In class presentations continue. Participated in STC club fair event. Flyers created and sent to liaisons for student distribution at Starr campus. LLSSPR and Marketing meeting to discuss marketing initiatives throughout the college. Specialist developed social media calendar. Snacks are provided to students. Meeting was held to discuss campus specific marketing strategies and social media marketing. CLE participated in Pecan Student Activities events. Continuing in class CLE presentations. MVC is having Game Night; tabling and marketing took place. Email sent to faculty and staff for Academic Coaching information session.		

Tutor Training for FY 2022-2023	Progress: 80%	End Date: August 2023
Coordinators will meet to discuss Spring 2023 Tutor Training Days. They will utilize the CLE Amazing Race activity. Sending notifications within Teams calendar for CRLA trainings. Revisions to the Spring 2023 Training are underway. Meeting was held to discuss Spring 2023 agenda. Items on the CLE Amazing Race activity were modified. Equipment was requested for TTD and reservations were confirmed for locations. Final testing and construction of Amazing Race activity complete. Completed TTD and SI Training Day. Set calendar for Spring Training dates; Coordinators will meet to solidify schedules. Schedules solidified for the year. Tutor trainings will be posted for February. Academic Coaches are conducting Workshop presentations. Dates for trainings are posted on Teams and will be shared at campus locations via flyers. Level 2 and 3 trainings completed for February. March trainings scheduled.		

Updating Mission Statement	Progress: 90%	End Date: August 2023
Reviewed CAS standards for mission statement and collaborated on developing guiding value statements. Assignments made for continuing work. Mission statement components are being drafted. Value statements have been gathered and the first draft is being reviewed. Edits were made on first draft. Draft will be sent to fulltime staff for feedback. Revised mission statement was presented for feedback from CLE full-time staff.		

TSI Marketing Project	Progress: 99%	End Date: December 2022
Currently working on template to revamp CLE website to highlight TSI resources. TSI promotional material will also be created. Discussed the potential concept for a TSI Banner. TSI introduction video will be created for the website landing page. TSI Website page mockup has been completed and submitted to Library Technical Services for development. TSI Website has been developed in the PR test site. TSI Video Script has been completed. Categorization for ELAR and Math strands has been completed. Published an updated TSI Resources page available from the CLE homepage, which will be further refined in the spring. Met to discuss further updates on the information presentation on the website. Draft video is in production. Meeting scheduled to finalize updates. Anticipated launch date Feb. 17th. Further refinements have been made and approved. Launch date still set for Feb. 17th. Student introduction video to resources is being created. Edits being made to video. Webpage was launched March 1.		

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		Progress: 70%
IE Plan Objectives: 2	COP (2021-22) 3	End Date: August 2023
Researching marketing strategies to target Distance Learning population. Working on monthly report. We are working on compiling the semester report data as well. Year 2 Summary Report has been provided to grant manager. Meeting with Distance Learning staff to discuss marketing strategies for the Distance Learning student population. Reports on student service has been added to the evidence folder. Request for Year 2 Annual Activity Report has been reviewed and submitted. Key DHSI Program Activities report has been completed and submitted. Working on marketing strategies through Blackboard to reach the Distance Learning population. Online Tutoring video was put up on Blackboard. Completed an email campaign that specifically targets online students. Starfish also sent out marketing email regarding Finals Countdown. Data request to facilitate distribution of toolkits to online students from Fall 2022 has been submitted. Report will be generated next week. Year 3 mid-year report was generated and sent to the external evaluator. Tool kits will be distributed to students based on RAS analysis. Emails have been sent to eligible students with instructions to pick up their tool kit. DHSI-required focus group logistics have been settled in cooperation with RAS. Focus groups tentatively scheduled for April. Toolkit tracking information sent to staff and students; eight kits have been picked up at Pecan. Marketing campaign for Distance Learning launched for spring.		

Development of the CLE Online Trainings		Progress: 98%
IE Plan Objectives: 2	COP (2020-21) 3	End Date: May 2023
Learning Support Manager and Online Specialist met to review ACTLA standards for certification. Certification would complement the standardization of online tutor trainings. Online Specialist will develop trainings based on certification requirements. Meetings with fellow colleges that are certified will be scheduled. Met with UMN Crookston regarding ACTLA Certification. Completed Training Session Plan for the Communication Training. Session plan for Technology and accompanying PPT are about half complete; Session Plan for Diversity and PPT are also		

about half complete. Reviewed CRLA training components that can be integrated into the development of ACTLA trainings. Meeting with tutors next week to pilot the Communications training. Met with tutors regarding the development of Tutor Content Specific training. In contact with ACTLA representative to set-up meeting. Continuing to work on the application. Full-time SLA completed slides for STEM Content Specific training. Continuing to work on asynchronous content training development. Met with ACTLA representative regarding application requirements. Observations of online sessions are planned for second half of January. Required ACTLA trainings have been completed. Application for certification is being prepared for submission. Application has been submitted. Currently working on invoice. Submitted invoice and confirmation has been received. Application fee has been paid.

Standardizing Onboarding Process		**Progress: 48%**
IE Plan Objectives: 2	**COP (2022-23) 3**	**End Date: August 2023**
Review QC measures and refine as needed. Develop a standardized onboarding process across all CLEs. The team met to discuss the platform, the length, and the content of the onboarding process. A follow-up meeting was held to discuss additional topics added to the onboarding process. Coordinator and Specialist met to develop wording of "No Wrong Door" policy. A meeting was held to discuss the progress of the development of the onboarding process. Safety training component to be added to onboarding process.		

IE Objective 3: Quantitative & Qualitative Assessment of Embedded Tutoring & SI

Quantitative & Qualitative Assessment of Embedded Tutoring & SI		**Progress: 45%**
IE Plan Objective 3	**COP (N/A)**	**End Date: May 2023**
Developed an assessment of the correlation between participation in ET and course performance. Will continue to track data for the new semester for both embedded tutoring and the Supplemental Instruction program. Meeting planned to discuss future metrics. Embedded and SI sessions are ongoing. Data is continually being attained and attendance and outreach is being tracked.		

EVENTS HIGHLIGHTS

Supplemental Instruction Training Day **Event Date: January 11, 2023**

Over 20 SI Leaders were trained in Supplemental Instruction Training Day. Trainings covered topics such as collaborative techniques, facilitation strategies, conflict resolution, technology resources, and many more. Participants gained an insight to the nuances of the SI program and how it differs from other CLE services.

Tutor Training Day **Event Date: January 12, 2023**

Over 80 tutors and CLE Staff participated in Tutor Training Day. The tutors enjoyed participating in the "Amazing CLE Race" activity created by the supervisors. This activity helped staff become better acquainted with the multiple resources we offer for our STC Students such as the Food Pantry, Veteran Affairs Resources, Counseling Resources and more. In addition, trainings covered several CRLA topics such as communication skills, working with diverse students, fixed & growth mindset, and many more. These trainings help qualify our staff for a nationally recognized certification (CRLA) and assist in developing essential skills for working in a learning center.

ATIXA- Association of Title IX Administrators **Event Date: January 24-27, 2023**

CLE director attended the Association of Tile IX Administration conference. ATIXA provides tools that advance gender equity, motivate change, and implement Title IX best practices. ATIXA shows a commitment to best practices for advancing gender equity within schools and colleges. Professionals collaborate with ATIXA's expert trainers to provide the support and resources needed to resolve Title IX compliance challenges.

2023 TxNCLCA Conference **Event Date: February 22 – 24, 2023**

CLE Director and supervisors attended the the 2023 TxNCLCA Conference. TxNCLCA promotes professional standards within the learning center field and its goal is to increase networking and idea exchange across the state of Texas. CLE Director and supervisors gave 3 presentations at the conference for learning center professionals in Texas and surrounding states. CLE staff also attended several workshops regarding topics such as academic coaching, hiring learning support staff, the science of learning, and more.

CLE All Staff Training Day **Event Date: February 17, 2023**

The CLE full-time staff partcipated in various professional development acitvities on College-Wide Professional Development Day. Staff reviewed the CLE mission statement and conducted preliminary work on the Institutional Effectiveness Plan for year 2023-2025. During the meeting, there was an opportunity for staff to share the insight and knowledge they had gained from conferences they had attended. The staff also participated in an open discussion where they had time to reflect on the annual progress, the improvements, and the accomplishments of the CLE Department.

Student Success Workshops **Event Date: February 6 & 13, 2023**

The CLE and Distance Learning Departments have teamed up to offer a workshop series on topics vital to student success such as "Effective Note-Taking," "Interactive Reading," "Test-Taking Fundamentals," and more. The workshops have been marketed to both student and faculty/staff. Workshops were facilitated by CLE Academic Coaches and Distance Learning Academic Coaches. The series will continue into March 2023. So far, over 75 students have attended and engaged in the online workshops.

MEETING HIGHLIGHTS

- Met with Career Services Specialist
- Coordinators did a TTD run through
- ITTPC Reviewers Winter Meeting

- 4C 2023 Virtual Tutor Conference Planning Meeting
- Upswing Monthly Meeting
- ADC Host and Co-Host Meeting
- Met with Librarian for Amazing Race activity
- Met with University Relations for Amazing Race Activity
- Full time SLA presented at SI Training Day
- Specialist and Coordinator presented at Tutor Training Day
- Architectural Engineering and Design Technologies program chair meeting
- Computer and Advanced Technologies program support meeting
- HVAC Support Meeting
- Adjunct and Dual Credit Professional Development Day Planning Meeting x2
- Tech CLE supervisor meeting
- Tech LLSS Meeting
- SI Training Day Meeting
- Collaborative Learning Techniques Training Meeting
- History and Philosophy Department Meeting
- Met with ADN Faculty
- Met with Pharmacy Tech department
- Met with OTA Chair
- Met with Simulation lab Coordinator
- OER SharePoint Site meeting with LLSS Dean
- Tech CLE Admin Meeting
- CLE Annual Reflection Meeting
- TutorMe Exploratory meeting
- ISPP&SI Leadership Meeting
- LLSS Administrators meeting
- Met with Starr Open Lab Supervisor
- Specialists Meeting
- Full-Time SLA Meeting
- Academic Coaches Meeting
- Spring 2023 Student Success Workshops Meeting
- ACTLA Application Meeting
- Active Learning Classroom Reservation Processes
- SI Mentor Meeting First Week Check Ins
- Met with ADN faculty
- Met with ADN Advisors
- Met with Pharmacy Tech faculty
- Met with NAH Open Labs staff
- Presenter Pre-meeting for ACTA
- Additional Tutoring Hours Committee Meeting
- CLE Admin Meeting
- Met with Tech Open Lab Specialist
- Met with Tech Campus Administrator
- Yuja Meeting
- Pecan Open Lab & Library Collaboration Meeting
- Mid Valley Coordination Meeting
- TSI Video Meeting
- ACTLA Application Meeting
- Jagtrax Updates and SI Attributes Banner Meeting
- CLE/SI Math Support Discussion
- STC/UTRGV Math + Education Dept Analysis
- SI Mentor Observation Planning Meeting
- OTA Accreditation Meeting
- Meeting with Open Labs for NAH computer stations
- Pecan Clerk Meeting
- Met with IT Program Chair to discuss CLE participation in IT Expo
- Met with Open Labs Logistics Manager and Supervisor
- TxNCLCA Conference Planning Committee Meeting

- Summer '23 Budget Meeting
- Starr SLA Meeting
- Monthly Upswing Touchpoint
- CRLA Snack and Chat
- Mid Valley Advisory Committee Meeting
- Met with Online Specialist
- Review of Upswing Excel Meetings
- SI Data & Macro
- Review of Marketing Notes Meeting
- TSI Video & Script Meeting
- STC Upswing Meeting
- Remediation meeting with ADN Advisor and faculty
- Run-Through for Interactive Reading Presentation
- DHSI Focus Group Meeting
- Yuja Meeting regarding CLE Videos
- CLE Marketing Meeting
- Academic Coaching Meeting
- DHSI Annual Performance Meeting
- LLSS Administrator Meeting
- Additional Tutoring Hours Committee Meeting
- SI Interviews
- Met with Chemistry faculty volunteer
- Full-time SLA Meeting
- Met with Respiratory Chair
- Met with RCPSE librarian
- Met with NAH Open Labs
- CLE Marketing Meeting
- Academic Coaching Meeting
- TSI Video Review Meeting
- Yuja Troubleshooting Meeting
- Open Labs and Library Collaboration Meeting
- Mid Valley LLSS Coordination Meeting
- Met with PTA faculty
- Hiring Committee meeting
- Perkins Report Meeting
- Met with College Success for Healthcare Coordinator
- Met with Pharmacy Technology Faculty
- Met with BSN and ADN advisors
- Met with Nah Advisor
- ISEE Debrief Meeting
- Data Collection Meeting for DLA
- Academic Coaching Meeting
- Cengage Meeting
- Review of Academic Coaching Presentation
- Met with Distance Learning Academic Coach to discuss Qualtrics
- Additional Tutoring Hours Committee Meeting
- SI Proposal Planning
- ILC
- Journey Map preliminary planning
- Full-Time SLA Meeting
- Met with Dual Credit Academies Coordinator

TRAINING HIGHLIGHTS

- Supplemental Instruction Training Day
    - SI Session Facilitation Strategies
    - Collaborative Learning Techniques
    - Study Strategies and SI Learning Strategies

    - First Day Speech and Paperwork
    - Review for Jagtrax
    - SI Resources Technology
    - SI Leader Paperwork
    - Mock SI Sessions
- Tutor Training Day
    - Communication Skills, Level 0->1
    - Roundtable Review of L1 Topics, Level 1->2
    - Roundtable Review of L1 & L2 Topics, Level 2->3
    - Active Listening & Paraphrasing, Level 0->1
    - Use of Probing Questions, Level 1->2
    - Fixed vs. Growth Mindset Level 2->3
    - Learning Styles Inventory, Level 0->1
    - Working with Diverse Students, Level 1->2
    - Level 3 Training Overview, Level 2->3
    - Time Management for CLE Staff, Any level
- Designing A Motivational Syllabus: Communicating Learning Outcomes, Expectations & Support Resources
- Tutoring Gen Z: How Generational Differences Impact Teaching & Learning
- Additional Hours Committee Meeting
- Academic Coaching Meeting
- Consent Training
- Title IX Hearing Officer and Decision-Maker Certification
- APA Workshop
- Time Management Workshop
- Burn Out Workshop
- Note Taking and Study Tip Workshop
- CSA and Title IX RE Training
- Stress Management Workshop
- Test-Taking Fundamentals Workshop
- Effective Note-Taking Workshop
- Supporting English Language Learners - Part 4 of 6 Sessions Dual Credit Programs: Advisory Committee CLE Presentation
- Thinkers, Feelers, Introverts, Extraverts: Understanding and Communicating Better With Your Students
- CRLA Level 2 Training: Assessing and Changing Study Behaviors
- CRLA Level 3 Training: Role of Learning Centers in Higher Ed
- Attended Texas Affiliate of the National College Learning Center Association 2023 Conference
  Test-Taking Strategies in-class workshop

EVENT HIGHLIGHTS

- Adjunct & Dual Credit Faculty Professional and Organizational Development Day- Spring 2023
- Tapping into Resources for Student Success: Panel Discussion with Library Services, CLE & Starfish
- Academic Coaches delivered How to Deliver a Quality Presentation workshop for PTA program
- Adjunct & Dual Credit Faculty Professional and Organizational Development Presentations
- Marketing at Welcome Week Events
- Online Tutoring Presentation for GED Courses
- Coordinator Swap
- College-Wide Professional and Organizational Development Day (CWPOD)
- Interactive Reading Workshop
- Marketed at “Karaoke” event with Student Activities Department
- Marketed at “Fill Your Jar with Love” event with Student Activities Department
- Snack and Chat, IT & AMT Week
- ACTLA CLE Services Presentation

PRESENTATION HIGHLIGHTS

- Rio Grande City Early College Library, Open Labs and CLE presentation
- How to Help Students with Time Management Presentation for Faculty
- Presented at Dual Credit Programs: Advisory Committee CLE Presentation
- Presented at STC’s Ambassador’s Cross-Training Academy

- CLE Director presented "Developing Attributes for Holistic Success" at Texas Affiliate of the National College Learning Center Association 2023 Conference
- CLE Supervisors presented "Microsoft Teams: Using Teams to facilitate CRLA Trainings and Recordkeeping" at Texas Affiliate of the National College Learning Center Association 2023 Conference
- CLE Supervisors presented "Microsoft Teams: Using Teams to facilitate CRLA Trainings and Recordkeeping Part II" at Texas Affiliate of the National College Learning Center Association 2023 Conference

PROJECT COMPLETION HIGHLIGHTS

- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- 4C Tutor Conference
- Student Success Workshop Series
- Year 2 DHSI Grant Participation
- Repository for CTE Student Support resources on Academic Coach page
- Tutor Training for FY 2021-2022
- NSF Grant Year 3
- Implement Faculty Assisted Training for SLAs
- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- UPSWING PLATFORM CONSOLIDATION completed!
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name: ITIL Foundation Training
Project Role: Project Manager
Scope: Delivery of ITIL Foundation Training to IT Department.
Status: Training Contract Secured
Ongoing Work: Coordinate Delivery Date

DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

Project Name: **DHSI Grant 2021-2025**
Project Role: Interim Project Coordinator **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 2 APR due by 3/10/2023
Ongoing Work: Grant Goal Owners are editing Draft Year 2 APR
Planning for Year 4,5 and Institutionalization Budgets
InsideTrack Management Support Contract

Institutional Advancement and Economic Development

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT
DATE:	MARCH 22,2023
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1-31, 2023 & FEBRUARY 1-28, 2023

DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

Important dates:

- Cabinet Meeting-January 11,2023
- Board Committee Meeting-January 17, 2023
- Promise STC One-page Infograph Meeting-January 18, 2023
- Pharr State of the City-January 19, 2023
- Universidad de Matamoros Visit-January 26, 2023
- Thank you Luncheon with City of Pharr at RCPSE-January 31, 2023
- McAllen Builders Association Meeting-February 1, 2023
- TAMU and STC -February 2, 2023
- McAllen State of the City-February 8, 2023
- South Texas College President Group with EMS, CFT, GTF-February 8, 2023
- Funders Convening-Dallas Trip-February 8-9
- STC & Texas A&M Engineering Academy Press Announcement-February 13, 2023
- RCPSE Overview for National Leadership-February 14, 2023
- STC Foundation Board Meeting-February 14, 2023
- Board Committee Meeting-February 14, 2023
- Professional Development Day-February 17, 2023
- 2023 Dual Credit Summit-February 19-21, 2023

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- All school Board Members and Superintendents of Dual Credit Partnering School Districts-February 23, 2023
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DR. CARLOS MARGO, DEAN OF INDISTRY TRAINING AND ECONOMIC DEVELOPMENT

Department/Program Reports:

- Reviewed and approved all monthly grant financial status reports
- Received and reviewed monthly ITED/IAM revenue and expense report
- Reviewed and approve monthly KPI reports
- Reviewed IAM monthly enrollment reports
- Reviewed grant compliance reports
- Completed monthly activity reports

Initiatives:

- Updating of department procedures manual
- Preparation for building or modular homes at STC Technology Campus for IAM construction programs
- Further developed veterinary apprenticeship and pre-apprenticeship programs
- Preparation for the hiring the new IAM Director position
- Preparation in anticipation of RN apprenticeship USDOL approval

- Brewery Technician training program
- Electric/autonomous Vehicle manufacturing and maintenance program
- Presentation and tour for prospective McAllen employer
- Business Retention and Expansion cooperation with Pharr EDC
- EDC of Weslaco retail and industrial training initiatives
- Heavy machinery operator safety program
- Planning for an STC Office of Industrial Safety
- Business incubator program for EV production company
- Cooperation with Iowa Center for Workforce regarding STC RN apprenticeship application
- Customization of Construction Superintendent Apprenticeship program
- Discussions with TWC regarding RN Apprenticeship application
- Discussion with US Department of Labor regarding RN Apprenticeship application
- Planning and submission of three new positions for IAM—Director, PTS II an PTS (grant funded) (on going)
- Outreach to employers and school districts to promote grant and contract training
- Work on IAM grant budget amendments
- Researched state and national workforce grant opportunities
- Conducted South Texas Apprenticeship Summit
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Review and modify course content for the IAM Facilities Maintenance Program
- Oversee and review monthly revenue projections from IAM staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Foster Youth training program
- Culinary arts apprenticeship program
- EV Technicians apprenticeship program
- Maritime Logistics program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Development of STC Apprenticeship Office
- Reviewed Construction Technician program action plans for building of modular homes
- Updated STC IE plan
- International program/course and outreach initiatives
- Online workforce training platforms facilitated by Dr. Sale and staff

Meetings:

- Multiple meetings with STC Divisions
- Participation in multiple hiring committees for various STC staffing positions
- Discussions with STC HR team to discuss requested new IAM positions.
- Meeting with veterinary technician/curriculum developer to discuss course content
- Meeting with Celso Gonzalez Construction INC. to discuss construction technician training programs
- Multiple meetings with IAM staff to discuss grant, revenue and KPI status
- Discussions with Dallas College staff regarding apprenticeship office staffing and organization.
- Multiple grant initiation meetings with STC Office of Accountability and IAM staff
- Meeting with Dr. Rodney Rodriguez to discuss operational planning and departmental staffing
- Bi-weekly staff meetings
- Meeting with McAllen Economic Development Corporation and business prospects.
- Presented at MEDC monthly Board meeting

- Meeting with Texas A&M McAllen staff to discuss workforce training partnership opportunities
- Meeting with STC Distance Education staff to discuss workforce training programming and applications
- Meeting with Edinburg McAllen Veterinary Clinic to discuss Vet Tech program
- Meeting with Albert Rego, restaurateur, to discuss culinary apprenticeship program

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR OF RESOURCE DEVELOPMENT, MANAGEMENT, AND COMPLIANCE

Number of Grants Awarded in January and February 2023	Dollar Amount Awarded in January and February 2023	Total Number of Grants Currently Managed by RDMC	Total Dollar Amount of Grants Managed by RDMC
9 Grants Awarded	$2,682,374.11	91 Grant Initiatives	$154,970,671.01

Meetings:

- Meeting with Human Resources to discuss Staffing Plan.
- Meeting with Dr. Campos to review and discuss what is needed to continue with the National Telecommunications and Information Administration (NTIA) Connecting Minority Communities Grant Program.
- Meeting to discuss Student Success Acceleration program (SSAP) Implementation Grant.
- Meeting to discuss the AmeriCorps Seniors Workforce Development program design. Mr. Juan Carlos Aguirre is proposing a program that will recruit volunteers (55+) from the region and place them at various healthcare facilities to provide obesity and diabetes-related health literature. Grant deadline is January 30.
- Department of Energy-Region One Grant Discussion.
- Meeting with Grant Development Officers to discuss JET Grant.
- Follow up meeting with Dr. Campos and the NTIA group to discuss grant proposal responses.
- Meeting with hiring committee to conduct interviews for the position of Global Market Development Manager.
- Meeting with VP and President's office staff to discuss and implement new grant routing and submissions procedures.
- Met with hiring committee to conduct interviews for the position of Director of the Institute for Advanced Manufacturing.
- Attended COP Development meeting with Dr. Bradley Davis and Associate Director of Grant Management and Compliance Samantha Uriegas.
- Meeting with Dr. Maria Rosas regarding a potential project. Dr. Rosas will be the first person to use the updated Request for External Funding form and RDMC will use her feedback to make any necessary adjustments.
- Attended initial discussion with the hiring committee for the position of Director of Institutional Advancement and Economic Development.
- Attended the STC and Texas A&M University Engineering Academy Press Announcement.
- Met with Comptroller and Business Office/Grants Accounting to discuss the next steps in the revision of Board Policy 5510.
- Attended meeting with hiring committee to conduct interviews for the position of Director of Institutional Advancement and Economic Development.
- Attended the Academic Calendar Committee meeting.

Partnership/Vendor Meetings:

- AmpliFund
    - AmpliFund is a SaaS company that provides a cloud-based research and grant management platform. AmpliFund has a customizable dashboard, the system is intuitive and its functionalities are similar to the internal processes the RDMC is currently seeking to transform to. Additionally, the platform is more cost effective than eCivis, AmpliFund's cost would be based on the college's

initial grant portfolio size and eCivis has a limited license model pricing structure, which means there is a fee associated with every assigned user.
    - AmpliFund met with RDMC staff for a demonstration and discussion of the services provided in both the pre- and post-award areas of the grant. RDMC then invited Business Office and Grants Accounting to a follow up meeting to discuss the possibility of transitioning to AmpliFund for the new fiscal year.

- Hanover Research Biweekly Check-In Call
    - Hanover Research provides grant research and prospecting, proposal review/revision program development consultation and proposal development services.
    - Hanover Research annual subscription totals $45,000 and expires March 31, 2023.
    - STC Business Office notified Hanover's point of contact, Mr. Andrew Woods, that the college decided it would not renew their services and the current agreement will be terminated on March 31, 2023.
    - Interim Executive Director came to this decision after a review and assessment of what Hanover provided to the department in the past. RDMC has research capabilities through eCivis, Grants.doc and team members are on various grantor agency email lists, so grant opportunities are received through these mediums.
- eCivis
    - eCivis is a SaaS company that provides a cloud-based research and grant management platform and STC's annual subscription totals $14,420.50, which is set to expire June 30, 2023.
    - RDMC is currently reviewing this use and functionality of the platform as related to financial data integration.

Next Steps:

- Facilitate RDMC department meetings to continue the review and discussion of department processes and procedures.
- Meet with RDMC team to review and discuss COP and IE Plan Mid-Biennium Report.
- Meet with Dr. Campos and team to discuss next steps for NTIA – Connecting Minority Communities Grant.
- Attend 2023 HEERF Updates Webinar hosted by the Department of Education.
- Meet with Accountability, Risk and Records Management team to review and discuss records management procedures.
- Attend presentation for the preparation for Perkins Basic and CLNA for FY24.
- Meet with Project Manager of the Office of Strategic Initiatives to develop a six-month budget/expense plan as required for the NTIA – Connecting Minority Communities (CMC) Program grant award.
- Review and provide itemizations for all operating and travel expenses for FY24. Budget Development application deadline is March 24, 2023.
- Attend Texas Talent Connection check presentation, presented by Commissioner Demerson.
- Regroup with Academic Calendar Committee to discuss feedback collected for the draft calendar for AY24-25.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and the RDMC with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the RDMC team.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Department/Program Reports:

- Texas Law Enforcement Peer Network Training. Jan. 12-13th
- Vanguard Academy Information Session for Basic Corrections Academy. Jan. 20th
- Basic Firearms Instructor Course. Jan. 23rd-27th

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- Dual Credit Programs Meeting with PSJA. Jan. 24th
- RCPSE Basic Auto Extrication Class held in La Joya, Jan. 28th

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- Undercover Techniques and Survival for Narcotics Officers. Jan 20th-3rd

Major Activities:

- Attended bi-weekly meeting concerning construction of Flammable Liquid and Gas (FLAG) training area, student canopies for students, instructors, and vehicles. Jan 4th
- Met with Public Relations Representative Amanda Sotelo and Thelma Rodriguez to discuss stories, pictures, flyers for RCPSE activities. Jan. 11th
- Met with Melissa Renner (Project Manager), new Administrative Assistant Amy Espericueta, and other staff to discuss workflow processes at the RCPSE due to recent resignation of Police Compliance Technician. Jan. 12
- Attended bi-weekly meeting concerning construction of Flammable Liquid and Gas (FLAG) training area, student canopies for students, instructors, and vehicles. Jan 18th
- Attended Pre-Proposal Meeting concerning the Two Story Residential Fire Training Structure. Jan. 26th.
- Attended Bi-weekly Construction Meeting for the lighting of the Skills Pad and EVOC track. Jan. 30th
- Attended meeting to discuss updates on the RCPSE workflow processes. Jan. 30th

- RCPSE Overview for National Leadership meeting held at the RCPSE, Feb. 14th

- Met with Dallas Renfrew with the Texas Engineering Extension Service regarding MOU and possible Incident Command classes at the RCPSE, Feb. 21st
- Attended and presented at the RGV Fire Chief's Association dinner held at the RCPSE, Feb. 23rd
- Undercover Techniques and Survival for Narcotics Officer, Feb. 1-3
- Patrol Rifle Instructor Course, Feb. 6-10th

- Trauma Informed Peer Facilitator Class, Feb. 7th
- BPST Leadership Meeting, Feb. 8th
- PSJA Level II Security Presentation/STC Corrections Academy Presentation, Feb. 10th
- City of Pharr/Public Works Partnership Meeting, Feb. 14th

- Border Patrol Incident Command Training, Feb. 15-24th
- Counselor Training, Feb. 23rd
- RGV Fire Chief's Meeting, Feb. 23rd
- Hidden Compartment Training, Feb. 24th

External Visits:

- Met with Roma Fire Chief Alfredo Garza to discuss fire training partnership with the college. Jan 6th
- Met with Hidalgo Fire Department representative Rolando Reyes (proxy for Fire Chief) to discuss fire training partnership with the college. Jan. 9th

- Met with Pharr Police Chief Juan Gonzalez to discuss and notify his department of the college's intent to apply for an academy license. Jan. 12th
- Met with Palmview Assistant Fire Chief Walter Fuentes to discuss possible fire training partnership with the college. Jan. 12th
- Met with San Juan Interim Police Chief Sifuentes and Captain Rey Casares to discuss possible law enforcement training partnership with the college. Jan. 17th
- Met with Roma Police Chief Iv Garza to discuss law enforcement training partnership with the college. Jan 18th
- Met with Donna Fire Department Asst. Chief Garcia and Deputy Chief Escobedo to discuss fire training partnership with the college. Jan. 24th
- Met with Donna Police Chief Gilbert Guerrero to discuss law enforcement partnership with the college. Jan. 25th
- Met with Alamo Police Chief Richard Ozuna and Captain Solis to discuss law enforcement partnership with the college. Jan. 25th
- Met with Palmview Police Chief Trevino to discuss law enforcement training partnership with college. Jan. 31.
- Met with Alamo Fire Chief Rogelio Contreras on future fire training, Feb. 7th
- Met with Starr County Sheriff's Office to discuss future training, Feb. 9th
- Met with Elsa Fire Chief Brian Hathorne to discuss future fire training, Feb. 10th
- Met with La Joya Fire Chief and Training Coordinator to discuss future fire training, Feb. 22nd

Accomplishments:

- Obtained Memorandum of Understanding (MOU) from Rio Grande City Fire Department. Jan 18th
- Obtained Memorandum of Understanding from the Roma Fire Department. Jan 25th
- Obtained Memorandum of Understanding from Roma Police Department, Jan. 30th
- Obtained Memorandum of Understanding (MOU) with Donna Police Department for law enforcement related trainings, Feb. 8th
- Obtained MOU from Alamo Police Department for law enforcement related trainings, Feb. 8th
- Obtained MOU from Roma Police Department for law enforcement related trainings, Feb. 8th
- Obtained MOU from San Juan Police Department for law enforcement training, Feb. 20th
- Obtained MOU from San Juan Police Department for firing range use, Feb. 20th
- Obtained MOU from Hidalgo Fire Department for fire related trainings, Feb. 23r
- Conducted 1st continuing education fire training at Starr County Campus, Feb. 24th

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Meetings:

- Met with Dr. Plummer and Dean Lozano concerning application for Texas Commission on Law Enforcement (TCOLE) Academy License. Jan. 6th
- Attended Business, Public Safety & Technology Leadership Meeting. Jan 9th
- Attended Flammable Liquid and Gas (FLAG) pad construction update meeting, Feb. 1st
- Attended meeting to discuss process mapping for student registration and payment at the RCPSE, Feb. 2nd
- Attended demonstration on the My One Flow by vendor for continuing education system, Feb. 6th
- Attended meeting with Public Relations to discuss Public Safety Expo scheduled for April 28th, Feb. 6th
- Attended demonstration for the Modern Campus system by vendor for continuing education system, Feb. 6th.
- Met with Dr. Brad Davis to discuss Comprehensive Operational Plan for the RCPSE, Feb. 7th
- Attended BPST February Leadership Meeting, Feb. 7th
- Attended Skills Pad and EVOC lighting bi-weekly construction meeting, Feb. 13th
- Conducted Search Committee interview for Lab Coordinator position, Feb. 15th.
- Attended Public Safety Department meeting as part of College Wide Professional Development Day, Feb. 17th
- Attended Radius form training for RCPSE processes regarding registration and payments, Feb. 20th
- Attended Budget and Staffing Planning Meeting with Dean Lozano and BPST staff for upcoming budget process, Feb. 27th
- Attended Faculty Senate Meeting as one of the Senators for BPST Division, Feb. 28th
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- Met with PSJA CTE Director Adriana Garcia to discuss the Basic County Corrections Academy and proposed sessions at the RCPSE to provide information to those high school seniors that are interested. Jan 20th
- Met with Texas Engineering Extension Service (TEEX) Fire representative and Dr. Plummer to discuss the delivery of certain courses at the RCPSE. Jan. 20th
- Met with STC Police Department Sergeant George Barreiro to discuss upcoming Basic Firearms Instructor and Patrol Rifle Instructor courses. Jan. 20th
- Met with Hidalgo County Sheriff's Office Captain David Friedlein and new Training Coordinator Sgt. David Muniz to familiarize Sgt. Muniz with the facility and our ongoing partnership with the Sheriff's Office. Jan. 20th
- Met with PSJA Executive Officer in Charge of College Readiness Dr. Uribe and other staff to tour the RCPSE and provide them an overview of the activities at the RCPSE. Jan. 26th

Upcoming RCPSE Events:

- Trauma Informed Peer Evaluator, Jan 31st-Feb. 28th
- PSJA Southwest Gear Up Student Tour, Feb. 2nd
- PSJA Southwest Law Enforcement Teachers Tour and Meeting, Feb. 2nd
- Patrol Rifle Instructor Course, Feb. 6th-10th
- PSJA Security Level I and Basic Corrections Academy Presentation, Feb. 10th
- US Border Patrol Incident Command Training, Feb. 15th-16th
- Hidden Compartment Training, Feb. 24th
- Drug Interdiction Assistance Program, Feb. 28th-Mar. 2nd
- Trauma Informed Peer Facilitator Completion, Mar. 3rd
- Glock Armorer's Course, Mar. 2nd
- Biology Department Active Shooter Class, Mar. 3rd
- Intoxilyzer 9000 Operator School, Mar. 6-8
- Police Simulator Demonstration for PSJA Memorial Students, Mar. 22

- RCPSE Tour for Edinburg North Students, Mar. 24th
- Crime Scene Investigation Course, Mar. 27-31
- Morris Middle School Tour, Mar. 27th
- Public Safety Expo at RCPSE, Feb. 2