SOUTH TEXAS COLLEGE

ACTIVITY REPORT

November & December 2023

Academic Affairs

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. ANAHID PETROSIAN, VICE PRESIDENT AND PROVOST FOR ACADEMIC AFFAIRS

DATE: NOVEMBER 1, 2023

SUBJECT: ACTIVITY REPORT FOR NOVEMBER 1, 2023 – NOVEMBER 30, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Organizational Change for the Center for Advanced Training and Apprenticeships to move to the Division of Academic Affairs, effective November 1
- Attended Talent Strong Texas Pathways Institute#2, Houston, Texas, November 11-4
- Attended a Meet & Greet with Ms. Alejandra llanos at the Boys & Girls Club of McAllen, November 4
- Attended a QEP Meeting, November 6
- Held a Find Your Future Pre-Event Planning, November 7
- Tour of CEED Building, November 7
- Attended a Cabinet Meeting, November 8
- Attended a Collaboration Agreement Signing Ceremony between Universidad Autónoma de Tamaulipas and South Texas College, November 8
- Attended Apprenticeship Summit – Planning Meeting, November 8
- Attended Prosperity Taskforce Consultant Meeting, November 9
- Held a meeting to discuss the process for Mexico Trainings, November 9
- Presented at the Annual CTE Leadership Meeting, November 10
- Held a meeting to review La Villa ISD Agreements, August 13
- Attended Region One ESC Certificate Program and GED graduates, November 14
- Attended signing ceremony between South Texas College and University of Houston: Bauer College of Business, November 14
- Attended a Cabinet Meeting, November 15

- Attended a meeting with Texas Southern University to talk about potential partnership opportunities, November 15
- Hosted Apprenticeship Summit, November 16
- Attended STC - Workday Project Implementation Team Kick-Off, November 16
- Attended a Institutional Leadership Council (ILV) meeting, November 17
- Held a Workforce Summit Planning, November 28
- Hosted in Innovation Exchange Campus Tour -Mid Valley, November 28

- Held a Dean's Meeting on MSTEAMS, November 28
- Attended a Board Meeting, November 28
- Held a meeting to discuss budgets and the allocation of funds for this year, November 29
- Attended a Cabinet meeting, November 29
- Attended IDEA San Juan Tour, November 30
- Master of Ceremony for the Cosmetology Graduation Ceremony, November 30

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- Reviewing the policy changes for TASB transition
- 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
- STC ERP Project
- Preparing for Innovation Exchange Campus Tour
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN SPECIAL ASSIGNMENT FOR THE OVPAA:

- Working on revising the Handbook of Courses by Division
- Working on several new policies, EE, EGA, FC, etc.
- Working on an accurate Overload list for Spring 2023 for the Internal Auditor
- Worked on the Innovation and Transformation meeting Agenda and held the meeting
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Participated in IPEC meetings to select new KPIs
- Met with Dr. Davis to discuss CBE and PLA timeline and tasks
- Met with Ms. Jaramillo on draft PowerBI dashboards for Learning Outcomes
- Met with Ms. Jaramillo on the implementation of Suitable
- Worked with Ms. Cavazos on options for the AA in Architecture science options
- Worked on the EWDC presentation for Program and Departmental Cost
- Contacted other community colleges for HEB project expansion
- Reviewing summer HEB student responses to compile and provide HEB with qualitative data
- Reviewed budget format for new Program Development packet

- Reviewed ongoing training opportunities for PowerApps and took a PowerApp online training
- Met with PTK advisor aid in their College Honors Project for Mental Health Awareness Day
- Met with different stakeholders to discuss both the College Textbook Committee and the Student Email Taskforce

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS
DEAN'S REPORT:

- AVP along with Dual Credit Leadership held the Edinburg CISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, November 9
- AVP and Associate Dean presented to La Joya ISD Administration on Success Metrics and Student Resources, November 9
- Dual Credit Programs hosted the Annual CTE Leadership Meeting with approximately 40 attendees from partnering school districts, November 10
- AVP along with Dual Credit Leadership met with Roma ISD Leadership to review to discuss the program offerings and CTE expansion, November 14
- AVP along with Dual Credit Leadership held the PSJA ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, November 15
- AVP along with Dual Credit Leadership held the Deep Dive into Dual Credit Programs Counselor Training with Rio Grande City Grulla ISD, November 16

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff conducted Campus Tours and Group Advisement for nineteen (19) Edinburg High School students who also received presentations from the Information Technology Department, November 9
- Staff attended the Region One CTE Directors/Leaders Network Meeting and presented important Dual Credit Program updates, CTE Program Highlight of the Month, which focused on showcasing the Public Administration Program, November 16
- Staff are conducting the following Dual Enrollment Academy Program information sessions:

Date	High School	Attendance
November 1	**Donna North HS**	**50**
November 2	**McAllen HS**	**5**
November 6	**Mission Veterans Memorial HS**	**100**
November 6	**McAllen Memorial HS**	**30**
November 6	**PSJA North ECHS**	**40**
November 7	**Palmview HS**	**50**
November 7	**McAllen Nikki Rowe HS**	**120**
November 8	**Weslaco HS**	**55**
November 10	**Mercedes Early College Academy**	**100**
November 13	**PSJA Memorial ECHS**	**100**
November 14	**Weslaco HS**	**50**
November 14	**Edinburg HS**	**60**
November 14	**Vanguard Beethoven Secondary Academy**	**75**
November 15	**Donna HS**	**20**
November 15	**La Joya HS**	**100**
November 28	**McAllen Memorial HS**	**39**

- Staff conducted one hundred forty-four Case Management Sessions for Academy Program Students.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on November 3

- Starr County Campus: Nine (9) DEMSA Juniors attended a workshop hosted by the Office of Student Rights & Responsibilities, which focused on providing students information about available services and resources related to complaint processes, student code of conduct, grade appeals, and academic integrity.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on November 10
- Pecan Campus: Staff hosted a Workshop for thirty-five (35) DEMSA Juniors, which was hosted by the University of Texas Rio Grande Valley (UTRGV) and focused on informing students about academic programs, campus housing, cost of attendance, scholarship opportunities, and student life.
- Mid Valley Campus: Sixty-two (62) Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on November 17
- Mid Valley Campus: Thirty-three (33) Seniors attended a workshop hosted by Student Financial Services, which provided a presentation that focused on Financial Aid opportunities, processes, and timelines. Twenty-four (24) Juniors attended a presentation hosted by DEMSA Alumni, which focused on sharing details about the benefits of dual enrollment and current university experience. Additionally, ninety-one (91) students attended self-registration events for spring 2024 courses.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Associate Dean attended the La Joya Palmview PTECH planning session to discuss agenda for "Community of Practice" interview to be hosted by Educate Texas, November 1
- Associate Dean attended a meeting with Biology Department to discuss a new Laboratory Safety Audit and rollout to participating dual credit high schools hosting Biology Sections, November 2
- Associate Dean participated in a webinar with La Joya ISD to discuss best practices in managing partnerships with Educate Texas, November 14
- Associate Dean, Scheduling and Enrollment Services Staff participated in a Virtual Meeting with Dual Enroll representatives to discuss roll out expectations, pilot/trial run needs and deadlines, November 30
- Pathways Staff conducted over 1,587 advising and/or enrollment services sessions:

School	Count	Activity
Achieve ECHS	16	Advising/Enrollment support
Donna High School	219	Advising/Enrollment support
Donna North High School	91	Advising/Enrollment support
Edcouch Elsa ECHS	303	Advising/Enrollment support
La Joya High School	1	Advising/Enrollment support
La Villa ECHS	25	Advising/Enrollment support
Mercedes Early College Academy	123	Advising/Enrollment support
Mercedes High School	99	Advising/Enrollment support
Monte Alto ECHS	10	Advising/Enrollment support
Palmview High School	18	Advising/Enrollment support
Preparatory for ECHS	19	Advising/Enrollment support
Progreso Early College High School	24	Advising/Enrollment support
Rio Grande City High School	22	Advising/Enrollment support
South TX HS for Health Professions	20	Advising/Enrollment support
Thelma Salinas STEM ECHS	155	Advising/Enrollment support
Weslaco Early College High School	307	Advising/Enrollment support
Weslaco East ECHS	85	Advising/Enrollment support
Weslaco High School	50	Advising/Enrollment support

DUAL CREDIT SCHEDULING AND COMPLIANCE:

Enrollment Staff organized the following Apply Texas Drive Events:

Date	School	Activity	Count
November 1	Sharyland High School	Apply Texas Drive	61
November 1	Mission Collegiate ECHS	Apply Texas Drive	48
November 1	Juarez-Lincoln High School	Apply Texas Drive	30
November 2	Sharyland High School	Apply Texas Drive	47
November 2	Mission Collegiate ECHS	Apply Texas Drive	30
November6	PSJA High ECHS	Apply Texas Drive	25
November 6	PSJA North ECHS	Apply Texas Drive	63
November 7	Economedes ECHS	Apply Texas Drive	15
November 7	Weslaco East High School	Apply Texas Drive	55
November 8	James "Nikki" Rowe High School	Apply Texas Drive	508
November 8	Economedes ECHS	Apply Texas Drive	96
November 8	Weslaco ECHS	Apply Texas Drive	39
November 9	James "Nikki" Rowe High School	Apply Texas Drive	16
November 9	Weslaco East ECHS	Apply Texas Drive	30
November 9	Weslaco ECHS	Apply Texas Drive	37
November 14	La Joya High ECHS	Apply Texas Drive	119
November 15	Sharyland Pioneer High School	Apply Texas Drive	30
November 15	Donna High School	Apply Texas Drive	52
November 16	PSJA North ECHS	Apply Texas Drive	9
November 27	PSJA High ECHS	Apply Texas Drive	40
November 28	Weslaco East High School	Apply Texas Drive	17
November 28	PSJA High ECHS	Apply Texas Drive	20

Enrollment Staff held and participated in the following events:

Date	School	Activity	Count
November 9	ISD Partners	CCMR	17
November 10	Rio Grande City High School	Double Up	111
November 09	PSJA Collegiate HS Program	Parent/Community	25
November 03	PSJA College/University Center	Pathways Presentation	8

November 08	Palmview High School	Pathways Presentation	25
November 13	Weslaco ECHS	Pathways Presentation	29
November 15	La Villa ECHS	Pathways Presentation	25
November 16	South TX HS for Health Professions	Pathways Presentation	23
November 27	Donna High School	Pathways Presentation	87
November 28	Donna High School	Pathways Presentation	32
November 29	Roma High School	Pathways Presentation	56
November 29	Weslaco ECHS	Pathways Presentation	60
November 07	Preparatory for ECHS	Registration Drive	101
November 07	Monte Alto ECHS	Registration Drive	14
November 07	La Villa ECHS	Registration Drive	29
November 13	Achieve ECHS	Registration Drive	32
November 13	La Grulla High School	Registration Drive	20
November 14	Achieve ECHS	Registration Drive	39
November 14	Mercedes High School	Registration Drive	120
November 15	South Texas ISD Virtual Academy	Registration Drive	13
November 17	Donna North High School	Registration Drive	48
November 27	Sharyland Advanced Academic Academy	Registration Drive	27
November 27	Rio Grande City High School	Registration Drive	51
November 28	Juarez-Lincoln High School	Registration Drive	10
November 29	Rio Grande City High School	Registration Drive	13
November 29	Donna North High School	Registration Drive	46
November 29	Mercedes High School	Registration Drive	32

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM
DIRECTOR'S REPORT:

- Attended the Texas Pathways Institute in Houston, TX to gain knowledge on micro credentials as related to the passing of the recent House Bill 8, November 1-3
- Met with the department chair of Paralegal to discuss proposed revisions to the Legal Office Specialist certificate and review the THECB guidelines, November 6
- Met with the chair of Physical Sciences and the chair of Education to discuss the proposal of a micro credential in the field of Earth Sciences, November 7
- Facilitated the first Micro-credentials Development & Reporting taskforce meeting to provide background information to the members and share the draft outline of content to discuss as part of the taskforce, November 7
- Met with the SACSCOC Liaison, Director of Digital Learning, and Director of IE, Assessment and Accreditation to discuss the standards for the Fifth Year Report and discuss any potential issues with policy references that may have transitioned recently, November 9
- Met with the Digital Services Manager to discuss identification of programs in the catalog that are offered 100% online and discuss strategies on how to identify them in catalog, November 9.
- Attended the Title IX Training Workshop, November 10
- Attended and presented at the Education and Workforce Development Committee (EWDC) meeting for the proposed AS - Architecture, November 14
- Attended the CBE Faculty Evaluation Taskforce meeting to provide input on the alignment of student course evaluations for CBE courses, November 14
- Attended the South Texas College and University of Houston articulation agreement signing, November 14
- Met with the Psychology department chair to review the THECB approved field of study for potential modifications, November 15
- Attended the South Texas College Apprenticeship Summit, November 16
- Attended the Link up and Lead - Networking event for the Distinguished Learning Academy hosted by the Teaching and Learning Center, November 16
- Met with the College-Wide Curriculum Committee Chair to review the agenda items for the upcoming November meeting, November 16
- Attended the Institutional Leadership Council Meeting, November 17
- Met with the Director of Research & Analytical Services to brainstorm the database specifications for the creation of a database to house and track micro-credentials reported to THECB for HB8 funding, November 21
- Facilitated the November College-Wide Curriculum Committee Meeting, November 22
- Met with the Micro-credentials Development & Reporting taskforce to review the specifications for the database which will house the information needed for reporting for HB8 funding, November 27
- Attended the Innovation Exchange Campus Tour at the Mid-Valley campus, November 28
- Attended the Data Management & Integrity Committee, November 29
- Met with the Applications Development Manager and Applications Analyst to discuss the specifications of the database to house the industry credential/micro-credentials information needed for reporting, November 30
- Finalized the power point presentation, narrative, and budget for the AS in Architecture in preparation for the upcoming EWDC meeting.
- Worked on notes and an outline for the first Micro-credentials Development & Reporting taskforce meeting.
- Finalized the Work-based Learning Experiences report requested from the VPPAA.
- Worked on the CV compliance report and emailed both Concourse Compliance Reports with data as of November 8th, and compliance percentages were as follows: Syllabi (94.7%) and CV (98.20%).
- Worked on reviewing and finalizing updates to the STC website for HB2504.
- Worked on updating the end-of-biennium information in the IE plan for the 2021-2023 cycle.
- Worked on reviewing and revising the Core Curriculum Course Proposal Guide; prepared supporting documentation for the November College-Wide Curriculum Committee agenda packet.
- Completed Concourse master syllabi maintenance - created master templates for new courses/CBE approved offerings and contacted the department chairs to start updates for Spring 2024.
- Updated and submitted the annual risk assessment matrix to the Accountability department.

- Worked on compiling and reviewing the list of instructional spaces (classrooms, labs, etc.) as per the request from the Business Office Workday point of contact.
- Compiled and sent the Spring 2024 Zero Textbook Cost report to the department chairs for review and possible updates.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Participated in the Texas Success Center: Talent Strong Texas Pathways Institute, November 1 – 3.
- Met with the Suitable University Success Specialists and participating STC departments to review project status, future projects, and update on OSA activities, November 7.
- Met with the Culinary Arts Program Chair to review 2020-2023 PLO Assessment Plans and plan team workshop, November 8.
- Participated in the Jaguar Academy workshop, November 8.
- Met with the Biology Department faculty member in charge of learning outcomes to review pending 2020-2023 PLO Assessment Plan items, November 9.
- Met with IT Application Development Management to discuss Suitable updates, November 9.
- Participated at the Veteran's Day Ceremony at the Technology Campus, November 9.
- Participated and presented at the Veteran's Day Ceremony at the Nursing & Allied Health Campus, November 9.
- Participated in the Title IX Training Event, November 10.
- Participated in the Open Education Unleashed: Harnessing the Publishing Power of Pressbooks workshop, November 10.
- Participated in a PowerBI Troubleshooting meeting with the vendor, Dean of IRE&SP and Director of RAS to discuss data access and viewing options, November 13.
- Facilitated the Welcome Meeting: Suitable Taskforce, November 14.
- Met with the EMS team at the NAH Campus to review and update the 2020-2023 PLO Assessment Plan, November 14.
- Met with the ADN Program Chair at the NAH Campus to review and update the 2020-2023 PLO Assessment Plan, November 14.
- Participated in the Power Up: Professional Development System training, November 15.
- Met with the Special Assistant to the Office of Academic Affairs to share department updates, November 15.
- Met with the Dean of IRE&SP, Director of IEAA, Project Manager of IRE&SP, and Special Assistant to the Office of Academic Affairs to discuss and review the status of 8.2a accreditation documentation, November 15.
- Participated in the 2nd Annual Apprenticeship Summit, November 16.
- Participated in the final Jaguar Academy workshop, November 16.
- Facilitated the Learning Outcomes Committee Meeting, November 16.
- Met with the Advanced Manufacturing Program Chair to review and update the 2020-2023 PLO Assessment Plans, November 17.
- Presented at the Psychology Department Meeting to provide an overview and navigation training of the JagPRIDE Core Objective rubrics, data entry, and activity submission, November 17.
- Participated in the Institutional Leadership Council Meeting, November 17.
- Facilitated the Culinary Arts PLO Workshop to review and update 2020-2023 and 2023-2026 PLO Assessment Plans, November 27.
- Facilitated the Physical Therapy Assistant Department Workshop at the Nursing & Allied Health Campus to review and update 2020-2023 and 2023-2026 PLO Assessment Plans, November 27.
- Met with the Patient Care Technology Program Chair to provide an overview of the OSA project and Suitable in regards to the Suitable Taskforce, November 28.
- Met with the EMS Department to review and update the 2020-2023 PLO Assessment Plan, November 28.
- Met with the Communication Program Chair to review pending 2020-2023 PLO Assessment Plan items and developed a survey question template, November 28.
- Met with the Suitable University Success Specialists to review project status, future projects, and update on OSA activities, November 29.
- Met with the TLC Team, Dean of Liberal Arts, Dean of IRE&SP, Director of IEAA, Director of RAS, and Director of Advising to discuss and plan the spring 2024 Data Summit, November 30.

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.

Meetings –

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- Held the PTK Fall 2023 Induction Ceremony at the Pecan Campus Student Union- East Ballroom at 6:00pm, November 16
- Held the PTK November General Meeting via Teams at 5:30pm, November 30
- Held student officer team meeting to discuss Honors in Action Project, College Project and Chapter plans via Teams at 6:00pm, November 28

Projects-

- Honors In Action- Completed the project and submitted the HiA Project Award application along with other Hallmark Award applications.
- College Project- Project was completed and submitted for Hallmark Awards
- Held the PTK November General Meeting via Teams at 5:30pm, November 30
- Held student officer team meeting to discuss Honors in Action Project, College Project and Chapter plans via Teams at 6:00pm, November 28

Fundraising – Chapter started a PTK club t-shirt sale in order to raise funds for upcoming PTK conventions in Spring 2024. T-shirt sales held on November 29 & December 11

Scholarships – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.

Administrative – PTK chapter has met 5 Star Chapter status after projects were completed and submitted for awards.

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Hosted STC Tech Support Committee meeting, November 1
- Hosted Budget Review meeting, November 6
- Participated Update on Ed.D. Program and TLC Initiatives meeting, November 7
- Participated ET Academy Graduation meeting, November 8
- Hosted Arwen Manager Mentoring meeting, November 8
- Hosted DLA Alumni Luncheon planning meeting, November 9
- Participated in hiring committee, November 13
- Hosted STC Tech Support Committee meeting, November 29
- Participated Pre-meeting for Spring 2024 Data Summit, November 30
- Hosted Employee Appreciation Luncheon meeting to discuss volunteering details, November 30

ACADEMIES AND TRAININGS:

- Hosted Chair Academy session 5, November 2
- Hosted Distinguished Leadership Academy Mid-Valley campus tour, November 2
- Hosted Chair Academy session 6, November 10
- Participated ET Academy: Assistive Technologies, November 15
- Hosted Distinguished Leadership Academy Alumni Luncheon, November 16
- Hosted Innovation Exchange Campus Tour – Mid-Valley, November 28

DR. KELLI DAVIS
DIRECTOR – UNIVERSITY RELATIONS & ARTICULATION CENTER

- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Attended the Texas Talent Strong Pathways Institute, November 1 – 3
- Hosted Transfer Advising Academy: Texas A&M University – Corpus Christi, November 3
- Participated in the "Find Your Future: Meta-Majors" event, November 8

- Attended the month NACADA Advising Transfer Students Steering Committee meeting, November 8
- Attended the Annual Title IX Training event, November 10
- Hosted the Transfer Advising Academy: UT Health – San Antonio, November 10
- Attended the IPEC Roundup, November 13
- Attended the webinar, "Strategies for Promoting Engagement in the Online Classroom," November 13
- Participated in the CBE Faculty Evaluation Committee meeting, November 14
- Hosted the University of Houston Bauer College of Business Signing Ceremony, November 14
- Attended EWDC, November 14
- Hosted a team from Texas Southern University, November 15
- Attended the "Link Up & Lead – Networking Lunch for DLA," November 16
- Hosted the Transfer Advising Academy: University of Texas at San Antonio, November 17
- Hosted the UTRGV Preview Day, November 27
- Attended the Innovation Exchange Campus Tour – Mid-Valley, November 28
- Met with representatives from Arizona State University about their new Triangulator Project, November 29
- Attended the RGV FOCUS-uAspire FAFSA/TASFA watch party, November 29
- Met with representatives from Texas A&M International University about potential agreements, November 30
- Attended the TACAC session on Leadership and Management, November 30
- Participated in in-person information sessions for the Texas A&M University Engineering Academy, November 30

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY
DIVISION DEAN'S REPORT:

- Innovation Exchange Campus tour at Mid Valley Campus, November 28
- Degree Reclamation Committee Meeting, November 29
- Visit to Valley View ISD, November 30
- Pharr EDC Foundation Board Meeting, November 30
- Cosmetology Graduation of first cohort, November 30

Regional Center for Public Safety Excellence (RCPSE)
Major Meetings:

- CASA Assessment Tool Training, November 1
- Meeting with TEEX Representative Dallas Renfrew regarding proposed fire trainings, November 2
- Comprehensive Operations Plan Online Meeting, November 3
- Starr County Bulldozer Training, November 6
- Fire Science Presentation for Alamo Fire Department with Guided Pathway Specialist, November 7-9
- RCPSE Two Story Residential Fire Training Structure Bi-Weekly Construction Progress Meeting, November 8
- RCPSE Library Support and Coverage Meeting, November 8
- Tour of Mission CEED facility for possible use as additional training space, November 9
- Interview Candidate for Public Safety Compliance Specialist Position, November 10
- Meeting with Edinburg Fire Chief Garza and Deputy Chief Perez regarding training opportunities and Memorandum of Understanding (MOU), November 13
- Virtra Simulator Upgrade & Training, November 13-16
- Meeting to discuss recruiting process for Law Enforcement and Fire Science Programs, November 16
- ILC Meeting, November 17
- Attended Pharr PD Swearing in Ceremony for new Sergeant, Lieutenant, and Deputy Chief, November 30

External Visits:

- AAS Fire Science Presentation for Alamo Fire Department, November 7-9
- Tour of Mission CEED facility for possible use as additional training space, November 9
- Meeting with Edinburg Fire Chief Garza and Deputy Chief Perez regarding training opportunities and Memorandum of Understanding (MOU), November 13
- Car Fire Simulator Training at Alton Fire Department, November 18
- AAS Fire Science Recruitment Visit at Edinburg Fire Department, November 29
- AAS Fire Science Recruitment Visit at Edinburg Fire Department, November 30

Events/Accomplishments

- Local Emergency Planning Committee Meeting, November 6
- Future Heroes 5K Run/1 Mile Walk, November 4
- Police Background Investigations, November 6-8
- Advanced Field Training Officer Course, November 6-7
- Starr County Firefighters Heavy Equipment Operator with Bulldozer Emphasis, November 6
- Mercedes High School Tour of RCPSE, November 8
- Legislative Update Course, November 9
- Finding Wellness Course, November 9
- Law Enforcement Grant Writing Course, November 13-14
- OC Aerosol Projectors Instructor Course, November 14
- TCOLE Simplified Course, November 15
- Car Fire Simulator Training at Alton Fire Department, November 18
- Texas Law Enforcement Peer to Peer Training, November 28-30

BPST Project Manager

- Review of BPST Scholarships with Financial Aid, November 1
- Strengthen Community College Grant Update with OSI, November 1
- Distinguished Leadership Academy, November 2
- Border Patrol AAS presentation, November 3
- Strengthen Community College Grant Meeting with Automotive and Diesel Programs, November 3, 6 & 7
- Strengthen Community College Grant Check-In with OSI, November 7
- Cosmetology Graduation Follow-Up with PR, November 8
- AMT Scholarship Updates, November 8
- Strengthen Community College Grant Check-In with OSI, November 9
- BPST Program Chair Meeting, November 9
- Strengthen Community College Grant Meeting with Automotive and Diesel Programs, November 13
- Welcome to Suitable Meeting with Director of Learning Outcomes, November 14
- Grant Planning and Forecasting Meeting with OSI, November 15
- Meeting with TLC regarding spring Event, November 15
- Cosmetology Spring 2024 Orientation Review, November 15
- Public Safety Escrow Recruiting Presentation, November 16
- Degree Reclamation Meeting, November 20
- College-Wide Curriculum Committee Meeting, November 21
- Pre-meeting with La Joya ISD about AMT certifications, November 22
- Award Kickoff with OSI on Gene Haas, November 27
- Shah Visit for Cosmetology Site, November 29
- Degree Reclamation Committee, November 29
- Planning Committee for Non-traditional, November 29
- Meeting with La Joya ISD about AMT certifications, November 30
- Review of AMT scholarship criteria, November 30
- Cosmetology Graduations, November 30

Emerging Technology Specialist – BPST

- Attended the 2023 Mid Valley Jaguar experience and displayed the drone and zSpace automotive simulator, November 1
- Finished invitation video for HVAC department Advisory Committee meeting, November 7
- Attended the 2023 Pecan Jaguar experience and displayed the welding simulator and zSpace automotive simulator, November 8
- Attended HVAC department Advisory Committee meeting, November 10

Other events:

- Find your Future Pecan Campus Meta Major Event, November 8
- JAGUAR Academy Tech Tour, November 9

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

Major Meetings:

- AMT hosted a STEM Workshop where students from Rio Grande, Palmview and Vanguard Academy toured and had hands on practice in the manufacturing labs, November 3
- AMT faculty met with the PR Team to establish the AMT and Mechatronics promotional video. Followed up with the requested information, November 8
- Attended the Annual CTE Leadership Meeting – Marketing Event held at the Nursing and Allied Health Campus, November 10
- AMT hosted McAllen ISD Migrant students that participated on hands-on activity request, 15 students, November, 10
- Attended AI, CAD, and CAM workshops at the Autodesk University Conference, November 13-15
- Passed the NIMS Packet Portion Information for the Reaccreditation, waiting on the external Student and Site Evaluations, November 15
- Attended the Learning Outcomes Committee Meeting, November 16
- AMT Dept. PLO Meeting, updated 2023 Findings, November 17
- AMT Department Meeting, November 17
- AMT NIMS Inspector completed NIMS inspections of workpieces and reported status, November 21
- $20,000.00 Gene HAAS Scholarship Award Kickoff, November 27

Architectural & Engineering Design Technology

- 2023 Career Exploration Day at Mid Valley Campus, November 1
- DFTG 1315 Job sit visit, November 1
- CCTX Grant staff meeting to discuss budget, National Apprenticeship week, presentation for leadership summit and Apprenticeship coursework, November 2
- Division Committee Meeting, November 2
- Fall 23 Chair Academy, November 3
- AEDT Departmental Meeting, November 3
- Autodesk University, November 13-16
- GEAR UP CCMR Tailgate, November 3
- SGT Fall 2023 Advisory Committee Meeting, November 7
- Council of Chairs Meeting, November 7
- 2023 Career Exploration Day at Pecan Campus, November 8

- Adjunct Instructor Evaluations, November 8
- BPS&T Department Chair Meeting, November 9
- Meeting w/ Stratus Commercial Vender and Client J55, November 9
- Reached out to Hidalgo Drainage District No. 1 regarding job opportunities for our students, November 9
- Fall 23 Chair Academy, November 10
- Annual CTE Leadership, November 10
- Participated in the Architectural Department Tour at the Tech Campus, November 10
- AEDT Lab Asst Update Meeting, November 13
- Meeting with Chair for Human Resources Specialist, Office Administration and Paralegal, Certiport Lab & Proctors, November 14
- Power Up: Professional Development System Workshop, November 15
- Chair Evaluation Revisions Committee, November 15
- Annual Career Fair Progreso High School, November 17
- Autodesk University, November 13-16
- Workshop #274259: Emerging Technologies Academy Pilot Session 4 Fall 2023, November 15
- Premier High Schools - College & Career Fair, November 15
- 2nd Annual Apprenticeship Summit, November16
- Hidalgo County Head Start Parent Fair, November 16

- Emerging Technologies Academy activity: Created Padlet for testing with PHTC 2431 and INDS 1445 courses, November 17
- AEDT Open Lab, November 18
- ACD2 Club Autodesk Certification, November 17
- Gelman Stained Glass Museum Field Trip, November 20, 21
- College-Wide Curriculum Committee Meeting, November 21
- Assisted students with their final projects to laser cut/3D print, November 27
- Departmental Student Club meeting and Volleyball Intramural Game, November 27
- Continued production of the 30-year Ornament theme, November 27-29
- Dropped off ornament samples to the president's office for color approval, November 28

- AEDT Faculty Emergency Meeting, November 29
- Started assembly of the ornaments with the assistance of faculty, November 29
- Emergency Advisory Committee Email Vote, November 30
- December Division Committee Meeting, November 30
- Coordinated with Lab Assistant updates for real time rendering software, November 30
- Discussed changes to JagPRIDE for the current semester with AEDT faculty, November 30
- Finalized the ornaments & dropped them off to the president's office, Nov.30
- Faculty participated in various trainings, webinars and workshops throughout the month.

Departmental/Student Recognitions:

- 6 Students completed the Autodesk Revit Certification: Daniel Cantu; Arin Peralez; Joshua Valdez; Gustavo Perez; Adriana Solis; and Eziquiel Tagle, November 1

Cosmetology

Division Committee Meeting, November 2

- Council of Chairs Meeting, November 7
- Meeting with PR for Cosmetology Graduation, November 8
- Department Chairs Meeting, November 9
- Meeting with Facilities and PR for new location signage, November 13
- Meeting with Business Admin Assistant, November 15
- Meeting for Spring 24 cohort start Orientation, November 15
- Workforce Apprenticeship Summit, November 16
- Concourse Syllabi & CV- Chair workshop, November 17
- Meeting with PR for Cosmetology Graduation walk through, November 28
- Shah Eye Center walk through, November 29
- Cosmetology Graduation Ceremony, November 30

Business Administration

- Business Administration hosted the Texas A&M Agricultural Economics Department for their 2nd Annual AG Econ Seminar at Pecan Campus, November 2
- Associate Professor of Business Administration and Department Chair presented on financial literacy activities for Gear Up Facilitators at Region One, in Edinburg Texas, November 2
- Faculty attended the Binational Educational Symposium that was broadcast via Microsoft Teams, November 8
- Faculty participation at the 2023 Jaguar Experience at Pecan Campus, November 8
- The Business Administration Department attended the Annual CTE Leadership Meeting at NAH Campus, November 9
- Student Team Annual BES Challenge. They placed second in this competition, November 17
- The Business Administration Department attended the Dual Credit Career Day at Progreso ISD, November 17

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

Major Meetings:

- CTE Support Meeting with CLE staff from Technology, Mid-Valley and Starr campus, November 2
- Division Committee meeting for BPST, November 2
- HVAC Department Meeting, November 3
- Department Chair Meeting, November 9
- Annual CTE Leadership Meeting at Nursing Allied Campus, November 10
- HVAC Advisory Committee meeting, November 10
- HVAC Excellence Accreditation Meeting, November 13
- ET Academy Workshop: Assistive Technologies, November 15
- 2nd Annual Apprenticeship Summit, November 16
- Proctored EPA 608 Universal Certification in campus, November 17
- STC Department of Public Safety – Active Shooter Tabletop Exercise, November 17
- Chess project meeting, November 21
- College-Wide Curriculum Committee Meeting, November 21
- Fall 2023 Individual Faculty Meeting, November 27
- HVAC Coordinator Individual meet, November 27

- NCCER Meeting, November 27
- Faculty Senate meeting, November 28
- NCCER Meeting with Sam Solis, November 29
- ET Academy Mock Presentation, November 30
- December Division Committee Meeting, November 30

Major Activities:

- Attended Women in HVACR 20th Annual Conference, November 6-8
- Volunteered to paint a Veterans Home as part of the Program and club giving back for Veterans Day, November 6
- A/C Club meeting discussion on future events, November 10
- Thanksgiving Turkey Give away with the Sheriff Department, November 15
- Attended Mr. Ruben Sanchez (Colair Owner) Recruitment Presentation, November 29
- Faculty participated in various trainings, webinars and workshops throughout the month.

Human Resources Specialist, Office Administration & Paralegal

- Chair and Assistant Chair participated in the Jaguar Experience, Mid Valley Campus, November 1
- Chair attended the Women In Technology (WIT) Planning, November 1
- ACBSP Accreditation Round Up, November 2
- HEB Feast of Sharing, a Kappa Beta Delta (KBD) International Society Volunteer Event, November 5
- HR instructor attended the Project Systems – Region One ESC Gear Up, Pathways to the Future Event, November 10
- Annual CTE Leadership Meeting with Dual Credit Office, November 10
- HR instructor attended the STC Apprenticeship Summit, November 16

- HR faculty and Paralegal Program Coordinator attended Progreso ISD H.S. Early College Annual Career Fair, November 17
- Chair attended an online seminar hosted by Careers in Government, a Public Sector HR Insights Recruiting Newsletter, November 17
- Chair and HR instructor participated in the Innovation Exchange Campus Tour – Mid-Valley Campus, November 28
- Chair serves as College Relations Director for the local chapter of the SHRM RGV: A Modern Path Forward, Human Resources as a Business Partner Monthly Meeting/Presentation, November 29
- Cosmetology Program 1st Co-Hort Graduation Recognition Event, November 30

Public Safety

Major Meetings:

- Department Chair (DC) presented at the Division Curriculum Committee meeting to request deactivation of three OSAs in the program: Emergency Management Specialist, Police Leadership & Security Specialist, November 2
- DC attended the South Texas Police Chiefs' Association meeting to provide AAS-LE information, November 8
- DC met with Library support to develop strategies to assist LE and FS cadets attending the academies, November 8
- DC attended the Sharyland CTE Advisory Committee meeting as a member of their advisory board, November 9
- Guided Pathway Specialist attended the Annual CTE Leadership meeting to provide information on the LE and FS programs, November 10

- Assistant Department Chair attended Women in Technology Planning Meeting (Teams), November 15
- DC presented at the College Wide Curriculum Committee meeting to request deactivation of three OSAs in the program: Emergency Management Specialist, Police Leadership & Security Specialist. All were approved, November 21
- DC and FS Instructor attended the FS Advisory Committee meeting, November 29

Major Activities:

- Department Chair (DC) attended Background Investigator Course, November 6-8

- Assistant Department Chair (ADC) attended TCOLE Legislative Updates, November 9
- ADC attended TCOLE Finding Wellness, November 9
- DC attended the Virtra training course, November 15-19
- DC attended CPR Instructor recertification course, November 30

External Visits:

- Valley View High School College Fair, November 14
- Department Chair attended the Progreso High School College Fair, November 17

Recruitment activities:

- Border Patrol Orientation Class - Department Chair and Guided Pathway Specialist provided AAS-LE information, November 1
- Border Patrol shift muster – LE Instructor & GPS provided AAS-LE information, November 2
- Border Patrol shift muster – DC provided AAS-LE information, November 2
- Border Patrol shift muster – LE Instructor, Division Project Manager &VP Dr. Plummer provided AAS-LE information, November 3
- Border Patrol Orientation class – GPS provided AAS-LE information, November 15
- Edinburg FD shift – DC & GPS provided AAS-FS information, November 28
- Edinburg FD shift – GPS provided AAS-FS information, November 29
- Border Patrol Orientation class – GPS provide AAS-LE information, November 29
- Edinburg FD shift _ GPS provided AAS-FS information, November 30

Community Events:

- Nursing Allied Health's Fall Festival – LE/FS students and Faculty attended the vent demonstrating the FS fire truck, November 15
- Department Chair attended the pinning ceremony of Pharr PD sergeant, lieutenant, and deputy chief, November 16

Major Activities:

- Police and Fire academies held their semesterly 5K run – approximately 20 participants, November 4
- Mercedes High School students, November 8
- STC Criminal Justice Club, November 18
- PSJA Criminal Justice students, November 30

Accomplishments:

- Department Chair conducted 21 interviews of police academy applicants, November 30
- Compliance Specialist conducted 19 row machines tests of police and fire academy applicants, November 30

Welding

- Mid Valley Campus Support Network Event, November 1
- Networking for Career Success Event, November 8
- Veterans Day Event Giveaway, November 9
- Valley View Career Fair Event, November 14
- Torch Cutting Competition hosted in Mercedes, November 15
- Progreso High School Career Fair, November 18
- Mercedes CTE Advisory Board Meeting, November 30

CARLOS MARGO
DIVISION DEAN – CENTER FOR ADVANCED TRAINING & APPRENTICESHIPS
DIVISION DEAN'S REPORT:

- Creation of Office for Apprenticeship procedures manual (on-going)
- Compliance review and updating of apprenticeship records (on-going)
- Extension of Apprenticeship Office to Mission CEED Building
- Finalized and submitted apprenticeship programs under development (scaffolding, CDL, Child Care Technician) to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for CATA construction programs—Phase II
- Training and Development of new CATA Apprenticeship Manager and Navigator positions
- Preparation for RN apprenticeship implementation. Ongoing discussions with TWC and DHR Health
- Research and development of solar panel incubator project –Pending McAllen EDC follow up
- Brewery Technician training program (on hold)
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership. Waiting on MEDC)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives—Received commitment for new round of funding
- Starr County Heavy machinery operator safety program—initiated program in Starr County, pending new cohort for Hidalgo County employees
- Planning for an STC Office of Industrial Safety
- Continued Preparation for the approved STC Center for Apprenticeship Training
- Outreach to employers and school districts to promote grant and contract training
- Work on CATA grant budget amendments
- Collaborated with Workforce Solutions regarding on going partnerships for training
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Oversee and review monthly revenue projections from CATA staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth to Registered Apprenticeship training program (Desi Holmes, TWC, ongoing)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC CATA IE plan
- International program/course and outreach initiatives
- Attended Ruby Red Ventures Re-Launch—Mission EDC, November 1
- Participated in Susan Harwood Grant Orientation, November 1
- Attended meeting with Falcon Construction regarding training, November 3
- Attended STMA meeting, November 7
- Conducted interviews with candidate for Program Development Manager, November 7
- Attended meeting with Dipit company in Mission regarding training, November 7
- Attended meeting at CEED Building with staff, November 7
- Conducted apprenticeship Summit planning meeting, November 8
- Conducted meeting with staff to discuss Mexico training, November 9
- Had telephone discussion with Frank Almaraz, Workforce Solutions regarding partnerships, November 9
- Had telephone call with TWC regarding Foster Youth Program, November 10
- Conducted Staff meeting to discuss Apprenticeship Office and CEED Building logistics, November 13
- Attended and spoke at Region One TRIO EOC Certification graduation ceremony, November 14

- Participated in Susan Harwood grant discussion, November 14
- Hosted Apprenticeship Summit, November16
- Held in-person discussion with Former Commissioner Julian Alvarez regarding new funding opportunities with TWC, November 16
- Participated in City of McAllen Grant post award meeting, November 28
- Attended TWC Annual Conference, November 29—December 1

DEPARTMENT/PROGRAM REPORTS:

Director's Report

- Attend Susan Harwood Grant Orientation and meet one-on-one with DOL, November 1
- Meet with BrandSafway on a possible Scaffolding program, November 1
- Meet with General Electric on training needs, November 3
- Conducted interviews for the Instruction and Development Program Manager, November 7
- Attend STMA Meeting, November 7
- Meet with Pilar to discuss about potential training and apprenticeships opportunities, November 7
- Met with PSJA to discuss Vet Tech program for Spring 2024, November 9
- Meet with Serkan and Fernando Chapa on non-credit data for program completions, November 9
- Attend the Region One Certificate Program and GED Recognition, November 14
- Attend the Apprenticeship Summit, November 16
- Work with PR office to update department website, November 20
- Joined listening session for the STEM Talent Challenge Grant, November 17
- Provide update on the Mexico Training Status, November 28
- Attend to MV Innovation and Exchange Campus Tour, November 28
- Meet with Universal Metal Products at their facility to discuss training opportunities, November 27
- Attend the TWC Annual Conference in Houston, Tx, November 29-30

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of No: 860 students
- Project Training Specialists worked on the following:
  - Conducted extensive recruiting for Grant 6, successfully enrolling 10 apprentices in the Construction Superintendent program, yielding $10,080.00.
  - Region One ongoing GearUP Pathways to the Future: (5) camps, concluded (2), with (2) next week and (1) in February 2024.
  - Planning for (2) Drones Piloting camps pending approval.
  - Contacted schools (La Joya ISD, Vanguard Academy, PSJA ISD) to promote Spring and Summer camps; awaiting response.
  - Visited Pharr warehouses with J. Cavazos from Pharr EDC, promoting training to (5) companies.
  - Companies waiting for December training: Regal Rexnord, Jimmy Santos Internationally, Johnson Controls, Sustaita Custom Broker.
  - Various outreach activities, including email correspondence and phone calls, to promote CATA training services.
  - Presented at College Connection Counselor 2023 on Apprenticeship and Training opportunities (Nov 1).
  - Attended Teams meeting with Region One regarding Teacher Apprenticeship development (Nov.7).
  - Attended McAllen EDC Function (Nov. 30).
  - Promoted available funding for City of McAllen Grant.
  - Set up orientation with Identipak and Ernesto to assist participants with logins for MSSC.
  - Worked on logistics to set up training in December for various topics.
  - Submitted Texas Talent Connection Final Report to TWC grant manager (Nov. 3).
  - Coordinated approval request from Weslaco EDC for Phone Etiquette course.
  - Coordinated registration process for Phone Etiquette participants and required course documentation.
  - Coordinated MSSC exams for Texas Talent Connection grant participants (Nov. 10).
  - Accompanied PTS Juan Rabanales to Pharr Bridge Association meeting in recognition of Certified Custom Specialist graduates Antonio Camacho and Jesus Camacho at Pharr City Hall (Nov. 15, 2023).
  - Presented Certificates of Completion to Intermediate Excel students funded by Weslaco EDC grant (Nov. 22, 2023).
  - Compiled McAllen area Industrial Park maps and identified industries to target.
  - Held discussions with trainers to identify potential industry-specific training programs.
  - Researched information for possible development of construction safety-related training programs.
  - Met with trainers to initiate development of NCCER Construction Safety training program.
  - CTA and coordination of Leadership Training for Supervisors for Food Bank of the Rio Grande Valley (Jan. 2024).

- Region One, Fastrack presentation, in Pharr, San Juan, and Rio Grande, helping students with FAFSA and programs offered by STC CATA.
- Attending the graduation ceremony for GED and Certificates offered by STC CATA and CPWE, Scheduling PPE with Region One Gear UP.
- Pharr International Bridge: Attending the Certificate of Completion for 6 students sponsored. Meeting with representatives for future trainings.
- Index Reynosa: Working with Index Reynosa accounting department to follow up with the membership W8BEN Form, Attending the Index General Managers Meeting.
- CATA Mexico: Working with RBC in two courses Risk Analysis and *D.
- Working with ALCOM de Mexico on the Python and Databases courses.
- Meeting with GE to review training needs related to Apprenticeships and technical/general training.

Training/Workshops/Professional Development:

- Reviewed kick-off materials for Susan Harwood Grant Materials 2023.
- Participated in the OSHA Susan Harwood 2023 Orientation Teams Meeting and reviewed the grant's budget.
- Met with General Electric Aerospace management group to identify organizational training needs, including potential apprenticeship programs and various training topics.
- Performed Program Manager duties for Susan Harwood Grant, focusing on recruitment and quality planning.
- Continued Program Manager duties for Susan Harwood Grant, with an emphasis on quality planning.
- Developed curriculum for the Susan Harwood Grant (SH000027SH3) materials.
- Reviewed a needs assessment from Albert Ochoa and discussed training opportunities with Program Chair, Jorge Martinez.
- Continued Program Manager duties for Susan Harwood Grant, focusing on recruitment and quality planning.
- Developed curriculum and ensured 508 compliances for Department of Labor Susan Harwood Grant (SH000027SH3) training materials.
- Incorporated a job hazard assessment at Sunrise Produce in preparation for field training in Mobile Elevated Working Platforms.
- Completed training materials for Mobile Elevated Working Platform (MEWP) and delivered training to Sunrise Produce employees.
- Continued curriculum development and ensured 508 compliances for Susan Harwood Grant training materials.
- Met with General Electric Aerospace management group to discuss training opportunities in Mechatronics, CNC Machine Operator, Electrical, safety, DOT, and environmental topics.
- Performed Project Director duties for Susan Harwood Grant, focusing on recruitment and quality planning.
- Developed curriculum and ensured 508 compliances for Department of Labor Susan Harwood Grant (SH000027SH3) training materials.
- Submitted Susan Harwood Grant training materials to OSHA and received approval.
- Assisted Project Training Specialists in course development ideas, including HVAC program template, safety program, NCCER programs in Safety Technology, and potential Summer Camp topics.
- Worked with STC Compliance Department to understand the Post-Award Implementation Timeline for Susan Harwood Grant 2023.
- Collaborated with Mr. Rabanales to develop a course listing based on discussions with the General Electric Aerospace Management Team.
- Completed training materials for the delivery of Mobile Elevated Working Platform, specifically scissor lift Genie GS-2632.

Apprenticeship Manager's Report

- Attended Ruby-Red Ventures event for Mission EDC at the CEED Building November 1
- Participated in South Texas Manufacturers Association Luncheon Meeting November 7
- Took part in a tour of the CEED building, evaluating facilities, classrooms, and their availability for CATA. November 7
- Compiled details on CEED building facilities and room capacity November 8
- Coordinated the development of curriculum and course schedules for Vet Tech courses for PSJA ISD Spring 2024. November 8
- Met with PR to plan and finalize details for the upcoming Apprenticeship Summit November 8
- Met with PSJA ISD to review Spring 2024 courses and discuss future plans for new apprenticeship for Fall 2024 November 9

- Sent out invitations to 100 contacts to register for the Summit. November 9
- Attended CCTX Pathways Showcase meeting November 9
- Monitored and organized list of attendees for Apprenticeship Summit November 10
- Reviewed Apprenticeship Bifold information for Apprenticeship Summit November 10
- Created a comprehensive registration report for all attendees for the Apprenticeship Summit November 11
- Completed "Heavy Equipment Operator- Bulldozer training with Starr County Fire Department November 14
- Participated/Hosted Apprenticeship Summit November 16
- Cohort for Construction Superintendent "Blue Print Reading" course began with 10 apprentices November 16
- Attended a listening session for STEM Challenge and TBED Community in Practice November 17
- Facilitated the provision of essential books and materials to cohorts of Construction Superintendents and Construction Technicians November 22
- Attended McAllen Economic Development Corporation Holiday Open House Celebration November 30
- Attended Annual Texas Workforce Commission in Houston, Tx November 29-December 1

Recruitment:

- Presented for College Connection Counselor Update 2023 "Apprenticeship and training opportunities" November 1
- Met with local business "Dip" to discuss apprenticeship opportunities November 7
- Reached out to "Mendoza Technologies" company for IT Apprenticeship information November 13
- Met with Javier Guajardo, STC Veteran Affairs, to discuss veteran grant opportunities with IT and Construction Superintendent Apprenticeships November 14
- Collaborated with RGV Construction Association to distribute Construction Superintendent and Technician flier in the newsletter November 20
- Reached out to "OG Construction" company to discuss Construction Superintendent and Technician Apprenticeship opportunities November 20
- Reached out to "Tri-Gen" Construction company to discuss Construction Superintendent apprenticeship opportunities November 20
- Reached out to "SLR" Construction company to discuss Construction Superintendent apprenticeship opportunities November 20
- Reached out to Hidalgo County Veteran Services to discuss veteran grant opportunities with IT and Construction Superintendent Apprenticeships November 20
- Met with General Electric's Aerospace to discuss apprenticeship and training opportunities November 20
- Presented for Department of Labor "HB1 Training" to discuss training opportunities November 28
- Met with Excel Applicators company to discuss Construction Superintendent opportunities November 27

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS
DIVISION DEAN'S REPORT:

- Led the STC Team at Institute 2 of the Talent Strong Texas Pathways Project / November 1-3
- Continued working with Facilities, Planning, and Construction on the revised plans for the expansion of the Cooper Center / November 7, December 5, 19
- Participated in a College podcast on this semester's Common Reading Program text / November 8
- Attended the THECB Digital Learning Week / November 13-16
- Attended the Annual Meeting of the American Academy of Religion / November 17-21
- Continued assisting with planning for the 2024 STC Data Summit / November 30

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Art Instructor, Scott Nicol, had an art exhibition at Austin College (in Sherman, TX) in an Alumni Art Educators show. The exhibit ran from October 30th through December 8th at the Forster Art Complex Dennis Gallery. He also participated on a panel and presented & co-led a border wall tour at the 6th Annual International Conference on Border Studies at UTRGV, November 10.
- The Art Department held a STC Student Art Exhibition at the McAllen Incubator which opened on the day of the McAllen Art Walk, November 10 – 30.
- Associate Professor of Art, Rachael Brown**,** participated in the Dual Credit Program's Career Fair at Progresso High School. The goal of the event was to: "Inspire the youth of our community by sharing your career journey, a typical workday, education requirements, opportunities and more. We want students to have a chance to speak with someone whose career choice interests them and to explore areas they may have not considered, November 17

Center for Mexican American Studies

- Center for Mexican American Studies welcomed guest speaker Esther B. Reed for the Jose de la Luz Saenz Veterans Day Lecture Series. Ms. Reed gave a special presentation to students, faculty, staff, and community members on November 9, 2023.
- Center for Mexican American Studies staff initiated promotional preparations for Tradiciones 2024 at La Quinta Mazatlán Birding Center. Promotional photo shoot with students from Ballet Folklórico South Texas College were done on November 11, 2023.
- Center for Mexican American Studies staff took part in interviews set up by STC's Public Relations and Marketing Department with Noticias RGV and CBS Channel 4 for promotion of Amistades Concert Series on November 13, 2023 and November 15, 2023.
- Center for Mexican American Studies and Ballet Folklórico South Texas College welcomed Ensemble Folklórico Mexicano from Monterrey, Nuevo León, México as a special guest for Amistades Concert Series 2023. The event welcomed hundreds of students, faculty and staff from South Texas College and community members on November 17, 2023.
- Center for Mexican American Studies staff began contacting participants and potential attendees for the 2024 South Texas College State Dance Competition slated for April 6-7, 2023 at the McAllen Performing Arts Center. Emails were sent to participants with information about the competition.
- Preparations were initiated for Ballet Folklórico South Texas College's upcoming Spring semester performances and commitments throughout the term, including Tradiciones 2024 marketing rollout. Several festivals and coordinators from around the state were also reached with invitations for BFSTC's participation.

Communications

- The Communication Department hosted a 2-day event: "Dia De Los Muertos Altar Competition", October Intro to Speech class hosted an "Open Mic Event", November 1st & 2nd, 2023.
- There were donations by a local flower shop, HEB, pan dulce baker, STC Culinary, STC PR & Marketing and an estimation of over 200 people/students attending the event.
- STC Dance donated their time and supplies, along with STC Dance Students, offering "*calavera*" face paintings.

English Department

- Lecture Series
- "Historical Fiction": 'Living' through the Past by Colleen Brooks Bryant, on November 7
- "The Pygmalion Effect: Transformation of the Self." By Kim Etherington, on November 15
- "Craziest Conspiracy Theory." By David Oakes on Friday, November 11

History Department

- Dr. Christopher Davis, Rocky IV (1985), "War by Other Means: The Cold War in the Athletic Arena" Cold War Retrospective Film Series, November 9
- Historical Fiction Writing Contest, submissions due November 17

Music Department

- PASIC Showcase (STC Snare Ensemble): Old Student Cafeteria, November 4
- Patrick Hopkins Doctoral Cello Recital, (for which he has completed his doctoral work to become Dr. Hopkins), November 21
- Guitar Studio Recital: Cooper Center Theater, November 29, 2023 – 6:00PM
- PASIC Ensemble won 2nd place and Gabriel Renner won 1st place at the PASIC competition. They were also recognized at the Board of Trustees meeting.
- Dr. Vaughan worked with Robert Vela clarinet students as part of recruitment efforts.

Theatre & Dance

- Drama Lecturer, Mara Lee Moats, participated in the "Veterans Day Event, Celebrating Patriots of War & Peace: Bringing Our Military History to Life" at the McAllen Public Library on Saturday. This inaugural event was led by Librarian Esther N. Camacho, and featured many veteran-related institutions and organization across the Valley. Her vision was to "*bring military history to life*" and called upon our department for assistance in reenacting historical-based events through acting. STC students, Petty Officer 3rd Class Victoria Villarreal, and Luis Zuniga; reenacted monologues of past soldiers and patriots. In addition to performing live in front of an audience, our students also interacted with organizational leaders at booths, and met members of local community theatres, November 4
- Dance Instructor Jose Zamora and the Dance Majors collaborated with the Communications Department's Day of the Dead Celebration at Pecan Campus' Building H Old Cafeteria. They recruited students into the program and sponsored a face painting booth for the event, November 1
- Dance Instructor Jose Zamora worked with La Joya High School's dance program on a collaborative production project which involves a specific cumbia dance style in Mexico. The purpose of the project is to create a dance choreography based on "Cumbias Rebajadas" from Monterrey, Nuevo Leon, Mexico. Mr. Zamora is collaborating with the La Joya H.S. Dance directors on research, and composition of this work. He will help deconstruct movement phrases and identify qualities from work that has been shared digitally. Members of the "Libertad" Community have shared information on movement phrases, dance steps, historical facts and figures, and the history and origin of this dance style. The "Libertad" community is one of the most dangerous in Monterrey, so they intend to create the work using the internet and technology. La Joya Dance will credit STC Dance for their

contributions in the making of this work. Mr. Zamora agreed to the collaboration as it will serve as the first step for a recruitment and mentorship program. The collaboration began November 9.

- The STC Theatre presented their November production of *Puffs, or Seven Increasingly Eventful Years at a Certain School of Magic and Magic* by Matt Cox. The production successfully ran November 9 - 11th at 7:30 PM with 2:00 PM matinees occurring on November 12 and 18 at the Cooper Center Main Stage Theatre.

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, INFORMATION TECHNOLOGY, AND BACHELOR PROGRAMS
DIVISION DEAN'S REPORT:

- Attended Texas Pathways Conference held in Houston, Tx, November 1-3
- Attended Earth Science Micro-Credential Certificate Meeting, November 7
- Attended Find Your Future Pre-Event Planning, November 7
- Conducted interviews, November 7
- Attended Jaguar Experience 2023 at Pecan Campus, November 8
- Attended Find Your Future Event, November 8
- Attended Collaboration Agreement with Universidad Autonoma de Tamaulipas, November 8
- Attended National Distance Learning-Creative Video Mastery, November 8
- Attended Follow-Up Meeting: Spring 2024 Event to Promote STEM, November 8
- Attended IT Academic Advising Meeting via Teams, November 9
- Attended Workshop with Edinburg High School Dual Credit Students, November 9
- Attended Prosperity Taskforce Consultant Meeting, November 9
- Attended Hot Job Workforce Solution at the McAllen Convention Center, November 9
- Attended Biology Starr Outreach Event, November 10
- Attended BASOL and Culinary Arts Brunch and Learn, November 11
- Attended Fall 2023 Division Committee Meeting, November 13
- Coordinated CBE Faculty Evaluation Committee, November 14
- Participated in STEM Summit Planning Meeting, November 14
- Met with representative from Texas Southern University College of Pharmacy and Health Sciences, November 15
- Met with Texas Southern University, November 15
- Attended Advisory Board Meeting: BAT/ Medical and Health Services Management, November 15
- Attended Apprenticeship Summit, November 16
- Attended Institutional Leadership Council Meeting, November 17
- Conducted Faculty Evaluation, November 20
- Conducted interview, November 20
- Attended BASOL Fall Advisory Committee Meeting via Teams, November 21
- Attended Cabinet Meeting, November 21
- Participated in College-Wide Curriculum Committee Meeting, November 21
- Participated in Bootcamp Meeting with Texas Tech, November 22
- Met with Physical Science Department Chair, November 22
- Attended Organizational Leadership Development Discussion, November 22
- Attended Innovation Exchange Campus Tour at Mid-Valley Campus, November 28
- Attended Dean's Meeting, November 28
- Conducted interviews, November 29
- Participate in Public Administration Program Advisory Council Meeting, November 29

Project Manager:

- Attended Coaching Powered Leadership with InsideTrack, November 1
- Attended Laboratory Safety Committee meeting, November 2
- Attended InsideTrack meeting, November 2
- Attended Communication Plan meeting with InsideTrack, November 2
- Attended CyberTraining session with University of Arlington and Physical Science department, November 3
- Attended Panel Discussion: Navigating Instruction in the Age of Generative AI, November 3

- Attended Study Abroad Fact-Finding Meeting, November 7
- Attended CLNA Update Meeting with Coordinating Board, November 8
- Attended Spring 2024 event to promote STEM with Dual Credit, November 8
- Attended session for Integrating Generative AI into your Digital Course Design, November 10
- Attended Chemistry and Pre-Pharmacy Symposium, November 10
- Attended meeting to discuss CBE Faculty Evaluation Criteria, November 14
- Facilitated STEM Summit Planning Meeting, November 14
- Attended meeting for Cybersecurity Clinic grant, November 15
- Attended Grant Planning and Forecasting for Academic Affairs, November 15
- Attended ET Academy: Assistive Technologies, November 15
- Attended Google Cybersecurity Clinic Funding Grant Development Meeting, November 27
- Facilitated meeting to discuss with PASS program mileage reimbursement to students, November 28
- Facilitated OER-Math Desk Review discussion with math department, November 28
- Attended meeting with UTRGV to discuss grant opportunities, November 30
- Attended InsideTrack meeting, November 30
- Attended meeting to present for ET Academy Mock Presentation, November 30

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP)/ Computer Science (COSC)

- Attended Jaguar Experience 2023 Marketing Event at MVC, November 1
- Participated in STC Inside Track Solutions Consulting Meeting via Zoom, November 2
- Participated in Fall 2023 Curriculum Committee Meeting with Curriculum Committee Chair via MS Teams, November 2
- Facilitated Meeting to Discuss Google Cybersecurity Clinic via MS Teams, November 3
- Attended Navigating Instruction in the Age of Generative AI, November 3
- Attended Qualys Security 2023 Conference in Orlando, Florida, November 6-9
- Attended Annual CTE Leadership Meeting at NAH Campus, November 10
- Worked on New Google Grant, November 10
- Worked on Google Cybersecurity Clinic Proposal, November 13
- Participated in Fall 2023 Division Committee Meeting with Curriculum Committee Chair via MS Teams, November 13
- Attended Horizons of Digital Learning in Texas Meeting, November 13
- Attended STC Online Workshop - Adulting 101: A Lot of Behavioral Science about Cybersecurity, November 13
- Attended Career Day Event at Thelma Salinas ECHS, November 14
- Participated in STEM Summit Planning Meeting with MSITB Project Manager via MS Teams, November 14
- Attended Adapting to Innovation: Perspective from Across Sectors Meeting, November 14
- Worked on Google Grant with Computer Science Instructor, November 15
- Participated in OER Horizons in Texas Webinar, November 15
- Attended Sharyland ISD Partners in Education Meeting, November 15
- Attended 2nd Annual Apprenticeship Summit, November 16
- Participated in Summer Camps Meeting with Vice President for Information Services, Planning, Performance and Strategic Initiatives via MS Teams, November 16
- Participated in New Distance Education Rules Meeting, November 16
- Worked on New Google Grant, November 20
- Participated in College-Wide Curriculum Meeting with Director of Curriculum via MS Teams, November 21
- Participated in Google Cybersecurity Clinic Funding Grant Development with Grant Development Officer via MS Teams, November 28
- Participated in Faculty Senate Meeting via MS Teams, November 28
- Participated in Bachelor Programs Region One Teacher Apprenticeship Strategy Meeting via Zoom, November 30

Medical Health Services and Management (MHSM)

- Promoted the Bachelor Programs at the Brownsville Valley Regional Medical Center to employees and staff, November 6 and 13
- Promoted the Bachelor Programs at the Regional Medical Center in McAllen to employees and staff, November 9 and 16

Operations Management (OPMG)/ Public Administration

- Attended Jaguar Experience 2023 at Mid-Valley Campus, November 1
- Met with OPMG faculty and staff regarding strategy to take advantage of opportunities for students who want to teach regarding alternative certification, November 1
- Met with OPMG faculty, staff, and stakeholders regarding the development of an Entrepreneurship course, November 2
- Attended the RGV Agricultural Economics Symposium, November 2
- Held a Study Abroad Fact-Finding Meeting, November 7
- Attended Jaguar Experience 2023 at Pecan Campus, November 8
- Met with Teach Us personnel regarding the recruitment and marketing of the STC/Teach Us Initiative, November 8
- Attended the Rio Grande Valley Literacy Event, November 9
- Attended the TSTC Transfer Fair at TSTC Harlingen, November 13
- Attended the CTE Directors/Leaders Network Meeting, November 16
- Attended the South Texas College Apprenticeship Summit, November 16
- Presented to students at La Joya High School regarding the STC Bachelor Programs, November 28
- Held a meeting with the Bachelor Program Chairs regarding the Bachelor Programs/Region One Pace Project Teacher Apprenticeship Initiative, November 30

Organizational Leadership (BASOL)

- Reviewed with co-presenters the SACSCOC presentation, November 2
- Attended the Fall 2023 Division Curriculum Committee Meeting, November 2
- Participated in the Leadership McAllen Education Class Committee Meeting, November 6
- Participated in the Study Abroad Fact-Finding Meeting, November 7
- Attended the Council of Chairs Meeting, November 7
- Participated in the Leadership McAllen Executive Committee Meeting, November 7
- Participated in the RGV Leadership Group 1 Project Outline call, November 8
- Assisted with the Literacy Center Boots & Bling Gala, November 9
- Facilitated the BASOL and Culinary Arts Brunch and Learn with ZERA Coaching, November 11
- Met with Information Technologies regarding the Customized Training on SharePoint, November 13
- Participated in the Texas Women Higher Education Planning Committee Meeting, November 13
- Participated in the Fall 2023 Division Committee Meeting, November 13
- Participated in the CBE Faculty Evaluation Committee, November 14
- Participated in the Welcome Meeting: Suitable Taskforce, November 14
- Participated in the Texas Women in Higher Education Committee Meeting, November 14
- Participated in the Leadership McAllen Steering Board Meeting, November 15
- Presented at the Leadership Mission Education Class, November 16
- Participated in the RGV Leadership November class session, November 17
- Facilitated a meeting with VP of Institutional Advancement regarding a Bachelor Program Scholarship, November 20
- Facilitated the BASOL Fall Advisory Committee Meeting, November 21
- Participated in the College-Wide Curriculum Committee Meeting, November 21
- Attended the Hispanic Women's Network of Texas Friendsgiving and Membership Expo, November 21
- Volunteered at the Share of Hope families, Radisson Hotel, November 22
- Facilitated a meeting with Lone Star National Bank to discuss Organizational Leadership training, November 22
- Participated in the Leadership McAllen Education Class Meeting, November 27
- Participated in a Region One Teacher Apprenticeship Strategy meeting with Bachelor Chairs, November 30

DEPARTMENT/PROGRAM REPORTS:

Biology:

- Attended Laboratory Safety Committee Monthly Meeting, November 2
- Attended Fall 2023 Division Curriculum Committee Meeting, November 2
- Attended Panel Discussion: Navigating Instruction in the Age of Generative AI, November 3
- Attended CAPTE General Education Faculty, November 6
- Attended Biology Course Information, November 7
- Attended Follow-Up Meeting: Spring 2024 Event to Promote STEM, November 8
- Attended Candidate Review, November 9
- Attended Fall 2023 Division Committee Meeting, November 13
- Attended 2021-2023 Biology IE Report, November 14
- Conducted interviews, November 14, 27, 29, and 30
- Attended Chair Evaluation Revisions, November 15
- Attended ILC Meeting, November 17
- Attended (B2BMED) Advisory Committee Meeting, November 17
- Attended College-Wide Curriculum Committee Meeting, November 21
- Attended VIDA Meeting- Biology Department Anatomy I and II, November 28
- Attended PSJA Thomas Jefferson Walk-through, November 30

Chemistry:

- Conducted Faculty Evaluations, November 1, 7, 30
- Attended LEPC Meeting, November 2
- Attended Homeland Security Advisory Committee Meeting, November 2
- Attended Fall 2023 – Division Curriculum Committee Meeting via Teams, November 2, 13
- Coordinated Chemistry Department Meeting, November 3
- Attended Fall 2023 Chair Academy, November 3
- Attended 2023-2024 Council of Chair Meeting, November 7
- Attended ACS South Texas Monthly Meeting, November 8
- Attended EC Meeting South Texas ACS Local Chapter, November 8
- Attended follow up meeting: Spring 2024 Event to Promote STEM, November 8
- Attended LEPC Live Meeting – Sharyland Water Supply Corporation, November 9
- Attended Cengage Faculty Appreciation, November 9
- Attended Chemistry and Pre-Pharmacy Symposium, November 10
- Attended Fall 2023 Chair Academy/ ALC, November 10
- Attended STEM Summit Planning Meeting, November 14
- Met with Representatives from Texas Southern University College of Pharmacy with Director of Transfer and Educational Advancement Center, November 15
- Attended Fall 2023 Chair Academy/ Institutional Leadership Teams meeting, November 17
- Conducted Interviews, November 20-21
- Attended College Wide Committee via Teams with Director of Curriculum, November 21

Cybersecurity:

- Attended the Division Curriculum Committee Meeting, November 2
- Met with Region One to discuss possible cybersecurity event for middle schools, November 6
- Attended the Division Curriculum Meeting, November 13
- Attended the STEM Summit Planning Meeting, November 14
- Attended our first meeting with Computer Science and Information Technology Program Chairs to discuss a possible Google Grant, November 15, 20, and 27
- Met with Vice President for Information Services, Planning, Performance and Strategic Initiatives and Chief Information Security Officer to discuss summer camps in cybersecurity, November 16
- Attended the Learning Outcomes Committee Meeting, November 16
- Attended the College-Wide Curriculum Committee Meeting, November 21

- Me with Operations Management Program Chair and his team to discuss possible partnerships with local law enforcement, November 27
- Attended a meeting with one of our partners (Fortinet) to discuss new products that might be implemented in our classrooms, November 28

Information Technologies

- Coordinated virtual IT Department Meeting, November 2
- Attended Fall 2023 Division Curriculum Committee Meeting, November 2
- Attended Panel Discussion: Navigating Instruction in the Age of Generative AI, November 3
- Attended MDR Taskforce-Initial Meeting via Teams, November 7
- Attended Council of Chair Meeting, November 7
- Presented at National Technical Honor Society event at Economedes High School, November 8
- IT Academic Advising Event, November 9
- IT Faculty hosted Tour presentation for Edinburg High School, November 9
- Program Chair and faculty attended Annual CTE Leadership Event, November 10
- Attended Fall 2023 Division Committee Meeting, November 13
- Attended STEM Summit Planning Meeting, November 14
- Attended Meeting regarding Google Grant, November 15
- Attended ET Academy: Assistive Technologies, November 15
- Attended SISD Advisory Committee Meeting, November 15
- Attended Summer Camps meeting, November 16
- Attended IT Meeting with faculty at Tech Campus, November 16
- Attended Learning Outcomes Committee Meeting, November 1
- Attended Concourse Syllabi & CV – Chair Training (Online), November 17
- Reconciled Grant via Teams with Computer Science Instructor, November 20
- Attended CAAT Advisory Committee Meeting, November 20
- Attended College-Wide Curriculum Committee Meeting, November 21
- Attended Starfish Training, November 27
- Attended Google Cybersecurity Clinic Funding – Grant Development Meeting, November 27
- Attended MDR Taskforce Meeting, November 27
- Presented at ET Academy Mock Presentation, November 28
- Participated in IT Advising Event at Tech Campus, November 30
- Attended Create and Collaborate Using Padlet Workshop, November 30

Mathematics

- Staff attended MSITB AA/ Secretary Meeting, November 1
- Faculty and Program Chair attended meeting to discuss Non-Instructional Committees, November 2
- Faculty and Program Chair attended Fall 2023 Division Curriculum Committee Meeting November 2
- Attended RGV College CAPTE planning meeting to provide guidance and support for RGV College's upcoming SACS review for Physical Therapy Assistant program, November 2
- Conducted faculty observations throughout the month, November 1-30
- Staff attended Strategies for Engaging Public Speaking, November 7 and 14
- Faculty and Chair met to discuss proposal for an STC student chess club, November 7
- Attended Council of Chairs Meeting, November 7
- Staff attended Creative Video Mastery, November 8
- Faculty attended AMATYC Annual Conference in Omaha, NE, November 9-12
- Faculty attended Assistant Chairs and Coordinator Meeting, November 9, 16, and 30
- Faculty and Chair attended IPEC Roundup Meeting, November 13
- Faculty attended Fall 2023 Division Committee Meeting, November 13
- Chair served-on staff interview committee, November 14
- Chair attended meeting with representatives from Texas Southern University College of Pharmacy and Health Science, November 15
- Chair attended Chair Evaluations Revisions Committee Meeting November 15
- Coordinated November Mathematics Department Meeting, November 17
- Faculty and Chair attended Calculus HIS IUSE Grant planning meeting, November 17

- Faculty and Chair attended College-Wide Curriculum Committee Meeting, November 21
- Faculty and Chair attended TSI Bootcamp meeting with Texas Tech to discuss specifics of our departmental project, November 22
- Faculty and Chair met to discuss OER-Math report submission for TECB Desk Review, November 28

Physical Sciences and Engineering

- The program chair, physics and engineering instructors, and lab coordinator hosted tables and promoted physics, geology, and engineering programs at "The Jaguar Experience" – a Career Exploration Day, November 1, 8
- Attended Laboratory Safety Committee Meeting, November 2
- Presented a revision request to the division curriculum committee to revise the degree plan and program requirements of Associate of Science in Physics – General Track, November 2
- Conducted a workshop Training on data science, GIS, and cloud computing for climate, water, and environmental in collaboration with University of Texas at Arlington, November 3
- Complete classroom observation component of faculty evaluation plan, November 6-7
- Organized a search committee, November 6
- Organized a meeting with the MSITB Dean, Director of Curriculum, and Education Program Chair to discuss requirements and need analysis for micro-credential program in Earth Science, November 7
- Attended council of Chairs monthly meeting, November 7
- Met with Dual Credit Programs to discuss an outreach event to promote physics, geology, and engineering programs, November 8
- Presented a revision request to the division curriculum committee to revise the degree plan and program requirement of Associate of Science in Physics – General Track, November 13
- Attended STEM Summit Planning Meeting, November 14
- Organized Physical Sciences and Engineering department merit scholarship committee meeting to review the program credentials of current physics majors and select recipients of the 2023-2024 scholarship award, November 14
- Conducted interviews, November 15
- Attended Chair Evaluations revisions task force meeting, November 15
- Chair and laboratory coordinator held Physics and Engineering table and promotes Physics, Geology, and Engineering Programs and careers at the Family Outreach Event organized by Head Start program of Mission November 16
- Organized Monthly Department Meeting and Thanksgiving Luncheon, November 17
- Program Chair and Engineering Program Coordinator conducted interviews, November 20
- Met with JoVE Faculty Support specialist and discussed the Physics, Geology, and Engineering instructional video learning services, November 20
- Met with Science Interactive Laboratory Kit Specialist to discuss Physics lab kit options, November 21
- Presented a revision request to the college-wide curriculum committee to revise the degree plan and program requirements of Associate of Science in Physics – General Track, November 13
- Completed Supervisor conference component of faculty evaluation plan, November 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH
DIVISION DEAN'S REPORT:

- Worked on completing entries for the division's 2021 – 2023 IE Plan End-of-Biennium Report.
- Worked on the Personnel Certification Form and evidence of work documentation for the Summer 2023 faculty mentorship assignments funded by the Nursing Shortage Reduction Program (NSRP) Grant.
- Reviewed M8 and N11 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Held meeting with OTA faculty member, November 6
- Attended meeting with the healthcare equipment inventory and asset maintenance specialist to discuss plans for replacing furniture at the NAH Campus, November 6
- Worked on completing a hospital survey.
- Attended meeting with the program chair for Pharmacy Technology to discuss remodeling plans for the pharmacy lab in order to satisfy recommendations made during the last accreditation survey, November 7
- Attended the Academic Integrity and Assessment Design in the Age of AI webinar, November 7

- Held meeting with the program chair for EMS to discuss special assignments and pending items for the Jet Grant, November 7
- Held meeting with the program chair for the PTA Program, November 8
- Worked on completing verification request from the Department of State Health Services (DSHS) regarding the 2023 Nursing Education Program Information (NEPIS) Survey.
- Attended the AI is Here. Is Your Practice Ready? webinar, November 8
- Provided welcome remarks to students attending the ADN Orientation Day held at the Student Union, November 9
- Provided a history and tour of the NAH Campus to participants of the Jaguar Academy, November 9
- Attended meeting with the president and representatives from the McAllen Career Institute and Valley Grande Institute, November 9
- Presented at the Dual Credit Programs CTE Leadership Meeting held at the NAH Campus with CTE directors, principals, and counselors from local school districts in attendance, November 10
- Worked on completing the annual Departmental Risk Assessment.
- Attended the Institute for Professional Excellence in Coaching (iPEC) Roundup, November 13
- Attended the Registered Apprenticeship Academy Presentation and Q & A, November 13
- Met with healthcare equipment inventory and asset maintenance specialist to discuss updates on plans for replacing furniture at the NAH Campus, November 13
- Followed up with program chairs regarding updates for the THECB Graduate Follow-up Survey (CB 116), November 13
- Attended the ADN and VN Team Building Collaboration meeting, November 14
- Attended the Organization for Associate Degree Nursing (OADN) 2023 Convention: Turning the Tide of Nursing Education held in San Diego, November 15 - 19
- Followed up with program chairs regarding updates for the THECB Graduate Follow-up Survey (CB 116), November 21
- Met with the program director for Academic and Health Affairs at the THECB to discuss expense reports for the NSRP Grant, November 21
- Attended meeting with representatives from EnGen to discuss their English instruction products, November 21
- Held meeting with the program chair for the ADN Program, November 21
- Completed evaluations for sessions attended at the 2023 OADN Annual Convention.
- Attended meeting with representatives from Workforce Solutions to discuss the STC Tech Grant, November 22
- Reviewed the Commission on Accreditation in Physical Therapy Education (CAPTE) 2023 Annual Accreditation Report.
- Worked on How to Prevent Transition Shock PowerPoint presentation.
- Reviewed updates made to the DSHS hospital employer nurse staffing survey.
- Followed up on proposals for the upcoming Texas Administrators of Continuing Education (TACE) Conference.
- Attended the STC/HCA Educate Texas event held at the NAH Campus, November 28
- Followed up with program chairs regarding updates for the THECB Graduate Follow-up Survey (CB 116), November 28
- Attended the CampusTalks webinar hosted by Boise State University, November 28
- Attended the Dean's Meeting hosted by the VPAA, November 28
- Provided welcome remarks to students attending the ADN Traditional and LVN-RN Transitional Track Boot Camp held at the Student Union, November 29
- Held meeting with ADN student, November 29
- Met with the program director for Academic and Health Affairs at the THECB to discuss expense report discrepancies for the NSRP Grant, November 30

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Advisors participated in the Jaguar Career Exploration event held at the Mid-Valley Campus. High school students received information about the program and career pathways, November 1
- Advisor and advisor assistant welcomed Roma High School's junior and senior students, actively engaged in dual enrollment courses for a certified nurse aid program, as they visited the Nursing and Allied Health Campus for an insightful tour. During their visit, they had the opportunity to explore the diverse spectrum of the 13 programs

offered here. Each program's advisor provided a comprehensive overview of the entrance requirements for STC's esteemed programs. The students displayed a keen interest, posing insightful inquiries about TSI requirements, the significance of maintaining high academic standards, and the accreditations associated with our programs, November 2

- Advisor attended the Jaguar Career Exploration event at the Pecan Campus hosted by the South Texas College Career Services Department. This event was tailored for over 350 students in the 11th – 12th grade from across the Rio Grande Valley along with high school teachers, guidance counselors, and college readiness coaches. These high school students were eager to explore potential career paths, November 8
- Advisor participated in the Find Your Future event hosted by Starfish. Over 900 STC students who had not declared their major were invited to attend the event held at the Pecan Campus. Students were informed of meta-majors offered locally and nursing pathways, November 8

- Advisor assistant participated in the La Joya Jimmy Carter Early College Career Fair. Prospective students received information about the program and careers in nursing, November 8
- Program held the ADN Spring 2024 Orientation for the new student cohort. Students were provided with consistent information regarding policies, procedures, standards and documentation to support practice and familiarize them with the ADN Program's vision, mission, values, goals and organizational structure.
- Advisor participated in the Senior/Parent College Day Fair held at Valley View High School. Prospective students received information about the program and careers in nursing, November 12
- Advisor assistant participated in the La Joya Thelma Salanis Early College Career Fair. Prospective students received information about the program and careers in nursing, November 14
- Program leadership attended the Organization for Associate Degree Nursing (OADN) 2023 Convention: Turning the Tide of Nursing Education held in San Diego. Members attended sessions on Active Learning Strategies to Foster Clinical Judgment, Diversity in Nursing Academia: Perceptions and Experiences of Search Committee Members in the Hiring of Nursing Faculty, Bridging the Gap: An NCLEX Success Map, and Flipping the Script for NCLEX Success, November 14 - 19
- Advisor attended the College and Career Fair hosted by Premier High School. Juniors and seniors from all their HS locations (Premier HS of Brownsville, Premier HS of Weslaco, Premier HS of San Juan, Premier HS CTE Center of Edinburg, Premier HS of Mission, and Premier HS of Palmview) gathered at their Weslaco location. Students came with lots of questions which included pre-requisites, admission requirements, counseling services offered by STC, and so much more, November 15
- Advisor presented to students attending the Fall 2023 Capstone Orientation on Affidavit of Graduation requirements, November 16
- Level 3 RNSG 2361 students provided an information session on osteoarthritis at the Pecan Campus. Students utilized poster boards, pamphlets, and a PowerPoint presentation to educate attendees, November 27
- Program held the ADN Spring 2024 Boot Camp for the new student cohort. The boot camp is a full-day, information-packed workshop that is designed to provide students with the necessary tools, resources, and information to guide them in their academic career with the ADN Program. The boot camp covered several topics that will help prepare students to be successful in and out of the classroom; and the skills they learned can be applied to their personal, academic, and professional lives. These are not simply tips;

they are useful skills that create a successful and balanced life. The program had special guests from the NAH CLE, South Texas Health System (STHS), and ADN faculty, November 29

- Level 3 RNSG 2361 students provided an information session on sexually transmitted diseases at the NAH Campus Library, November 30

Diagnostic Imaging Department

- RADT Program celebrated National Radiologic Technology Week 2023 with a luncheon held for faculty, staff, and students, November 8
- Department chair met with representatives from the McAllen Pregnancy Center regarding employment opportunities and DMS student placement, November 13
- DMS and RADT faculty presented on DID programs to NAH College Success for Healthcare classes, November 13
- Faculty and students attended the Harvest of Health held at the NAH Campus, November 15
- Department chair attended the Concourse Syllabi & CV - Chair Training Workshop, November 17
- Department chair attended the Radiology and Sonography IE Reports meeting, November 20
- Department chair attended the HOA Educate Texas Event, November 28
- Faculty and staff attended the DID December Department Meeting, November 28
- Department chair attended the November/December 2023 NAH Program Chairs' Meeting, November 29

Emergency Medical Services

- Program chair and faculty attended the Jaguar Experience held at the Mid-Valley Campus, November 1
- Program chair attended the NAH Asset and Inventory Meeting, November 1
- Secretary attended the NAH Secretaries Monthly Meeting, November 1
- Program chair attended the DHR Health – Carotid Disease Management, November 2
- Program chair and faculty members attended the National Association of EMS Educators (NAEMSE) Level II Instructor Certification Course, November 4-5
- Program chair observed the AEMT lecture (EMSP 1338 A01 and EMSP 1356 A01), November 6
- Program chair and the accreditation liaison officer met to discuss the upcoming AEMT Accreditation Process, November 6
- Program chair attended a meeting with the associate director of purchasing at the Pecan Campus to discuss ambulance and stairs costs, November 6
- Program chair and guided pathway specialist held an EMS Program Information Session, November 6
- EMS Curriculum Committee Meeting was held to discuss the AEMT Curriculum Action Plan, November 7
- Program chair met with the NAH Division Dean to discuss the JET Grant and a Faculty Action Plan, November 7
- Program chair and faculty attended the Jaguar Experience held at the Pecan Campus, November 8
- Faculty attended the La Joya ISD Student Recruitment Event, November 8
- Program chair attended the STC Operative IQ Follow Up Discussion, November 8
- Program chair met with two students, November 9
- Program chair, faculty, and staff attended the Annual CTE Leadership Meeting, November 10
- Program chair observed the AEMT Lecture (EMSP 1338 A01 and EMSP 1356 A01), November 13
- EMS Curriculum Committee Meeting was held to discuss the AEMT Curriculum Action Plan, November 14
- Program chair met with the Director of Learning Outcomes to discuss the EMS PLO Assessment Plans, November 14
- Program chair and lab specialist met with the biomedical simulation specialist to discuss technical questions about the Ares mannequin, November 14
- Program chair met with the installation effectiveness specialist to discuss the 2023-2025 Emergency Medical Services IE Report, November 15
- Program chair attended the Asset Panda STC Meeting, November 15
- Program chair and lab specialist attended the Assets/Consumables Inventory Project, November 15

- Program chair met with the FPC space management specialist to review the spaces of NAH A 3.414 and NAH A 2.506, November 15
- Secretary attended the Heartsaver CPR/First Aid/AED Certification Course, November 15
- Faculty and staff attended the Harvest of Health event held at the NAH Campus, November 15
- Program chair met with the instructional designer in person to discuss EMS Program materials, November 16
- Program chair attended the South Texas Heath System Pediatric Lecture Series webinar, November 16
- Program chair and one faculty member attended the 2023 Texas EMS Conference held in Austin, TX, November 17 – 20
- Program chair attended the National Association of Emergency Medical Technicians (NAEMT) Managing Difficult Airways – Part 2 webinar, November 20
- EMS Curriculum Committee Meeting was held to discuss the AEMT Curriculum Action Plan, November 21
- EMS Curriculum Committee Meeting was held to discuss the EMT Basic Concourse Syllabus for Spring 2024, November 21
- Program chair attended the College-Wide Curriculum Committee Meeting, November 21
- Program chair met with IT to discuss the replacement of monitors for all of EMS faculty, November 22
- Program chair met with the EMS lab specialist and accreditation liaison officer to plan on how the capital budget will be expended, November 22
- Program chair observed the AEMT Lecture (EMSP 1338 A01 and EMSP 1356 A01), November 27
- EMS Curriculum Committee Meeting was held to discuss the AEMT Curriculum Action Plan, November 28
- EMS Department Faculty and Staff Meeting was held, November 28
- Program chair met with the director of Learning Outcomes to discuss the EMS PLO Assessment Plan, November 28
- Program chair and accreditation liaison officer met with an instructional designer to discuss the AEMT Capstone, November 28
- EMS Curriculum Committee Meeting was held to discuss the EMT Basic Concourse Syllabus for Spring 2024, November 21
- Program chair attended the NAH Program Chair Meeting, November 29
- Program chair attended a meeting with an instructional designer to discuss Blackboard User – Faculty Activity, November 30

College Success for Healthcare

- Program awarded seven $250 scholarships to students from six different NAH programs during the month of November.

Vocational Nursing

- Students administered free A1C and glucose checks during the Unidos Contra La Diabetes Conference and DIA-BEAT-IT Community Health Fair held at the Mid-Valley Campus. The event provided resources and education to attendees about diabetes, obesity, and overall health and wellness, November 8
- Students participated in vaccine clinic. 27 students administered 3 – 4 vaccines each, November 15
- Department hosted events held during the Harvest of Health. Students educated community members through various health-related activities such as dementia simulations, scavenger hunts, puppet shows, and diabetes bingo, November 15

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES
DIVISION DEAN'S REPORT:

- Attended the Social & Behavioral Sciences Curriculum Committee Meeting in MS Teams, November 2
- Attended the Teacher Apprenticeship-Residency Program in MS Teams, November 7
- Attended the Find Your Future Pre-Event Planning at the Pecan Campus Building H Old Cafeteria, November 7
- Conducted the SBS Division Meeting on MS Teams, November 8
- Attended the Veterans Day Ceremony at Pecan Campus, Flagpole (East Side), November 9
- Attended the LLSS Advisory Group Meeting on MS Teams, November 9
- Attended the Veterans History Event at Pecan Campus Building H 216, November 9
- Attended the Title IX Workshop at the Pecan Campus Student Union, November 10
- Attended the Future RGV/AIM Media/STC Planning Meeting – US Senate Primary Candidate Forums at Pecan Campus Student Union Executive Conference Room 2nd Floor, November 13
- Attended the Insights on Teacher Apprenticeship National Standards Zoom Meeting, November 13
- Conducted the Chair Evaluation Revisions MS Teams meeting, November 15
- Attended the Apprenticeship Summit at Pecan Campus Student Union, November 16
- Attended the Institutional Leadership Council on MS Teams, November 17
- Attended the Oversight Committee Meeting on MS Teams, November 21
- Attended the College-Wide Curriculum Committee Meeting on MS Teams, November 21
- Attended the Future RGV/AIM Media/STC Planning Meeting – US Senate Primary Candidate Forums at AIM Media Administrative Conference Room, November 27
- Attended the Innovation Exchange Campus Tour at Mid-Valley Campus Building F-154, November 28
- Attended the Dean's Meeting on MS Teams, November 28

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- The Child Development Club hosted a Peer Tutoring and Advising Night for Child Development and Early Childhood majors at the South Texas College Pecan Campus, November 16
- The STC Child Development Club held a children's clothing and blanket drive to benefit the Easter seals Family Resource Center of McAllen, TX. They placed donation boxes at the South Texas College Pecan Campus, STC

Mid-Valley Campus, and STC Starr County Campus. The drive was wrapped up during the Club's last in-person meeting. They collected over 100 new garments for young children, including 33 blankets, socks, shoes, pajamas, and clothing. On Club officers went to deliver the donations to the Easter seals Family Resource Center, November 17

Education

- The Education Department at STC offered a Fall Workshop series. The fourth workshop, facilitated by Andrea Clark, was called Strategies and Games for Practicing Active Listening and took place at Pecan Campus Building P 2nd Floor. This was a hands-on workshop to engage students in listening to understand with their whole bodies. Students practiced active listening behaviors and participated in multiple games and activities to practice the skill. The workshop concluded with a reflection of how active listening can help them be stronger, more engaged students. Comments from student evaluations included, "I enjoyed having fun with my peers," and "I liked everything about it. We all interacted and paid attention.", November 30

Political Science

- Political Science Faculty, Fred Cady and Mark R. Murray were part of the "Jaguar Experience" event at the Pecan Campus Student Union, November 8

- Political Science Faculty, Steven Camron, Jeff Justice, Pooja Rishi and Mark R. Murray attended the "Find Your Future Meta-Major" event and helped staff the Social & Behavioral Sciences table, November 8

Psychological Science

- The Psychological Science Department in a CAPTE review session for Rio Grande Valley College Physical Therapist Assistant (PTA) program accreditation review panel representing the general education faculty of South Texas College. Ms. Veliz met with RGV College's leadership team along with local healthcare providers, many of whom serve on their review boards and/or provide professional support/consulting services, to review their history, program overview, the accreditation process and their current standing within this accreditation review including STC's MOU with RGV College regarding transfer of applicable credits, November 6
- Starr County Campus Psychological Science Faculty, hosted a Registration and Informational Booth representing the Department of Psychological Science at the STC Starr County Campus, November 7
- The Starr County Campus Psychology Club attended a workshop hosted by the STC Counseling Department presented by Alejandra Lopez, Starr County Campus Counselor on the topic: "What is on Your Plate? November 7

- The Department of Psychological Science was represented by Ms. Liza Veliz and Ms. Michele Vela at the Jaguar Experience event at the Pecan campus. Students from various independent school districts were in attendance and visited the Psychological Science table to learn more about the program, degree requirements, and potential career options in the field of psychological science, November 8

- The Starr County Campus Psychology Club attended the South Texas College Starr County Campus Veterans Day Ceremony. Both Dr. Arturo Montiel, STC Starr County Campus Administrator, and Ms. Rose Benavidez, STC Board Chair, provided remarks during this event, as well as some Starr County campus students. The keynote speaker was Hector Rodriguez, First Sergeant of Roma High School JROTC. He provided an overview of his experience as a veteran and as a teacher in the JROTC program. There was a panel discussion from Roma High School JROTC students where they mentioned their position, duties, and future goals, November 9
- The Starr County Campus Psychology Club hosted guest speakers from Starr County's Border Region Behavioral Health Center. Border Region Behavioral Health Center is the local agency delegated the authority and responsibility by the Texas Department of Aging and Disability Services for the planning, coordination, and delivery of mental health and intellectual and developmental disabilities in the South Texas counties of Webb, Zapata, Jim Hogg, and Starr. Starr County's Border Region Behavioral Health Center presenters, Cristina Pena (Social Service Worker) and Itzel Dimas (Administrative Technician), elaborated on the services and resources their facility provides, November 14

- Pecan Campus Psychological Science Faculty, engaged in a career fair to promote enrollment for Spring. The event was held at the STEM ECHS campus in La Joya and was very successful and well organized. Information was relayed through answering questions about degree plans, enrollment, career goals, marketable skills, and college success, and giving out informational flyers. The event was very energetic, and the students were very eager and excited to ask questions, November 14
- In honor of World Kindness Day, the Starr County Campus Psychology Club engaged in an activity in which members mentioned examples of acts of kindness, November 14
- The Starr County Campus Psychology Club was announced as the Starr County Fair 2024 Volunteer Group of the Year on Tuesday, November 14, 2023. In February 2024, during the Week of the Starr County Fair, the Starr County Campus Psychology Club will be presented with the 2024 Volunteer Group of the Year Award during the

awards recognition dinner. For many consecutive years, the Starr Psych Club has volunteered at the Starr County Fair.

- Psychological Science faculty member, Dr. Blake Armstrong, delivered a presentation on "Fascism 101: How Authoritarian Governments Come to Power" at the Mid-Valley Campus. The event drew in over 100 attendees, including students, faculty, and active community members. Beyond its educational value, the presentation served as an important reminder of our civic rights and responsibilities to vote in the upcoming local, state, and federal elections, November 15

- Alex Sarabia received a Congressional Certificate of Recognition from Congressman Henry Cuellar for his 2023 Professional Accomplishments on Friday, November 17, 2023. The Congressional Certificate of Recognition was presented to Alex Sarabia for the following professional accomplishments in 2023: South Texas College Faculty of the Year (1st Faculty of the Year from Starr County Campus and from Psychological Science Department), Who's Who in America National Recognition as Honored Listee, Top Educator National Award, Distinguished Humanitarian National Award, and Infinity International Medallion for Philanthropy. Congressman Henry Cuellar has been a long-time, big supporter of South Texas College and represents Texas' 28th Congressional District that includes Starr County. Congressman Henry Cuellar was interviewed last year by Alex Sarabia on his YouTube show RGV Stars, November 17

- Dr. Blake Armstrong, Mr. Pedro Cantu, and Dr. Yvonne Chapa, Weslaco Campus Psychological Science Faculty, engaged in a career fair to promote enrollment for Spring 2024. The event was held at the Weslaco East campus in Weslaco and was very successful and well organized. We were given the opportunity to present to various freshman classes (approximately 75 students) to engage with students through an interactive presentation and discussed how the topic related to our field. Information was relayed through answering questions about degree plans, enrollment, career goals, marketable skills, and through informational flyers. The event was a success; students were informed about the consequences and detrimental effects of drug use (vaping, alcohol, and marijuana use), November 17
- The Starr County Campus Psychology Club hosted a Canned Food Drive Donation to benefit Casa de Esperanza Shelter in Rio Grande City. Casa de Esperanza provides food and shelter for those who need it in Starr County, November 22
- The Starr County Campus Psychology Club participated in a gift/toy drive donation to benefit Starr County foster children hosted by Starr County Child Welfare Board. The members selected the child (based on age/gender) at last week's club meeting, and the gifts were turned in to STC Starr County Campus Counselor Alejandra Lopez, who is assisting the Starr County Child Welfare Board. They will wrap the gifts and give them to the foster children at their holiday party. The Starr County Child Welfare Board, including Dr. Nancy Garcia (STC Director for Advising & Mentoring Services and Child Welfare Board Member), were very grateful, November 30
- Starr County Campus Psychology Club members, attended the 2nd Annual Lighting of the Fountain at STC Starr County Campus. This has become a holiday tradition in the campus, and the intended plans is for this tradition to continue for many years. Dr. Arturo Montiel (STC Starr County Campus Administrator) and Ms. Rose Benavidez (STC Board of Trustees Chair) attended this event, along with some faculty, staff, and students, November 30

DR. RACHEL SALE
DEAN – DIGITAL LEARNING
DEAN'S REPORT:

- Participated in the 5th Year Standard review for Standard 10.6, November 1
- Hosted National Distance Learning Week Activities at Pecan, Mid Valley, NAH, TECH, and Starr Campus/, November 6-10
- Presented updates to the Council of Chairs meeting, November 7

- Attended the. LISS Advisory Committee meeting, November 9
- Attended the AAWCC Pinning Ceremony, November 9
- Attended required Title IX training, November 10
- Attended the CBE Faculty Evaluation Committee meeting, November 13
- Attended the 2nd Annual Apprenticeship Summit, November 18
- Attended the ILC meeting, November 17
- Participated in the Turkey Trot, November 18
- Attended demos and talked pilot plans for the HonorLock Proctoring Services, November 20-30
- Participated in the Packback software overview for chairs and deans, November 27
- Attended the InNovemberation Exchange Campus Tour at MidValley, November 28
- Hosted the Fall 2023 Digital Learning Advisory Council meeting, November 3

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS
CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
    - Hosted tour for Distinguished Leadership Academy, November 2
    - Attended LLSS Advisory Group Meeting, November 9
    - Hosted tour for Jaguar Academy – Fall 2023 Cohort, November 9
    - Attended STC Department of Public Safety Active Shooter Tabletop Exercise, November 17
- Vaccination Clinic was held for Faculty and Staff, November 8
- Rio Grande Valley Down Syndrome Association hosted parent meeting, November 20
- Faculty Senate Meeting, November 28
- Innovation Exchange Campus Tour, November 28
- Mid Valley Advisory Committee Meeting, November 30

COMMUNITY ENGAGEMENT:

- Attended meetings, training & special events at local schools and with local organizations:
    - Ribbon Cutting: Texas School of Health Sciences, Inc., November 1
    - Ribbon Cutting: Cita's Boutique, November 2
    - Ribbon Cutting: Nothing Bundt Cakes, November 3
    - Attended Weslaco Museum Board of Directors Meeting, November 9
    - Milestone Celebration: McCaleb Funeral Home 60 Year Anniversary, November 17
    - Ribbon Cutting:
- Unidos Contra La Diabetes Annual Conference was held, November 8
- Auditions were held for upcoming Spring 2024 Will'n In Weslaco play, November 9
- HEB hosted group interviews, November 10
- Funeraria Del Angel Master Training Class was held for their employees, November 14-16
- Border Patrol Explorer Graduation Ceremony held, November 29

ENROLLMENT ACTIVITIES:

- Career & Employer Services hosted Jaguar Experience – Career and Program Fair, November 1
- Information Technology/Computer and Advanced Technologies Department hosted Recruitment & Information Table for students, every Thursday

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS
CAMPUS ENGAGEMENT:

- Attended Starr County Homeless Initiative for Foster Care Children meeting on campus.
- Coordinated with Executive Director of Counseling Services RGCGISD on Special Population students on campus coming from ISD to STC.
- Meet with Taco Palenque Director of Marketing for possible partnership food services.

- Coordinated and finalized Veterans Day Event on campus.
- Attended Noche de Familia event for Ascender students on campus banquet.
- Attended Starr County Industrial Foundation progress meeting.
- Attended NAH-Starr County Campus Vaccine Clinic open to the public.
- Attended Rio Grande City Planning & Zoning Committee meeting.
- Attended Active Shooter Training at main Campus.
- Addressed students at annual Psychology Club faculty presentation.
- Hosted VPAA Innovation Exchange on campus.
- Hosted community meeting in Event Center to address shortage of EMT personnel in the community.

COMMUNITY ENGAGEMENT:

- Student Activities & Wellness "Dia de los Muertos", November 2
- Music Club Rehearsal, November 2
- Student Mentor Staff Training, November 3
- Rio Grande City Grulla ISD "Homeless Foster Community Event", November 6
- Distance Learning "National Distance Learning Week", November 6
- Starr Co. Council Meeting, November 6
- Heartsaver CPR First Aid & AED Training, November 7
- Psychological Science Department Spring 2024 Registration, November 7
- Counseling & Advising "What is on your plate?", November 7
- Easter Seals Workshop, November 9
- Starr County Campus "Veterans Day", November 9
- Noche de Familia, November 9
- College Connections "Jaguar Academy Tour", November 9
- Dual Credit Program-Double Up, November 10
- High School Outreach Event, November 10
- Student Rights & Responsibilities November Information Booth, November 13
- Student Government Association Meeting, November 14
- Student Activities & Wellness "Super Mario Day Kart", November 15
- Vaccine Clinic, November 15
- Rio Grande City Grulla ISD Counselor Training, November 16
- Student Completion Services Department Meeting, November 21
- Student Activities & Wellness "Thankful Tree con Pie & Tea", November 22
- Department of Public Safety-Alert ERASE Training, November 27
- Student Activities & Wellness "Christmas Tree Decorating", November 28
- 10th Edition Department Psych Science Faculty Profile, November28
- Border Patrol Recruitment, November 29
- Starr County Industrial Foundation "SCIF Talks Presents VTX1 Luncheon", November 29
- Student Government Association "Lighting of the Fountain", November 30

ENROLLMENT ACTIVITIES:

- Coordinated with RGCISD to recruit adult learners for Continuing Education programs.
- Coordinated with Roma ISD CTE Director to recruit for Continuing Education for graduating seniors and their parents.
- Meeting with Region 1 coordinators to recruit for workforce programs.
- Coordinated with PR to secure radio remotes and/or interviews for recruiting purposes in regular/social media.

OLIVIA DE LA ROSA
DEAN – CONTINUING EDUCATION, WORKFORCE TRAINING & ECONOMIC DEVELOPMENT

- Attended Texas Pathways Institute, November 1-3
- Met with HEB to discuss programs for 2024, November 8
- Submitted grant year 4 annual performance report for DOE HEP grant, November 9
- Presented at the CTE Leadership Meeting, November 10
- Conducted monthly department meeting, November 16
- Participated in Innovation Exchange Campus Tour at Mid-Valley Campus, November 28

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through November 30th was 2,673 students
- Classes started included ESL, GED, Real Estate, CDL, Substitute Teacher, BLS CPR, Medication Aide Update, Education Aide
- Conducted CPR training for 30 Region One GEAR UP parents, November 2
- Conducted Customer Service training for McAllen Housing Authority tenants, November 7
- Presented at the annual Welcome Back Migrant Health Fair to recruit for the HEP grant, November 22
- Continued Real Estate, Dental Assistant and EKG courses at PSJA ISD
- Continued Intro to Welding courses at RGCGISD
- Started additional workforce courses at LJISD
- Continued grant recruitment for the Region One AEL grant

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Strengthening Community College Grant Planning Project November 1-13
- Adult Education Learning Grant, November 6
- ECMC Grant Planning for ASCENDER Project, November 6
- RGV Partnership Leadership Class Committee Meeting, November 6
- TWC Adult Education Grant Proposal Meeting, November 7
- Comprehensive Local Needs Assessment (CLNA) Meeting update with THECB, November 8
- Monthly Check in with Grants Office, November 9
- Annual Title IX Training Event, November 10
- Strengthening Community College Lessons Learned Meeting, November 14
- Grant Planning & Forecasting Meeting, November 15
- ASCENDER Proposal Review, November 15
- Apprenticeship Summit, November 16
- Institutional Leadership Council, November 17
- Gene Haas Award kick off, November 27
- Google Cybersecurity Clinic Funding, November 27
- Alumni Engagement Committee Meeting, November 27
- Workforce Summit Planning, November 28
- Innovation Exchange Campus Tour, November 28
- Congressmen Gonzalez DOL Grant Meeting, November 29
- Grant NOE Issues Meeting, November 29
- Adult Education Learning Grant Development, November 30

PROJECTS:

- Workforce Summit Planning
- IE Plans and COP Alignment with Grant Initiatives
- Perkins Basic FY25
- Strengthening Community College Grant for Transportation Cluster

ACADEMIC GRANTS:

- Child Development Associates (CDA) Credential Program – Division of Social Behavioral Sciences
- Childcare Access Means Parents in School (CCAMPIS) Program– Division of Social Behavioral Sciences
- Child and Adult Care Food Program Application Renewal – Division of Social Behavioral Sciences
- TWC Child Care Relief Funds – Division of Social Behavioral Sciences
- Bridges to BA Research, Subaward with UTRGV – Division of Math, Science, IT & Bachelor Programs
- Be Aware 2: Bioenergy and Water for Agriculture Research and Education (Subaward for UTSA & UTRGV) – Division of Math, Science, IT & Bachelor Programs
- DHSI Grant Academic Coaching – Division of Math, Science, IT & Bachelor Programs
- NSF – 6S Academy – Division of Math, Science, IT & Bachelor Programs
- STARTREC Grant (subaward from UTRGV) – Division of Math, Science, IT & Bachelor Programs
- TAB Marketing & Recruitment – Division of Math, Science, IT & Bachelor Programs
- Pathways to NRCS and Academic Career to Civil Engineering and Agriculture Students (PANACEAS, sub-award to UTRGV) – Division of Math, Science, IT & Bachelor Programs
- Lumen Learning Project– Division of Math, Science, IT & Bachelor Programs
- University Transportation Centers Program – Division of Math, Science, IT & Bachelor Programs
- Gene Haas Foundation Scholarships – Division of Business, Public Safety, and Technology
- Kennedy Memorial Foundation – Division of Business, Public Safety, and Technology
- WE CAN TX – Division of Business, Public Safety, and Technology
- PATH, Region One - Division of Nursing & Allied Health
- Healthcare Professionals Program, Hidalgo County - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program GEER II - Division of Nursing & Allied Health
- I3 Heal2 Project - Division of Nursing & Allied Health
- Healthcare Professional Enhancement Program, City of McAllen, - Division of Nursing & Allied Health
- JET Grant, TWC, Vocational Nursing Program, - Division of Nursing & Allied Health
- JET Grant, TWC, EMS Program, - Division of Nursing & Allied Health
- Texas Industry Partnership, TWC, - Division of Nursing & Allied Health
- AT&T Aspire Program, - Division of Nursing & Allied Health
- TexPREP Roma ISD - Dual Credit Programs
- TexPREP Hidalgo ISD - Dual Credit Programs
- Skills for Small Business, TWC - Continuing Education
- Progresando Grant - Continuing Education
- HEP Grant - Continuing Education
- Prioritizing Adult Community College Enrollment (PACCE) - Continuing Education
- TRUE2 - Continuing Education
- TX Expansion Grant, 2022 Apprenticeship - Continuing Education
- Workforce & Safety Training Grant - Continuing Education
- Child care Apprenticeship Grant - Continuing Education

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. ANAHID PETROSIAN, VICE PRESIDENT AND PROVOST FOR ACADEMIC AFFAIRS

DATE: DECEMBER 1, 2023

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2023 – DECEMBER 31, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held a meeting with Starr Site Coordinator, December 1
- Hosted a Chair Academy Graduation and Luncheon, December 1
- Attended signing ceremony between South Texas College and Our Lady of the Lake University, December 4
- Attended Annual Employee Appreciation Luncheon at Pecan Campus, December 4 -5
- Attended signing ceremony between South Texas College and Teach Us Texas, December 5
- Held a MSTEAMS meeting to discuss Police Academy, December 6
- Attended Annual Employee Appreciation Luncheon – Starr Campus, December 6
- Attended ET Academy Pilot Graduation Ceremony, December 6
- Attended Board Meeting, December 6
- Attended STC Annual Administrative Holiday Luncheon, December 7
- Held a MSTEAMS Meeting to discuss Mexico Activities, December 7
- Held a MSTEAMS Meeting to discuss Program Labor Market Analysis
- Attended a Prosperity Taskforce, December 8
- Attended Innovative Workforce Development Meeting, December 8
- Attended STC Graduation at Bert Ogden Arena, December 9
- Attended VPPAA and FS Executive Committee Meeting, December 11
- Held a MSTEAMS Meeting to discuss budget and appropriation for CATA, December 12
- Attended Annual Employee Appreciation Luncheon at NAH Campus, December 12

- Attended Fall 2023 ADN Pinning Ceremony, December 12
- Attended Annual Employee Appreciation Luncheon at Mid Valley Campus, December 13
- Attended Annual Employee Appreciation Luncheon at TECH Campus, December 14
- Attended Police Academy Completion Ceremony, December 14
- Attended Fall 2023 VN Pinning Ceremony, December 14

- Attended in EA Charge Meeting, December 15
- Attended a meeting with A&M Law School, December 18
- Attended TEAMS meeting for CATA grants, December 19
- Attended a Zoom Meeting with TACC and South Texas College, December 19

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- Reviewing the policy changes for TASB transition
- 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
- STC ERP Project
- Preparing for Innovation Exchange Campus Tour
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN SPECIAL ASSIGNMENT FOR THE OVPAA:

- Working on revising the Handbook of Courses by Division
- Working on several new policies, EE, EGA, FC, etc.
- Working on an accurate Overload list for Spring 2023 for the Internal Auditor
- Worked on the Innovation and Transformation meeting Agenda and held the meeting
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Participated in IPEC meetings to select new KPIs
- Met with Dr. Davis to discuss CBE and PLA timeline and tasks
- Met with Ms. Jaramillo on draft PowerBI dashboards for Learning Outcomes
- Met with Ms. Jaramillo on the implementation of Suitable
- Worked with Ms. Cavazos on options for the AA in Architecture science options
- Worked on the EWDC presentation for Program and Departmental Cost
- Contacted other community colleges for HEB project expansion
- Reviewing summer HEB student responses to compile and provide HEB with qualitative data
- Reviewed budget format for new Program Development packet
- Reviewed ongoing training opportunities for PowerApps and took a PowerApp online training
- Met with PTK advisor aid in their College Honors Project for Mental Health Awareness Day

- Met with different stakeholders to discuss both the College Textbook Committee and the Student Email Taskforce

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS
DEAN'S REPORT:

- Dual Credit Leadership met with Mission CISD Executive Leadership to discuss P-TECH and CTE Program expansion, December 8
- AVP, President and Associate Dean met with Weslaco ISD Leadership on the Dual Credit Programs Partnership, December 11
- AVP, and Associate Dean met with Mercedes ISD Leadership on the Dual Credit Programs Partnership, December 13
- Staff coordinated with the Automotive and Diesel Technology Programs to host fifty-four (54) PSJA ISD sophomore students at the Technology Campus to provide hands-on activities and interactive information sessions, December 15

ACADEMIES AND CAREER TECHNICAL PROJECTS:

Staff are conducting the following Dual Enrollment Academy Program information sessions:

Date	High School	Attendance
December 4	**Veterans Memorial HS**	**77**
December 5	**Weslaco HS**	**35**

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on December 1
- Pecan Campus: Fifteen (15) DEEA Juniors attended a workshop hosted by San Garcia Engineering Firm Architects, which provided students an overview of their job description, components of building design, academic requirements, and provided hands on activities by sharing samples of building material. Twelve (12) DEBAA Seniors attended a workshop hosted by Brand Geniuz, a local marketing business, which focused on providing students an overview of their business and its development, shared insight on how to build client relations, and provided details on the skills needed to be a successful entrepreneur.

DUAL CREDIT ACADEMIC PATHWAYS:

- Associate Dean participated in a Virtual Meeting with Library Services to discuss Dual Credit Textbook and inventory management/best practices, December 12
- Associate Dean and Director of Scheduling & Enrollment Services hosted a virtual meeting with South Texas ISD to discuss business certificate capstone requirements and expectations, December 19

DUAL CREDIT SCHEDULING AND COMPLIANCE:

Enrollment Staff organized the following December Events:

Event	Number of Events	Number of Attendees
Apply Texas	3	103
Double Ups	11	745
Parent Informational	1	39
Registration Drives	15	861

The Scheduling Department finalized the dual credit rollover courses, which then, the IT department ran and 3,715 students were enrolled into the spring 2024 sections, December 28
Scheduling staff processed 798 schedule requests for spring 2024.

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
798	**798**	**283**	**333**	**182**	**1,635**	**940**	**695**

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM
DIRECTOR'S REPORT:

- Attended the SACSCOC Annual Meeting, December 2-5.
- Met with the Chair and faculty for the Sociology degree to discuss some additional changes and documentation needed for curriculum revisions, December 6.
- Met with the Chair for Mathematics to discuss pending revisions for the MATH 1342 course and discussed next steps, December 6.
- Met with the Dean of Continuing Education to review the non-credit ICLC submission data from Summer 2023 and discuss the calculation of HB8 funding, December 6.
- Met with the College-Wide Curriculum Committee chair to discuss the agenda for the upcoming meeting and facility the monthly meeting, December 7.
- Met with and presented to the instructional Deans the labor market analysis report on all STC's workforce programs and discussed the living wage rates used as benchmarks for comparison, December 7.
- Met with the Instructional Designer II to discuss course evaluation data needed for the QM Program Review, December 8.
- Facilitated a meeting for the Micro-credentials Development & Reporting with all core and focus group members to provide a status of the progress made so far, December 11.
- Attended a vendor meeting with Leepfrog Technologies (Course Leaf Catalog) to discuss adding the Faculty Handbook as a publication in the application, December 13.
- Produced the CV compliance report and sent both Compliance Reports with data as of December 6th, and compliance percentages were as follows: Syllabi (94.5%) and CV (98.5%).
- Worked with the Curriculum & Scheduling Coordinator to roll the Fall 2024 course schedule.
- Assisted the Digital Learning department with providing course evaluation data reports for 2020, 2021 and 2022 to be used for the Quality Matters Online Teaching Support Certification.
- Worked on the development of the summer 2024 calendar for Concourse and added the Spring 2024 data feed tasks in preparation for the upcoming term.
- Emailed the Fall 2024 schedules to the department chairs to start reviewing for first review changes.
- Completed the end-of-term syllabi report for Fall 2023.
- Submitted the signed certification form for the AS - Architecture to the Texas Higher Education Coordinating Board.
- Assisted with reviewing the SACSCOC prospectus for the AS - Architecture.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Participated in the SACSCOC Annual Meeting, December 2-5
- Participated in Implementing a Co-Curricular Competency Framework with Hanover College, December 5
- Participated in the College-Wide Curriculum Committee Meeting, December 7
- Participated in the Micro-credentials Development & Reporting Status Meeting, December 11
- Met with a LOC Liaison to provide an overview of the Learning Outcomes Committee and training on how to navigate the Teams Channel resources, December 11
- Met with the Patient Care Technology Program Chair to review the drafted institutional competencies for the Suitable Taskforce, December 11
- Met with the Suitable Taskforce to discuss the application branding and competencies, December 12
- Met with the Suitable University Success Specialists to review project status, future projects, and update on OSA activities, December 12

- Met with the IT Applications Analyst to assess options to map and collect data for the Physical Therapy Assistant Department's accreditation standards, December 14
- Meet with a Drama faculty member to discuss peer evaluation course needs. Shared criteria, rubric examples, and resource training, December 18
- Met with the TLC Team, Dean of Liberal Arts, Dean of IRE&SP, Director of IEAA, Director of RAS, and to discuss and plan the spring 2024 Data Summit, December 18

GRANT & PROJECTS:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access to department SharePoint Folders, revised 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 to the PowerApp and followed up with program chairs. Provided program chairs and faculty assistance with Targeted Improvement Plans and SharePoint navigation. Researched and drafted heatmaps. Updated improvement plans to reflect past tense wording.
- 2023-2026 PLO Assessment Plan Revisions – Shared PLO Assessment Plan drafts for approval to programs and requested clarification on revisions submitted to the PowerApp. Met with program chairs and faculty to provide assistance with the revision process and provide an overview of the PLO Assessment Plans. Implemented a revision audit. Updated PLO Summary formatting, course alignment, reporting terms, due dates, SharePoint Access list, and Reference tab addition.
- Budget: Collaborated with Curriculum AA on expenditures pending requisitions/payments, encumbrances, and fall conferences/travel expenses.
- Concourse Learning Outcomes Update: Continued the review of Course Learning Outcome alignment in master syllabi. Collaborating with Program Chairs on inconsistencies. Updated Course Learning Outcome descriptions with ACGM/WECM alignment in the Curriculum Map.
- Department Training: Provided team members with training on verifying and sharing JagPRIDE reminder emails, creating workshops in the PD system, updating information in JagPRIDE for PLO Assessment plan changes, ChatGPT resources, Physical Therapy Assistant documentation and JagPRIDE mapping for accreditation standards.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Completed OSA Curriculum Templates, comprehensive spreadsheet, and all sandbox activities. Researching Industry Certifications for optional aligned activities for micro-credential documentation and reporting possibilities.
- Handbook of Operations: Added additional steps to the Mass Activity Insert guide.
- IE Plan: Revised 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Fall 2023 – Realigned and mapped new PLO and Core Objective courses. Updated PLO descriptions, assessment methodologies, and expected proficiencies. Updated the PLO numbering for departments using common courses to improve the data collection process. Shared reminders with program chairs for pending session data. Assisted faculty with application navigation and submitting data.
- Learning Outcomes Committee: Facilitated the College-Wide Curriculum Committee Liaison meetings for the 2023-2024 academic year providing Liaisons an overview of responsibilities, previous year projects/successes, and upcoming projects. Liaisons voted and adopted the 2023-2026 Personal Responsibility, Social Responsibility, and Teamwork Core Objective Instructional Strategies. Developed Summary presentation for the Liaisons to share with their respective meta-major departments. Met with faculty, program chairs, and deans who wanted to learn more about the purpose of the committee and Liaison responsibilities.
- PowerBI PLO Dashboard: Revised the data sets on the contributing report. Conducted data-cleaning to improve efficiency of project and update data.
- SharePoint Redesign: Researched options to showcase faculty resources. Drafted new template format for welcome pages. Drafted report for the backend PLO dashboard.
- Suitable Taskforce: Leading a Core and Focus teams to standardize the competencies, Comprehensive Learner Record (CLR), branding, badging, OSA & Industry Credential integration, logistics, and reporting efforts.

REPORTS:

- 2022-2023 PLO Target Division Reports
  - Comprehensive 2020-2023 PLO Assessment Cycle Power BI Draft
  - Division 2020-2023 PLO Assessment Cycle Power BI Draft
- Fall 2023 JagPRIDE Data Load Audit
- Fall 2023 JagPRIDE Mass Activity Insert Audit
- Fall 2023 JagPRIDE Instructor Audit
- Fall 2023 JagPRIDE Session Audit
  - Core Objectives: 82.7% complete (110 out of 133 participating faculty) 297 sections
  - Program Learning Outcomes: 90.9% complete (380 out of 418 participating faculty) 1,060 sections

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- Held Academic Excellence Programs Fall 2023 Social at the Pecan Campus Bldg. G Room 101 from 11:00am-1:00pm, December 1
- Held Academic Excellence Programs Fall 2023 Social at the Pecan Campus Bldg. G Room 101 from 11:00am-1:00pm, December 1

Fundraising – Chapter started a PTK club t-shirt sale in order to raise funds for upcoming PTK conventions in Spring 2024. T-shirt sales held on November 29 & December 11

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.
Sent mass recruitment email to students that were eligible to apply for the Honors Program, December 15
Administrative-. Held Academic Excellence Programs Fall 2023 Social at the Pecan Campus Bldg. G Room 101 from 11:00am- 1:00pm, December 1
During the social Honors Program Graduating students were presented with their Honors Program graduate regalia and certificate of completion. Reviewed Honors Program applications and reached out to students that were eligible to join. Started requesting Honors sections from faculty on behalf of Honors students.

VALLEY SCHOLARS PROGRAM:

Administrative- Held Academic Excellence Programs Fall 2023 Social at the Pecan Campus Bldg. G Room 101 from 11:00am- 1:00pm, December 1

- During the social, Valley Scholars Program Graduating students were presented with their VS graduate cords and certificate of completion. Met with students that had questions about their scholarship. Met with students that had questions about transfer scholarship.

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Participated Summit DCP Session Proposals meeting, December 11
- Participated Initial Dual Credit Programs NACEP Reaccreditation Committee meeting, December 14
- Participated ADC PD Check-in Process meeting, December 19

ACADEMIES AND TRAININGS:

- Hosted Chair Academy – Pecan, December 1
- Participated ET Academy: Presentations & Graduation Ceremony, December 6
- Hosted Distinguished Leadership Academy – Pecan campus, December 7

- Hosted Transfer Advising Academy: University of Houston, December 1
- Attended the Employee Appreciation Banquet, December 4
- Hosted the Our Lady of the Lake University signing ceremony, December 4
- Attended the "Implementing A C0-Curricular Framework with Hanover College," December 5
- Hosted the Texas US|Texas signing ceremony, December 5
- Attended the Performance Evaluation – Supervisors Seminar, December 7
- Attended the Annual Administrative Holiday Luncheon, December 7
- Participated in the Travis Middle School EQ Conference, December 12
- Hosted the AAWCC Cookie Exchange, December 12
- Presented to the Starr County Mentors program, December 14

Signing Ceremonies Held:

- University of Houston Bauer College of Business
- Our Lady of the Lake University
- Teach Us Tecas

Agreements Awaiting Signing:

- Texas A&M University – Corpus Christi
- Texas Women's University

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 State Technical College
- Luna Community College

Upcoming Events:

- Signing Ceremony with Texas A&M University – Corpus Christi, TBD
- Signing Ceremony with Texas Women's University, TBD
- Spring 2024 College Fair, February 5 -7
- Transfer Advising Academy, Spring 2024
- Transfer Summit, April 2024

- SACSCOC Conference, December 1-5
- Visit and tour with Region One regarding Summer Camps, December 6
- Career Connect Texas End of Year Pathways Showcase presentation, December 6
- STC Annual Administrative Holiday Luncheon, December 7
- Employee Appreciation Luncheon, December 14

Regional Center for Public Safety Excellence (RCPSE)
Major Meetings:

- RCPSE- Two Story Residential Fire Training Structure- Bi-Weekly Construction Progress Meeting, December 6
- Attended Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces-Pre-Qualifications Conference, December 7
- Fire/Law Enforcement/Border Patrol (Sales Team) Meeting, December 8

- RCPSE Tour for PSJA Staff and STC Facilities and Planning Team, December 11
- RCPSE Tour for Gear Up Pathways Facilitators, December 13
- Meeting to update/discuss progress on Mid-Valley Police Academy marketing, December 14
- Texas Commission on Law Enforcement (TCOLE) Site Visit to conduct training contract audit and proposed academy license review of facilities, December 19
- BPST Leadership Meeting at RCPSE, December 19
- RCPSE- Two Story Residential Fire Training Structure – Bi-Weekly Construction Progress Meeting, December 20

Events/Accomplishments:

- PSJA Sophomore Recruitment for Cybersecurity and Fire Science, December 1
- TEEX Incident Command System 300/.400 at Starr County Campus, December 4-8
- Surveying and Geospatial Meeting, December 8
- Red Dot Handgun Instructor at Hidalgo County Sheriff's Office, December 5-7
- Fire Academy Completion Ceremony, December 8
- Basic Instructor Course, December 11-15
- Adult Mental Health First Aid, December 12
- Region One GEAR UP Pathways Facilitator Meeting, December 13
- Emergency Medical Response Training for Fire Cadets, December 13-19
- Police Academy Completion Ceremony, December 14

External Visits:

- Kicked off TEEX Incident Command System 300/.400 Course at Starr County Campus, December 4

Upcoming RCPSE January Events:

- STC Police and Fire Academy Orientation, January 9
- Mathematics Department Professional Development Meeting at RCPSE, January 12
- REID Advanced Program on the REID Technique of Interviewing and Interrogation, January 16-18
- Mission Veteran's Memorial High School Tour, January 19

- International Association of Law Enforcement Firearms Instructor (IALEFI) Complete Rangemaster Course, January 22-24
- Basic Wildland Course by Texas Forest Service at Starr County Campus, January, 22-26
- DPS Training-Interdiction for Prevention of Child Abuse, January 22-24
- Firefighter Cancer Awareness Course, January 24
- Pat McCarthy's Street Crimes Course, January 29
- Investigating Cases of Child Homicide and Unexplained Deaths of Children, January 30-31

BPST Project Manager

- BPST Appreciation Luncheon, December 1
- Review of Border Patrol Presentation with Dr. Plummer, December 4
- FY25 Funding Requests and Perkins KPI meeting with CTE Projects Manager of OSI, December 5
- Regional Once Summer Camp Opportunity Meeting, December 6
- CCTX End of Year Pathways Showcase Meeting, December 6
- Distinguished Leadership Academy, December 7
- Set-up equipment at Shah center, December 8
- Review of Emerging Technology Specialist (Perkins), December 11
- Review of Law Enforcement Presentation with Glenda, public safety GPS, December 11
- Review of Gene Haas Scholarship with Erika Guerra, AMT program chair, December 12
- Attended Suitable Taskforce meeting, December 12
- Apprenticeship Meeting with CATA on Surveying Geospatial and Technology, December 12
- Leadership McAllen Technology Campus Tour, December 12
- Set-up equipment at Shah Center, December 13
- Panasonic Scholarship Committee Meeting, December 14
- FT24 Perkins Staff Vacancy-Emerging Technology Specialists, December 14
- Diesel Technology Perkins Amendment Meeting with CTE Projects Manager, December 14
- STC Technology Campus Employee Luncheon, December 14
- Mid- Valley Police Academy marketing and program planning, December 14
- Set-up equipment at Shah Center, December 18
- Review of We Can Tx Grant Deliverables, December 19
- BPST Division Leadership Meeting, December 19

Other events:

- Process mapping discussion Starfish Meeting, December 7
- Student meeting, December 8 & 12
- Leadership McAllen Campus Tour, December 12
- Secretary Position Interviews, December 18

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Fall 23 Chair Academy Graduation, December 1
- Council of Chairs Meeting, December 5
- Border Issues of Texas Mi Casita Recognition Event, December 6
- ET Academy Pilot Graduation Ceremony, December 6
- Performance Evaluation – Supervisors Seminar, December 7
- College Wide Curriculum Committee Meeting, December 7
- DFTG 2438 Final Project Evaluations, December 7
- Continuing Education Seminar for Professional Surveyors, December 8
- Annual "Build Tomorrow Today" Transition Fair, December 8
- STC Graduation Ceremony, December 9
- Apprenticeship Discussion- Surveying & Geospatial Technology, December 12
- Leadership McAllen Technology Campus Tour, December 12
- STC Technology Campus Employee Recognition Celebration, December 14
- Arch. Design 1 - STC Tower Exhibit, December 14
- AEDT Holiday Celebration Luncheon, December 15

- WCT Grant Meeting, December 18
- BPS&T Department Chair Meeting, December 19

<u>Departmental/Student Recognitions:</u>

- Border Issues of Texas Mi Casita Recognition Event, Dec. 6.

Cosmetology

- Started new lease at Shah Eye Center, began assembling furniture and equipment throughout the month with support from BPST staff, December 1
- Faculty Instructor Interviews, December 4
- Shah Eye Center walk through meeting with all departments for move in support, December 4
- Faculty Instructor Interview, December 6
- Supervisors Seminar Workshop-Performance Evaluations, December 7
- Shah Eye Center walkthrough with Planning and Facilities, December 7
- College Wide Curriculum meeting, December 7
- Commencement ceremony, December 9
- Meeting at Shah Eye Center, December 13
- BPST Division Leadership meeting, December 19

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

Major Meetings:

- HVAC Excellence Accreditation Meeting. December 4
- Met with CATA staff to discuss apprenticeships. December 4
- Council of Chair meeting. December 5
- Carrier Enterprise NATE Refresher Training. December 6
- Workshop #303305: Performance Evaluations. December 7
- NCCER's Construction Superintendent Certification Program webinar. December 12
- Ensuring Solar Safety: Best Practices in PV Testing webinar. December 13
- iOS 17 webinar. December 13
- BPST Division Leadership Meeting, December 19

Recognitions (provide information/handout):

- ET Academy: Presentations, Networking & Graduation Ceremony, December 6

Human Resources Specialist, Office Administration and Paralegal

- HR instructor attended the Rio Grande City High School and Sharyland Pioneer Highschool Youth Camp (CTE Depts.), December 8
- Faculty attended the STC Graduation Commencement Ceremony, December 9

- ACBSP Accreditation Round Up, The HR Program is seeking the accreditation of ACBSP. With the help and guidance of Business Administration faculty, Chair is leading the task to submit data, tables, and information necessary to apply for the merit, December 14
- Participated in the Higher Education Center at McAllen, Texas A&M University Law Programs, December 18
- PSJA Cultivating Young Women's Leadership Summit, December 19
- Magic Valley Electric COOP – HR program Visits On-Site HR and Facilities Tour, December 20

CARLOS MARGO
DIVISION DEAN – CENTER FOR ADVANCED TRAINING & APPRENTICESHIPS
DIVISION DEAN'S REPORT:

- Creation of Office for Apprenticeship procedures manual (on-going)
- Compliance review and updating of apprenticeship records (on-going)
- Extension of Apprenticeship Office to Mission CEED Building
- Finalized and submitted apprenticeship programs under development (scaffolding, CDL, Child Care Technician) to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for CATA construction programs—Phase II
- Training and Development of new CATA Apprenticeship Manager and Navigator positions
- Preparation for RN apprenticeship implementation. Ongoing discussions with TWC and DHR Health
- Research and development of solar panel incubator project –Pending McAllen EDC follow up
- Brewery Technician training program (on hold)
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership. Waiting on MEDC)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives—Received commitment for new round of funding
- Starr County Heavy machinery operator safety program—initiated program in Starr County, pending new cohort for Hidalgo County employees
- Planning for an STC Office of Industrial Safety
- Continued Preparation for the approved STC Center for Apprenticeship Training
- Outreach to employers and school districts to promote grant and contract training
- Work on CATA grant budget amendments
- Collaborated with Workforce Solutions regarding on going partnerships for training
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Oversee and review monthly revenue projections from CATA staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth to Registered Apprenticeship training program (Desi Holmes, TWC, ongoing)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC CATA IE plan
- International program/course and outreach initiatives
- Hosted meeting with staff to discuss Mexico training activities, December 7
- Attended Program Labor Market meeting, December 7
- Participated in STEM RAP grant award kickoff meeting, December 11
- Held telephone call with TWC regarding Foster Youth RAP funding and other grants, December 11
- Conducted STEM Grant staff meeting, December 11
- Attended CATA Budget meeting, December 12
- Attended employee appreciation luncheon, December 14
- Attended INDEX Donor reception, December 14
- Attended meeting with McAllen EDC regarding prospective business partnerships, December 14
- Hosted CATA Staff Holiday lunch, December 15

- Participated in Award Kickoff meeting for the Texas Mutual Insurance grant, December 18
- Conducted meeting to discuss CATA grants, December 19
- Attended meeting with MOMOLE production group, December 19

DEPARTMENT/PROGRAM REPORTS:

Director's Report:

- Provide PR office information to include on our new website, December 5
- Department meeting with all CATA staff, December 6
- Attend the CCTX Pathway Showcase webinar, December 6
- Host Region One Robotic Camps on December 7 and 8
- Attend Annual Administrative Holiday Luncheon, December 7
- Meet with Ashley on current grants scheduled to end soon, December 7
- Discuss Mexico activities and strategies
- Attend the CEO's Unite Conference, December 8
- Meet with Surveying & Geospatial Technology faculty to discuss apprenticeships procedures, December 12
- Work on Susan Harwood and Texas Mutual Final report, December 13
- Attend employee luncheon, December 14
- Attend General Managers Index Reynosa meeting, December 14
- Attend Prosperity Taskforce Meeting with Thomas Garcia, December 18
- Attend Award Kickoff for new Texas Mutual Grant, December 18
- Meet with MOMOLE Group on training interests, December 19
- Attend meeting with TACC to discuss new funding formula, December 19

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of December: 1,009 students
- Project Training Specialists worked on the following:
    - Conducted extensive recruitment efforts for Weslaco and Grant 6 and 7.
    - Companies expressed a preference to resume training efforts in January.
    - Submitted a training proposal to Weslaco, but approvals were delayed due to the EDC board meeting postponement.
    - Collaborated with Petwise to organize courses for ISO and other requested trainings.
    - Progress made on planning a CPR course in collaboration with SAMES, scheduled for January.
    - Completed four GearUP camps for Region One Year-to-Date, with a total attendance of 128 students. Anticipating the fifth camp in February with an additional 40 students.
    - Commenced a Leadership Skills for Supervisors program at Regal Rexnord on 12/12/23, scheduled to conclude on 2/29/24. Attendance increased from 8 to 11 participants.
    - Collaborating with Region One to plan Spring and Summer Camps for rural students, including areas like Bruni and Falfurrias. Follow-up meeting scheduled for Tuesday 12/19/23 at 9:00 am, with an estimated participation of 100 students.
    - Currently in the process of opening CRN's for Public Summer Camps, allowing for posting on the STC website. Aiming to enroll 250 students.
    - Contacted several local industries to promote training for revenue improvement and increased enrollment, though some reluctance due to the upcoming holidays.
    - Assisted in recruiting for PPE Training with the goal of training 50 participants in December, successfully meeting the target.
    - Case-managed training for Chula Brand, Emerson, Greenlight, Denso, and ALPS.
    - Enrolled 83 students for December classes, with a scheduled Warehouse training on 12/14/23 for 13 participants that was canceled.
    - Assisted with the coordination of Excel courses for an industry client on December 6.
    - Compiled and submitted the instructor contact list for CST use.
    - Met with construction industry HR personnel on 12-13-23, providing information on possible training opportunities and establishing long-term training.
    - Compiled and submitted the list of McAllen City grant companies and course offerings for October through November on 12-18-23.
    - Met with TTC grant participant on 12-19-23 to coordinate the next MSSC testing opportunity.

Training/Workshops/Professional Development:
Training:

- Preparation of class materials for GE Fanuc robotics class, December 4
- Training class, Fanuc robotics for GE, December 4
- Prepared course materials and computer access for upcoming Region 1 camps, December 5
- Conducted training for Region 1 robotics camps for middle school students from Sharyland and Valleyview ISDs, December 8
- Preparation of class materials for GE Fanuc robotics class, December 11
- Training class, Fanuc robotics for GE, December 11
- Continued with end-of-year maintenance of automation lab equipment, December 14

Completed end-of-year maintenance of automation lab equipment, December 15

Apprenticeship Manager's Report

- Attended Groundbreaking ceremony for McAllen Nearshoring Industrial Park December 5
- Met with PR for revamp CATA and Apprenticeship website December 5
- Coordinated tour of CEED building for Academic Deans in January December 5
- Attended CCTCX Pathways Showcase meeting December 6
- Attended Micro-credentials Development and Reporting (MDR) Status Meeting December 11
- Attended STEM Registered Apprenticeship program kick off meeting December 12
- Meeting with IT faculty to discuss PAP development for IT Apprenticeship December 12
- Meeting to review Surveying and Geospatial Technology Apprenticeship program December 12
- Meeting with Texas Southmost College Apprenticeship Director, Chris Lefeve, to discuss apprenticeship initiatives December 13

Recruitment:

- Valley View Information Technology department- Recruitment call and discussion of IT Apprenticeship opportunities December 4
- Hidalgo ISD Information Technology department- Recruitment call and discussion of IT Apprenticeship opportunities December 4
- SAMES Engineering- Meeting and recruitment call to discuss IT Apprenticeship opportunities December 4
- City of San Juan IT department- informational email to discuss IT Apprenticeship opportunities December 5
- IOC Construction Company- In person meeting to discuss Construction Superintendent Apprenticeship opportunities. December 8
- Workforce Solutions Collaboration -received a total 4 inquiries potential apprentices interested in veteran grant for IT and Construction Superintendent apprenticeships December 12

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS
DIVISION DEAN'S REPORT:

- Volunteered as the first male practice client for our new Cosmetology program students, December 5
- Convened the College Task Force on Generative AI in the Classroom, December 7
- Attended the THECB Higher EDge Conference, December 12-13
- Hosted the end of the year holiday luncheon for the LA Division Support Staff, December 18

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Associate Professor of Art, Rachael Brown, collaborated with Gina Otvos, Coordinator of Library Art Galleries, on exhibiting the work of Professor Brown's Design I students at the Mid-Valley Campus. Students prepped and mounted their collaborative projects, then had a crash course in making labels, hanging art, and setting lights for an exhibit. They then held a short critique of their work with the class, December 2023
- Art Instructor Melissa Terry and Art Lecturer Alexis Ramos assisted the STC Art Collective *(formerly the Art Club)* in the creation of a Holiday Tree which was installed at IMAS for the Annual Christmas Tree Forest. All ornaments were handmade by our artists. Their theme was Holiday Alice in Wonderland and was titled "We Wonder As We Wander." The trees were on display starting December 1
- Art Instructor Carlos Limas photo exhibition, Intangible, "Intangible," encapsulates a visual narrative that transcends our conventional sense of perception. This collection of digitally manipulated images portrays people and places, wherein patterns of lines extend in diverse directions from central subjects. The assessment of different color palettes, ranging from vivid and saturated tones to a more neutral, almost monochromatic palette, adds layers of emotion and depth to this visual experience opened December 4

Center for Mexican American Studies

- Center for Mexican American Studies staff met with students to discuss the Tradiciones 2024 marketing rollout and discuss preparations for the annual concert series on December 6
- Center for Mexican American Studies staff initiated promotional preparations for Tradiciones 2024 meeting with McAllen Performing Arts Center staff to discuss distribution of promotional materials on December 14
- Center for Mexican American Studies staff began contacting participants and potential attendees for the 2024 South Texas College State Dance Competition slated for April 6-7, 2023 at the McAllen Performing Arts Center. Emails were sent to participants with information about the competition, December 18

English Department

- "Top 10 Scary Video YouTube Channels: Tools of Engagement and Learning" by David Oakes, on December 1

History

- Announcement of Historical Fiction Writing Contest Winners, December 5
- Public Reading by Historical Fiction Writing Contest Winner Dominik Landeros for "Runaway," December 6
- Cold War Retrospective Film Series, Mr. John Terry, The Parallel View (1974), "Paranoia and Mistrust in the Cold War", December 7

Music Department

- The Symphonic Band Ensemble Concert December 1
- A UTRGV, STC, and Robert Vela HS collaborative clarinet concert on December 3
- A Sophomore Student Voice Recital, December 4
- Modern Band Ensemble Concert, December 5 (outside on the main campus)
- The String Ensemble and Studio Recital, December 5
- The Woodwind Ensemble and Studio Recital, December 6
- A Sophomore Student String Recital, December 7
- The Choir Ensemble Concert, December 8
- Guest Artist Recital: pianist, Edelir Garza on December 9
- The STC Jazz Ensemble "Sounds of the Season" Concert at the McAllen Public Library, December 10

- The Piano Studio Recital on December 11
- Hosting two area piano studios: Musical Living Academy and McAllen Piano Studios for recruitment events on December 16 and December 17

Theatre & Dance

- The STC Dance Collective under the direction of Jose Zamora continued rehearsing for their Spring dance concert. Rehearsals occur Monday through Thursday with Mr. Zamora and STC Dance graduate Arlet Juarez both choreographing work for the show, December
- Dance Instructor Jose Zamora led a master class and presented on the Dance program at Juarez Lincoln High School. The master class and presentation was attended by the Silver Stars Drill Team, December 1
- The Dance Majors performed their final pieces at the Theatre & Dance Department's Pot Luck Holiday Luncheon on December 12.

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

DIVISION DEAN'S REPORT:

- Attended South Texas College Physics Social Event, December 1
- Attended Chair Academy Graduation, December 1
- Conducted Interviews, December 4
- Attended OLLU Signing Ceremony December 4
- Attended McAllen Nearshoring Industrial Park, December 5
- Attended Employee Appreciation Banquet, December 5
- Conducted Interviews, December 5
- Attended Teach Us Texas Signing Ceremony, December 5
- Attended Region One Project PaCE and STC Follow Up Meeting, December 6
- Attended ET Academy Pilot Graduation Ceremony, December 6
- Coordinator Program Chair Meeting, December 7
- Attended Laboratory Safety Committee Meeting, December 7
- Attended STC Solutions Consulting Meeting, December 7
- Participated in Program Labor Market Analysis Meeting, December 7
- Attended College Wide Curriculum Committee Meeting, December 7
- Attended Prosperity Taskforce, December 8

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP)/ Computer Science (COSC)

- Work on Google Grant Proposal with Computer Science Instructor via MS Teams, December 1
- Attended SACSCOC Annual Meeting in Orlando, Florida, December 2-5
- Participated in Google Cybersecurity Clinics Fund-Dec Info Session via Zoom, December 5
- Participated in Region One-STC Teacher Apprenticeship Program Meeting via MS Teams, December 6
- Participated in Inside Track Solutions Meeting via Zoom, December 7
- Participated in College Wide Curriculum Committee Meeting with Director of Curriculum via MS Teams, December 7
- Worked on NACEP Report, December 11
- Participated in Google Cybersecurity Grant Development Meeting via MS Teams, December 11

Organizational Leadership (BASOL)

- Attended and presented at SACSCOC 2023 Annual Conference, Orlando, FL, December 2-5
- Participated in the Region One Project PaCE via Teams Meeting, December 6
- Participated in the MSITB Program Chair Meeting, December 7
- Participated in the STC Solutions Consulting Meeting with Strada Education via Zoom, December 7
- Participated in the College Wide Curriculum Committee Meeting, December 7
- Facilitated the BASOL Holiday Dinner Party for staff and faculty, 5a Ronda, McAllen, December 7
- Participated in the Competency-Based Education Network (C-BEN) Board meeting via Zoom, December 8
- Participated in the RGV Leadership SpaceX Team Project meeting via Teams, December 8

- Facilitated the BASOL Capstone II Pre-Graduation Celebration at The Republic of the Rio Grande, December 8
- Participated in STC Fall 2023 Bachelor Program Commencement, December 9
- Attended the McAllen Metro Toastmasters Holiday Party, December 9
- Participated in the Micro-credentials Development & Reporting meeting via Teams, December 11
- Participated in the Suitable Taskforce meeting via Teams, December 12
- Facilitated and participated in the Leadership McAllen Education Class hosted by STC at the Technical Campus, December 12
- Participated in the Mujeres Arriba – Posada Navidena, Radisson Hotel, McAllen, December 13
- Attended the God Day McAllen, Embassy Suites, McAllen, December 14
- Attended the Vida's Annual Gala – A Winter Wonderland, December 14
- Participated in the RGV Leadership Class 9 – Law Enforcement class, December 15
- Participated in the Hispanic Women's Network of Texas Christmas Gathering, December 19
- Attended the Leadership McAllen Steering Board Meeting, Vanguard Bank, McAllen, December 20
- Participated in the RGV Leadership Space X Team Project meeting, Smokey Moon BBQ, December 22

DEPARTMENT/PROGRAM REPORTS:

Biology:

- Attended Meeting with Division Dean, Lab Specialist II – Biology, December 1
- Lead Biology Department Meeting, December 1
- Interviewed, December 1-6
- Lead Sea Phage Info Session, December 1
- Attended Workshop #300562: Employee Appreciation Banquet, December 5
- Lead Anatomy and Physiology II Review Sessions, December 5
- Attended Council of Chairs Meeting, December 5
- Attended Program Chair Meeting, December 7
- Lead Laboratory Safety Committee Meeting – December, December 7
- Lead Anatomy and Physiology II Review Sessions, December 7
- Attended College Wide Curriculum Committee Meeting, December 7
- Attended Mandatory Hazard Communication Training for all staff, December 11
- Attended CRISPR Implementation Review, December 11
- Lead STC DEMSA Activity for STR Campus, December 13
- Attended NSF IUSE Grant Collaboration UTRGV, December 14
- Attended NSF IUSE: EDU grant, December 14
- Attended December 2023: PSJA STC Non-Compliance Meeting, December 18

Chemistry:

- Attended Chair Academy Graduation, December 1
- Conducted Faculty Evaluations, December 4-15
- Attended Program Chair Meeting, December 7
- Attended College Wide Curriculum Committee Meeting, December 7
- Attended STC DEMSA Activity for Starr Campus, December 13
- Attended EC Meeting South Texas ACS, December 13
- Attended PSJA STC Non-Compliance Meeting, December 18

Mathematics

- Faculty and staff attended the December Department of Mathematics Monthly Meeting, December 1
- Chair and faculty met with UTRGV Mathematics representatives re: Calculus HSI IUSE grant application, December 1
- Chair and faculty attended a meeting with APLU/Lumen Learning representatives re: the Exemplary Stats Course Grant Partners Convening, December 1
- Chair attended Council of Chair meeting, December 5
- Chair attended MSITB Program Chair meeting, December 7

- Chair & faculty representatives attended College Wide Curriculum Committee meeting, December 7
- Chair and faculty attended a Zoom meeting with UTRGV Mathematics Department for Calculus HSI IUSE Grant, December 8
- Secretaries attended MSITB Division Administrative Assistant / Secretary meeting, December 12
- Three TSI Boot Camps were offered in association with Region One and Continuing Education at La Grulla High School, Edcouch-Elsa High School and Monte Alto High School, December 12 - 13
- Chair, Secretaries, MSITB Initiatives Manager and Senior Admin Assistant attended to the Mathematics Support Meeting in PCN Y-1.601, December 13
- Chair and faculty attended a Zoom meeting with UTRGV Mathematics faculty for Calculus HSI IUSE Grant, December 15

Physical Sciences and Engineering

- Presented at Physics Social. At the Physics Social meeting, two physics instructors, a physics lab coordinator, and a physics lab specialist organized an event to engage current and prospective physics majors. Dr. X, who holds a Ph.D. in Physics and works as a Data Scientist at American Tire Distributors, discussed job opportunities available to physicists in the field of data analytics. Here is the agenda for the meeting: Agenda. December 1
- Attended 2023 SACSCOC Annual Meeting that was held December 2-5 at the Orlando World Center Marriott in Orlando, FL. The conference theme was: Imagine New Paths Forward: Building Stronger Community Networks through Curiosity and Visualization. December 2-5
- Attended Program Chair meeting, December 7
- Attended Laboratory Safety Committee Meeting, December 7
- Attended College Wide Curriculum Committee Meeting, December 7
- Completed supervisor evaluation component of the faculty evaluation plan for two full-time regular physics instructors, two full-time regular engineering instructors, one physics dual credit instructor, and one dual credit engineering instructor. December 11
- Completed supervisor evaluation component of faculty evaluation plan for three full-time regular physics instructors and one full-time regular engineering instructor. December 12
- Chair and Engineering program coordinator attended NSF IUSE Grant Collaboration with UTRGV meeting organized by MSITB project manager, December 14
- Completed supervisor evaluation component of faculty evaluation plan for two full-time regular physics instructors, December 14
- Completed supervisor evaluation component of faculty evaluation plan for two full-time regular physics instructors, December 15
- Reviewed and revised master syllabi for physics, geology, and engineering sections scheduled for the Spring 2024 semester. December 15
- Completed supervisor evaluation component of faculty evaluation plan for one full-time regular physics instructor, December 18

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH
DIVISION DEAN'S REPORT:

- Attended the Digital Learning Advisory Council meeting, December 1
- Attended the signing ceremony between South Texas College and Our Lady of the Lake University, December 4
- Held meeting with academic coach and guided pathway specialist, December 4
- Attended the 2023 Virtual OADN Town Hall. Attendees received news regarding member initiatives and events, December 5
- Attended the Pearson Generative AI Survey Results meeting, December 6
- Reviewed 2022 – 2023 academic year admission, enrollment, and graduation data submitted for the 2023 NEPIS Survey.
- Attended the CampusTalks webinar hosted by Western Governors University, December 7
- Met with the VPAA to discuss labor market data for workforce programs, December 7
- Attended the Fall 2023 Graduation Ceremony held at the Bert Ogden Arena, December 9
- Attended the Microcredentials Development and Reporting (MDR) Status Meeting hosted by the Office of Curriculum, December 11

- Attended the Joining Achieving the Dream's Network: Foundations of Transformation webinar, December 12
- Attended the Faculty Mentorship Orientation, December 14
- Attended the VN Pinning Ceremony held at the Student Union, December 14
- Attended meeting with the VPAA, December 19
- Worked on the DCMI Healthcare Professionals Enhancement Program Quarterly Report for FY 2023 – 2024 (Q1).

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Department held the Fall 2023 DID Advisory Committee Meeting, December 4
- DID faculty and staff attend the NAH Employee Appreciation Luncheon, December 12
- Faculty and staff attended the DID December Department Meeting, December 15

Emergency Medical Services

- Program chair and faculty members attended the Marathon Prep Meeting, December 1
- Faculty members and program students attended the South Texas International Marathon, December 3
- Faculty members and program students attended the UTRGV Cadaver Lab, December 4
- Program chair, lab specialist, and secretary met with the grant management staff to discuss the JET Grant, December 4
- Program chair and EMS clinical program coordinator met to discuss the South Texas International Marathon and the UTRGV Cadaver Lab participation and outcomes, December 4
- Two faculty members met to discuss the AEMT Course Shells, December 5
- Program chair, accreditation liaison officer, and one faculty member conducted the Paramedic Student Psychomotor Cardiology Evaluation, December 5
- Program chair, accreditation liaison officer, and one faculty member conducted the Paramedic Student Psychomotor Cardiology Evaluation, December 6
- Program chair and faculty attended the Understanding Innovation and Development for National Registry Certification Examinations webinar, December 6
- Program chair and lab specialist attended the Assets/Consumables Inventory Project Meeting, December 6
- Program chair submitted the JET Grant 5th Quarterly Report, December 7
- Program chair attended the Performance Evaluations Supervisors Seminar workshop, December 7
- Program chair attended the College-Wide Curriculum Committee Meeting, December 7
- Program chair and six faculty members attended the Fall 2023 Commencement Ceremony, December 9
- Program chair met with the clinical affairs specialist to follow up on a prospective student, December 11
- Faculty and staff attended the Employee Banquet, December 12
- EMS Advisory Committee met to review a student's re-admission packet, December 12
- Program chair and faculty attended the NAEMT Thoracic Trauma-Recognizing and Treating Tension Pneumothorax webinar, December 13
- Program chair attended a meeting with representatives from Life Assist, December 13
- Program chair and accreditation liaison officer met to discuss the Spring Concourse Syllabi and equipment needs, December 14
- Faculty and staff attended the EMS Program Pinning Ceremony, December 14
- Faculty finalized the EMSP 1356 AEMT Course Shells, December 18
- Faculty conducted a licensure examination review for students, December 18 – 20

Vocational Nursing

- students with an informative orientation, December 7
- Department held a pinning ceremony for over 60 student graduates to celebrate the beginning of their professional journey. The ceremony included a traditional candle-lighting ceremony in honor of Florence Nightingale, the founder of modern nursing, December 14

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES
DIVISION DEAN'S REPORT:

- Attended the Academy Graduation and Lunch at Pecan Campus Building Y1.101, December 1
- Attended the College Wide Curriculum Committee Meeting on MS Teams, December 1
- Attended the Our Lady of the Lake University Signing Ceremony at Pecan Campus Building H 126, December 4
- Attended the Teach Us Texas Signing Ceremony at Pecan Campus Building U Room 2.100, December 5Attended meeting regarding Southwest and faculty assignment, Pecan Building D 107B, December 6
- Attended the Emerging Technology Academy Pilot Graduation Ceremony at Pecan Campus, Building U 2.100, December 6
- Attended the Performance Evaluation Workshop at Pecan Campus, Building H-216, December 7
- Attended the STC Annual Administrative Holiday Luncheon at Radisson Hotel McAllen Airport, December 7
- Attended the Program Labor Market Analysis on MS Teams, December 7
- Attended the Future RGV/AIM Media/STC Planning Meeting-US Senate Primary Candidate Forums at Pecan Campus, Office of the President Conference Room, December 15
- Attended the CDEC Advisory Committee Meeting on MS Teams, December 18
- Attended the Poll Everywhere Introduction training on MS Teams, December 18

DEPARTMENT/PROGRAM REPORTS:

Psychological Science

- The Starr County Campus Psychology Club honored the Top 10 Most Active Members of Fall 2023 semester by presenting them with Certificates of Recognition. All club meetings and events throughout the semester are opportunities for members to earn club points for the rankings of the point system. The Starr County Campus Psychology Club has been active for 15 consecutive years, including virtually during COVID-19 pandemic. The Starr Psych Club is the largest and most active club in all South Texas College, leading the way since 2009, proudly and humbly representing the Department of Psychological Science and the Social and Behavioral Sciences Division, December 5

- Alex Sarabia attended the Starr County Campus Employee Appreciation Banquet hosted by the Office of the President. He was recognized by STC President Dr. Ricardo Solis during his remarks for being STC's 2023 Faculty of the Year. Several STC board of trustees, including the Board Chair and Starr County Representative Rose Benavidez, were in attendance, December 6

- The Starr County Campus Psychology Club was recognized by the STC Public Relations Department for the club's participation in the gift donation to benefit Starr County foster children hosted by Starr County Child Welfare Board. The gifts have been wrapped by the STC Starr County Counseling Department and will be presented to the foster children during their holiday party, December 6
- Starr County Campus Psychological Science Faculty, Alex Sarabia, along with other presenters get recognized at McAllen ISD Travis Middle School's Career and Emotional Conference, December 12
- The Mid-Valley Campus Psychology Club organized a heartwarming holiday toy drive aimed at bringing cheer to the children of San Martin Parish. Not only did club members beautifully decorate the collection boxes, but they also delivered approximately 75 toys to the local church. This annual tradition serves as a wonderful opportunity for students to unite, extending joy to those who need it most, December 13

DR. RACHEL SALE
DEAN – DIGITAL LEARNING
DEAN'S REPORT:

- Met with CLE leadership to discuss options for faculty certification, December 4

- Ttended the MOU Signing. STC/Our Lady of the Lake, December 4
- Program Labor MKt Analysis Meeting, December 7th
- Attended the Groundbreaking Ceremony for the South Texas Juvenile Diabetes Ceremony, December 8
- Coordinated the Fire Science Online Certification Classes launch meeting, December 11
- Prosperity Taskforce Meeting, December 14

ANA DAVILA DIRECTOR'S REPORT:

- Developed a process for creating new materials for Blackboard Impact software and created repository knowledge based on Blackboard support, December 1-19
- Facilitated the Blackboard AI Tools Features for the Biology Dual Credit Faculty Department Meeting, December 1
- Attended the 2023 SACSCOC Annual Conference Meeting in Orlando, Florida, December 2-5
- In collaboration with IS&P department troubleshoot ILP SaaS settings and configurations, December 4
- Attended the STC Annual Administrative Holiday Luncheon, December 7
- Participated in the Anthology's Illuminate Data Workshop, December 15

DIGITAL LEARNING MEETINGS:

- Learning Management System (LMS)
    - Batch upload for all Fall 2023 courses and faculty/student enrollments through ILP4 Admin, December 1-19
    - Batch upload for all drop students in Fall 2023 term courses through the Blackboard integration, December 4 and 11
    - Updated information modules and pop-ups in Blackboard, December 1-19
    - Updated the institutional hierarchy for all Fall 2023 term, December 1-19
    - Updated Blackboard Assist resource page, December 1-19
    - Updated the Training and Development Manager on Blackboard's production server, December 1-19
- Digital Learning Portal and Ticketing System PowerApps
    - Updated dean/chair reports on the dashboard.
    - Fix bugs/errors.
    - Updated faculty certification list.
- **Digital Learning Helpdesk**
    - **Numbers for the month**

Blackboard Student/ Faculty Tickets:	400
DL Helpdesk Phone calls received by DL Staff	41
Social Intent – Digital Learning Chat	69
Blackboard Support Chats/Calls:	120
Blackboard Level 2 – Tier II Support Requests:	38
Spring 2024 Crosslist Request	19
Total	**587**

- **Trainings/ Workshops/ Professional Development/Events**
    - Professional Development
        - Digital Learning staff participated in YouTube Channels for Student Engagement Workshop, December 1
        - Digital Learning staff participated in Transfer Advising Academy, December 1
        - Digital Learning staff participated in the STC Advanced Ongoing Training from InsideTrack, December 13
        - Digital Learning staff participated in one-to-one Inside Track Coaching, December 14
    - Workshops
        - Digital Learning staff facilitated Virtual Drop-In Advising sessions, December 5-7
    - Training

- Digital Learning staff facilitated Mastering Blackboard's Final Grade Submission and Gradebook Setup, December 6
- Digital Learning staff facilitated Getting your Blackboard course Ready for Spring 2024, December 13

Student Success Activities

Type of Service	Number of Students Visit
• General Advising	70
• Telephone/ Text Contacts:	59
• Virtual Campus Advising Email:	34
• Radius Inquires:	66
• Register Online Students	1
• Register TxDOT Students	8
• Academic Coach Sessions:	14
Total:	**252**

- Digital Learning Student Success Team attended meeting with TxDOT Education, December 6
- Digital Learning staff participated at the STC & Anthology CXM Monthly Check-In Meeting, December 11
- Digital Learning staff participated in the Anthology's SDM Session- South Texas College weekly meeting, December 6 and 13
- Digital Learning staff participated in the South Texas College Anthology Monthly Service Delivery Review, December 6

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS
CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
  - Attended Digital Learning Advisory Council Meeting, December 1
  - Attended STC Annual Administrative Holiday Luncheon, December 7
  - Attended STC Graduation Ceremonies, December 9
- Celebrated Elizandro Munoz's Retirement, December 6

ENROLLMENT ACTIVITIES:

- Dual Credit Pathways hosted Double Up Events:
  - Edcouch Elsa HS, December 1
  - Mercedes HS, December 11
- Counseling & Student Disability Services Department hosted a Transition Open House where ADA students were assisted with registration and information on college resources, December 7

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS
CAMPUS ENGAGEMENT:

- Coordinated with campus personnel to honor recently deceased Jag Coordinator (Chris Chapa) who was assigned to campus for four years.
- Attended celebration at Roma High School for new Dual Credit cohort to begin classes.
- Coordinated with Ascender faculty leader and La Pistolera to prepare social media activities.
- Coordinated with President's Office to attended Employee appreciation banquet.
- Attended annual Administrator's Holiday Luncheon.
- Participated in Fall 2023 semester graduation ceremonies.

COMMUNITY ENGAGEMENT:

- Department of Public Safety-Alerrtr Erase Training, December 4
- Starr County Council Meeting, December 4-5
- Counseling & Student Accessibility Services "Open House", December 5
- Student & Activities Wellness "The Renaissance Karaoke", December 5
- Starr-Annual Employee Banquet, December 6
- Avance "Health Services Advisory Committee Meeting", December 7
- Final Exam-Dual Enrollment English, December 11
- Student Activities & Wellness "Fuel Up for Finals", December 11-12
- Border Patrol Recruitment, December 12
- History Final Exam, December12
- Sheriff's Office & Public-School Safety, December 13
- Counseling & Student Access Services "Open House", December 13
- Student Mentors Staff Training, December 14

ENROLLMENT ACTIVITIES:

- Coordinated and confirmed local news channel social media to continue recruiting for Spring 2024 semester.
- Visited separate news agency in Starr County with proposal to begin advertising on social media and print.
- Continued working with department chairpersons to open new sections for Spring 2024 enrollment.
- Sent out mass email to technology program students to register for Spring 2024.

OLIVIA DE LA ROSA
DEAN – CONTINUING EDUCATION, WORKFORCE TRAINING & ECONOMIC DEVELOPMENT

DIRECTOR'S REPORT:

- Met with Teach Us Texas regarding our Substitute Teacher and Educational Aide programs, December 5
- Attended the quarterly meeting for the Family Self-Sufficiency and Resident Services – Program Coordinating Committee at McAllen Housing Authority, December 5
- Met with the Office of Migrant Education (OME) at the Department of Education regarding progress of our High School Equivalency Program (HEP) grant, December 7
- Met with McAllen Boys & Girls Club to discuss summer healthcare program, December 8
- Attended virtual meeting with Rutgers University for the Noncredit Learning Community, December 18
- Worked on proposal for new High School Equivalency (HEP) grant
- Attended Roma ISD Special Education awards ceremony, December 20

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of December was 2,673 students
- Classes started included ESL, GED, Real Estate, CDL Manual Endorsement, Substitute Teacher, BLS CPR
- Conducted CPR training for 30 Region One GEAR UP parents, December 5
- Began recruitment for Texas Mutual grant, December 11
- Completed Introduction to Welding classes at RGCGISD, December 15
- Completed EKG Technician training at PSJA ISD with all students passing the certification exam, December 20

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- FY25 Funding Requests and Perkins KPI Underperformance, December 5
- Monthly Check in with Grants Office, December 6
- Open Grant Report Meeting, December 7
- Academic Council, December 7
- Program Labor Market Analysis, December 7
- THECB Edge Conference, December 11-13
- American institute of Architects End of the Year Meeting, December 18

PROJECTS:

- Workforce Summit Planning
- IE Plans and COP Alignment with Grant Initiatives
- Perkins Basic FY25
- Strengthening Community College Grant for Transportation Cluster

ACADEMIC GRANTS:

- Child Development Associates (CDA) Credential Program – Division of Social Behavioral Sciences
- Childcare Access Means Parents in School (CCAMPIS) Program– Division of Social Behavioral Sciences
- Child and Adult Care Food Program Application Renewal – Division of Social Behavioral Sciences
- TWC Child Care Relief Funds – Division of Social Behavioral Sciences
- Bridges to BA Research, Subaward with UTRGV – Division of Math, Science, IT & Bachelor Programs
- Be Aware 2: Bioenergy and Water for Agriculture Research and Education (Subaward for UTSA & UTRGV) – Division of Math, Science, IT & Bachelor Programs
- DHSI Grant Academic Coaching – Division of Math, Science, IT & Bachelor Programs
- NSF – 6S Academy – Division of Math, Science, IT & Bachelor Programs
- STARTREC Grant (subaward from UTRGV) – Division of Math, Science, IT & Bachelor Programs
- TAB Marketing & Recruitment – Division of Math, Science, IT & Bachelor Programs
- Pathways to NRCS and Academic Career to Civil Engineering and Agriculture Students (PANACEAS, sub-award to UTRGV) – Division of Math, Science, IT & Bachelor Programs
- Lumen Learning Project– Division of Math, Science, IT & Bachelor Programs
- University Transportation Centers Program – Division of Math, Science, IT & Bachelor Programs
- Gene Haas Foundation Scholarships – Division of Business, Public Safety, and Technology
- Kennedy Memorial Foundation – Division of Business, Public Safety, and Technology
- WE CAN TX – Division of Business, Public Safety, and Technology
- PATH, Region One - Division of Nursing & Allied Health
- Healthcare Professionals Program, Hidalgo County - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program GEER II - Division of Nursing & Allied Health
- I3 Heal2 Project - Division of Nursing & Allied Health
- Healthcare Professional Enhancement Program, City of McAllen, - Division of Nursing & Allied Health
- JET Grant, TWC, Vocational Nursing Program, - Division of Nursing & Allied Health
- JET Grant, TWC, EMS Program, - Division of Nursing & Allied Health
- Texas Industry Partnership, TWC, - Division of Nursing & Allied Health
- AT&T Aspire Program, - Division of Nursing & Allied Health
- TexPREP Roma ISD - Dual Credit Programs
- TexPREP Hidalgo ISD - Dual Credit Programs
- Skills for Small Business, TWC - Continuing Education
- Progresando Grant - Continuing Education
- HEP Grant - Continuing Education
- Prioritizing Adult Community College Enrollment (PACCE) - Continuing Education
- TRUE2 - Continuing Education
- TX Expansion Grant, 2022 Apprenticeship - Continuing Education
- Workforce & Safety Training Grant - Continuing Education
- Child care Apprenticeship Grant - Continuing Education

Finance & Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: JANUARY 30, 2023

SUBJECT: ACTIVITY REPORT FOR NOVEMBER 1, 2023, THROUGH DECEMBER 31, 2023

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

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

November 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, and Transparency"

The Finance and Administrative Services (FAS) Division 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 - Regular and Special meetings
- Cafeteria campus updates
- Collections for Parking Citations
- Committee Packet review with the President
- Credit Card Expense reports review
- Discussions with legal counsel on various matters
- Division Staffing positions review
- Dual Credit programs review
- Electricity Bill Management Report review
- Enterprise Resource Planning (ERP) conversion project updates
- ERP and Consultants' roles discussion
- ERP payment schedule review
- Facility reviews of Building P offices
- Facilities & Finance Committee meeting
- FAS Director's meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates
- FAS Safety updates
- Finance and Board packet items review
- Financial consultant meeting
- Funding Model Forecasting Methods on Enrollment
- FY 2024 Budget, Staffing, and Pay Plans
- Human Resources (HR) bi-weekly updates
- Master Unexpended Plan Fund Budget and R&R Report updates
- Performance Appraisals
- Popular Report, Investment, and Management Report updates
- Position Reclassification forms discussion/review
- President's Cabinet meetings
- Purchasing presentation and other items
- Purchasing outstanding policies review
- STC bi-weekly payroll review
- STC Foundation accounting
- STC Foundation Consultant meeting
- Tax Abatement Pilot and Scholarship review

CURRENT PROJECTS

- 5-year Budget Plan for CIP's
- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Bi-Weekly Payroll review on ERS and TRS reporting
- Board Budget Presentation
- Board packet review
- Bi-Weekly Payroll project
- Budget Reserve levels
- Budget Transfer approvals
- Campus Safety Survey
- Capital Improvement Projects Master Budget
- College-wide Risk Assessment
- Comprehensive Operational Plan
- Custodial Hiring updates
- Economic Impact Study review
- Ellucian Banner Report review
- Employee Benefits Report
- Employee Performance Promotion and Demotion Procedures
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – PTG Staff Augmentation Hours/Budget (contract review)
- ERP – Workday Board Report
- ERP – Workday Conversion Project and Implementation Action Plan
- ERP – Workday Project timeline
- ERP – Workday Subscription, Deployment Service, and Purchase of Advisory Services
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS FY 24 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- FAS Division Risk Assessments
- FAS VP Proposed Organizational Chart
- Foundation Gala Financial report
- FY 2024 Budget, Staffing, and Pay Plans
- FY 2025 Staffing Plan priorities
- Giving Day/Creating Magic Appreciation acknowledgement
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Personnel Policy Updates
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Project and Change Management Process Structure
- Purple line route inquiries
- Public Information requests
- Purchasing Acquisitions and Contracts
- Purchasing Acquisitions and Contracts
- Resignation Workflow analysis
- Revamping of HR Website
- Review and Approval of documents
- Salary Savings Report for FAS Division
- SASCOC 5-year review of policies
- Simplification of Business Processes Project
- Sick Leave Pool requests - new procedures, analysis, and reports
- STC Foundation Financial Reports
- Student Activities Operating Budget review
- Student Activities fees roll into tuition
- TACCBO Accounting Financial reports
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Tax Abatement Pilot and Scholarship Amounts
- Timeclock Plus (TCP) approvals
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue report & schedule for FY 24
- Unexpended Plant Fund for 5-year Budget and R&R budget presentation
- Vacation Balances and Extensions
- Water Filtration System

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

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

December 2023

SOUTH TEXAS COLLEGE

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MEETINGS

- Board of Trustees- Regular and Special meetings
- Cabinet meeting updates
- Committee Packet review with the President
- Continuing Education department matters and District Office follow-up with Legal Counsel
- Credit Card Expense reports review
- Electricity Bill Management Report review
- Employee Appreciation luncheons
- Enterprise Resource Planning (ERP) conversion project updates
- ERP Time and Effort implementation procedures
- ERP Weekly Status updates meeting
- Facilities & Finance Committee meeting
- FAS Director's meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates
- FAS Safety updates
- Finance and Board packet items review
- FY 2024 Budget, Staffing, and Pay Plans
- Human Resources (HR) bi-weekly updates
- Interviews for Vacant position
- STC Retired Policies review
- Master Unexpended Plan Fund Budget and R&R Report updates
- Performance Appraisals
- Popular Report, Investment, and Management Report updates
- Position Reclassification forms discussion/review
- Purchasing presentation and other items
- STC bi-weekly payroll review
- STC Foundation accounting
- TASB Cost to review job descriptions
- Tax Abatement Pilot and Scholarship review
- Water Infiltration project review with Legal Counsel

CURRENT PROJECTS

- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Bi-Weekly Payroll review on ERS and TRS reporting
- Board Budget Presentation
- Board packet review
- Bi-Weekly Payroll project
- Budget Reserve levels
- Budget Transfer approvals
- Capital Improvement Projects Master Budget
- College-wide Risk Assessment
- Comprehensive Operational Plan
- Custodial Hiring updates
- Ellucian Banner Report review
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – Workday Project timeline
- ERP – Workday Project status presentation
- ERP – Workday Subscription, Deployment Service, and Purchase of Advisory Services
- Evaluation Committee instructions
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
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- FAS Division Risk Assessments
- FAS VP Proposed Organizational Chart
- FY 2024 Budget, Staffing, and Pay Plans
- FY 2024 Administrative Salary requests
- FY 2025 Staffing Plan priorities
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- LBB's Administrators Accountability Report
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Public Information requests
- Purchasing Acquisitions and Contracts
- Review and Approval of documents
- Salary Savings Report for FAS Division
- SASCOC 5-year review of policies
- Simplification of Business Processes Project
- STC Foundation Financial Reports
- STC Agreements review of expiring contracts
- Student Activities Operating Budget review
- TACCBO Accounting Financial reports
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Tax Abatement Pilot and Scholarship Amounts
- Timeclock Plus (TCP) approvals
- Title IX Policies review
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue report & schedule for FY 24
- Unexpended Plant Fund for 5-year Budget and R&R budget presentation
- Vacation Balances and Extensions
- Water Infiltration project review

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller

November 2023

SOUTH TEXAS COLLEGE

KEY FACTS
STAFF: 77

*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

- Achieved 100% Timely Payment of Taxes/Benefits
- Achieved 100% Payroll Accuracy rate for amount of salaries paid
- Achieved 99% Payroll via Direct Deposits
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's
- AP Automation Project - Go Live happened with IPS
- New Simplified Tuition and Fees Rate Model

ON-GOING PROJECTS

- Developing more remote training sessions for TCP and Payroll
- DocuSign Review Testing
- Workday ERP Conversion
- GASB 96 Implementation

DIRECT DEPOSIT AND PAPER CHECKS NOVEMBER 2023

Payroll & Position Control: This Department provides accurate and quality payroll operations for all South Texas College Faculty, Staff, and Administration.

The Position Control department assists 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 NOVEMBER 2023

NOVEMBER 2023 AP TOTAL DISBURSEMENT TYPES

Accounts Payable & Travel: Accounts Payable department processes 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 NOVEMBER 2023

INVESTMENT PORTFOLIO BY FUND TYPE

Cash Management: The Cash Management Department provides cash management services to the college community by overseeing its liquidity, and initiating electronic payments for college obligations. The department also assists with investments, debt management and 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.

General & Construction Accounting: General Accounting Department provides timely and accurate monthly management and board reports, prepares and analyzes the college's fixed assets report, sets up chart of account codes as needed, reconciles cash, and fixed assets in a timely manner.

The Department also maintains accounting and budgetary records for all of the College's construction projects and maintains 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

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller

November 2023

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- GASB 96 Implementation
- Completion of audit for FY 2023 Annual Comprehensive Financial Report

ON-GOING PROJECTS

- Developing more remote training sessions for TCP and Payroll
- DocuSign Review Testing
- Workday ERP Conversion

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BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

November 2023

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 75

- 23 Commissioned Peace Officers
- 7 Licensed Telecommunications Operators
- 45 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

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

24/7 DISPATCH
956.872.4444

253 Calls for service

1,847 Incoming Calls

POLICE SERVICES

- All supervisors attended Title IX training.
- Maintained daily Clery Crime Log for all STC campuses.
- Attended week long Clery course for supervisors.
- Police personnel attended multiple trainings throughout the month.
- Attended meeting for McAllen Holiday parade.

NUMBER OF INCIDENT REPORTED IN NOVEMBER 2023

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 47 parking event requests districts wide.
- Provided crosswalk and traffic control.
- Held interviews for security guard specialist and parking support specialist.

PARKING PERMIT ISSUANCE

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Held CPR/First-Aid Training at the Starr County campus and at the Nursing Allied Health Campus.
- Held Active Shooter tabletop exercise.
- Continued planning for full scale Active Shooter exercise.
- Provided surgical and KN95 masks district wide.
- Monthly evacuation drills at Pecan Building J and Building G.

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.
- Held interviews for the Surveillance Camera Supervisor position.

JAG EXPRESS SERVICES

- Yellow Line:
  Service between Pecan, Technology, and NAH campuses.
- Green Line and Route 60:
  service between Starr and Pecan campuses.
- Attended the Regional Transportation Advisory Panel subcommittee meeting.
- Submitted Transportation report to the Lower Rio Grande Valley Development Council (LRGVDC) – Valley Metro.

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

December 2023

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 74

- 23 Commissioned Peace Officers
- 6 Licensed Telecommunications Operators
- 45 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

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

24/7 DISPATCH
956.872.4444

157	Calls for service
1,005	Incoming Calls

POLICE SERVICES

- Attended Fall 2023 Graduation Ceremonies.
- Maintained daily Clery Crime Log for all STC campuses.
- Met with IT to discuss upgrading the ARMs system.
- Police personnel attended multiple trainings throughout the month.
- Helped the City of McAllen with the 2023 Holiday parade.

NUMBER OF INCIDENT REPORTED IN NOVEMBER 2023

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 3 parking event requests districts wide.
- Provided crosswalk and traffic control.
- Helped with Fall Graduation and City of McAllen Holiday Parade.

PARKING PERMIT ISSUANCE

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Held CPR/First-Aid Training at the Pecan campus.
- Provided surgical and KN95 masks district wide.
- Continued planning for full scale Active Shooter exercise.

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.
- Submitted hiring proposal for the Surveillance Camera Supervisor position.

JAG EXPRESS SERVICES

- Yellow Line:
  Service between Pecan, Technology, and NAH campuses.
- Green Line and Route 60:
  service between Starr and Pecan campuses.
- Attended the Regional Transportation Advisory Panel subcommittee meeting.
- 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

November 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- STAFF: 11
- FACILITIES:
  - **5** Full Service Campus
  - **3** Centers
  - **1** On Line Campus
  - **391** Sq. FT.
  - **2,065,731** Acres
  - **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 – Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations – Construction Document Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural in progress; Civil Engineering Services for Subdivision Plat in progress; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Construction Phase
- Kinesiology Building Phase I – Construction Document Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Complete.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program – Construction Complete.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Construction Phase.
- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Construction Phase for Roof Replacement; Construction Document Phase for Repair of Interior Areas.
- Child Development Center Portable Building PB L-2 Renovation – Construction Phase.
- Student Union Building F Financial Aid Renovation – Project Development Phase – Space Modification Project.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation – Construction Complete.
- District Systems Office – Solicitation of Architects in Progress.
- NAH East Building A Generator Replacement – Construction In Progress.

TECHNOLOGY CAMPUS

- Welding Lab Expansion – Construction Phase.
- Exterior Solar Panel Structures – Construction Complete.
- Truck Driving Range Expansion – Construction Phase-Substantial Completion
- Advanced Technical Careers Building B Atrium Repainting – Design Phase.
- Resurfacing of Parking Lot #2 & Regrading of Existing Swales – Project Development Phase.

STARR COUNTY CAMPUS

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

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase: Substantial Completion.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.
- Parking Lot #1 for Additional Parking Spaces – Solicitation of Engineers in Progress.

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Complete.
- DW Flooring Replacement Phase III - Design Phase
- DW Stucco Repainting Phase II – Design Phase
- DW HVAC Replacements Phase I (Mid Valley Campus) – Solicitation of Engineers in Progress

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION

ACTIVITY REPORT

Ricardo De La Garza, Director

December 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF: 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Sq. FT.
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- **55** Permanent Buildings
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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

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- Ann Richards Building A Office Renovations – Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations – Construction Document Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase.
- Pecan West Continuing Education Building - Contract Negotiations for Architectural Services in progress; Civil Engineering Services for Subdivision Plat in progress; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Construction Phase
- Kinesiology Building Phase I – Construction Document Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Complete.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program – Construction Complete.
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- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Construction Phase for Roof Replacement; Construction Document Phase for Repair of Interior Areas.
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- DW Flooring Replacement Phase II – Construction Complete.
- DW Flooring Replacement Phase III - Design Phase
- DW Stucco Repainting Phase II – Design Phase
- DW HVAC Replacements Phase I (Mid Valley Campus) – Solicitation of Engineers in Progress

OFFICE OF ACCOUNTABILITY, RISK, & RECORDS MANAGEMENT

ACTIVITY REPORT

Jason Gutierrez, Director

November and December 2023

SOUTH TEXAS COLLEGE

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.

WHAT WE DO

- 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/ONGOING PROJECTS

Policy localization project and related assignments.
Multiple college-wide procedures
Enterprise Resource Planning Project

Out of 127 local policies slated for board adoption, **44** have been adopted as of **December 2023**.

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Rebecca Cavazos, Director
November 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	34

MISSION

To secure the best value in the acquisition of goods and services; maintaining an efficient system for delivery of goods and processing of mail for College departments; and maintaining an accurate and up-to-date inventory of the College.

LOCATIONS

Pecan Campus	Technology Campus
• Purchasing • Contract Management • Mail Services • Copy Center	• Central Receiving • Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2023 – **70 RFP's/29 RFQ's** and FY2024 – **31 RFP's/11 RFQ's**
- Completed **739** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **191** Airfare Purchases in FY2024
- **525** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **26** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **188** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **563** deliveries totaling **7,829** boxes/packages
  Completed **47** Faculty/Staff moves
- Prepares surplus property for auction or disposal
- **11,306** Items Transferred/ Relocated

FIXED ASSETS

- Approved **110** new assets
- Adjusted **10** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **2,403** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **65,821** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	3,149	$39,935,681.37
2	College Assets	22,115	$419,006,221.33

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Rebecca Cavazos, Director
December 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	34

MISSION

To secure the best value in the acquisition of goods and services; maintaining an efficient system for delivery of goods and processing of mail for College departments; and maintaining an accurate and up-to-date inventory of the College.

LOCATIONS

Pecan Campus	Technology Campus
• Purchasing • Contract Management • Mail Services • Copy Center	• Central Receiving • Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2023 – **70 RFP's/29 RFQ's** and FY2024 – **33 RFP's/12 RFQ's**
- Completed **364** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **222** Airfare Purchases in FY2024
- **539** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **13** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **190** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **473** deliveries totaling **4,662** boxes/packages
  Completed **31** Faculty/Staff moves
- Prepares surplus property for auction or disposal
- **7,189** Items Transferred/ Relocated

FIXED ASSETS

- Approved **150** new assets
- Adjusted **32** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **560** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **60,870** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	3,149	$39,935,681.37
2	College Assets	22,115	$419,006,221.33

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Employee Relations Investigator

November and December 2023

SOUTH TEXAS COLLEGE

WHAT WE DO:

- Promote an environment of respect and parity 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.

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

EMAIL: TitleIX@southtexascollege.edu

2023 CASES PER MONTH

TITLE IX
SOUTH TEXAS COLLEGE

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, Section 504, and Compliance topics.
- Create and deliver custom training to faculty and staff on Title IX/ADA/504 and Compliance.

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://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DAA#legalTabContent

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 HUMAN RESOURCES
ACTIVITY REPORT
Dr. Zachary Suarez, Executive Director of HR and Talent Development
November 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Reviewed and approved the new Human Resources Web page for the Public relations and Marketing department to update the URL.
- Completed update of Benefits Handbook for fiscal year 2024.
- Participated in Red, White and You Job Fair hosted by Workforce Solutions.
- Conducted 3 Jaguar Academy Sessions
- Revised 15 frequently used forms for the South Texas College Office of Human Resources Staffing & Recruiting team.

TOTAL EMPLOYEE BY LOCATION - 11/31/2023

HEADCOUNT BY LOCATION

	PCN	TECH	MIDVAL	NAHC	STARR	RCPUBL	HS	TOTAL
ADMIN	67	5	1	1	1	1		
FT-STAFF	734	77	90	57	60	4		
PT-STAFF	111	24	27	36	16	4		
WS	57	9	21	5	25			
FACULTY	318	98	64	102	28	9		
DUAL FACULTY	6	1			1	1		
TOTAL	1293	214	203	201	131	19		

CURRENT/ON-GOING PROJECTS

BENEFITS | EMPLOYEE COUNT: 5

- Attended Workday workbook working sessions for Benefits Workbook and Absence Workbook.
- Attended ADP Demo call regarding ACA tracking.
- Completed Teacher Retirement System Monthly Employee after Retirement report and Employee Demographic Files.
- Assisted in setup for Technology Reimbursement in the Banner system.
- Attended Workday CIW Working session.
- Conducted full-time and part-time orientations for new employees.
- Attended Workday calls for Benefit Elections, Absence, Time Tracking and Security.
- Attended Employee Advisory Group Meeting with Teacher Retirement System for updates on TEAMS reporting.
- Met with Environmental Health and Safety Manager on new Incident Online Reporting system.
- Completed data entry of all Sick Leave Pool enrollments and donations.
- Assisted in setup for Retention Paymentin the Banner system.

COMPENSATION/PAYROLL | EMPLOYEE COUNT: 7

- Attended STC Workday troubleshoot meeting via TEAMS
- Attended Compensation and Payroll meeting.
- Attended various Payroll Validation Call via TEAMS
- Attended seniority Dates review with Talent & Learning Manager and Executive HR Director.
- Attended via TEAMS Compensation workbook update
- Worked on salary reviews for staff.
- Worked on salary reclassifications for staff.
- Worked on compensation reviews for reclassifications.
- Worked on Salary reviews for FY 2024 .
- Checked Direct Wage and Work Study retention list for accuracy.
- Reviewed the Full-Time and Part-Time employee retention list for accuracy.
- Processed Direct Wage and Work Study retention payroll.
- Attended Technology Reimbursement meeting.
- Completed Unlearning Silence training through LinkedIn.
- Training of new Payroll and Compensation Assistant.
- Attended EEOC and WHD- Child Labor in the Workplace.
- Data entry, review, verification and processing for MP 11 and MR 11 Payroll.
- Processed positions on position control and PeopleAdmin.
- Processed resignations and terminations.
- Child Support data entry and legal judgment process.
- Processed over 1000 payroll items for monthly payroll.
- Added new employees into TCP Plus for timekeeping.
- Review Direct Deposit information.
- Review and processing of monthly FLAC reports.
- Position Control cleanup project for transition to Workday.
- HR Assistant (application reviews) meeting
- PPACMNT (ATS) updates in Banner.
- Pay Plan Updates
- Workday meeting (HR Payroll workbooks)
- Workday meeting (HCM workbook final version)
- Workday meeting (Workday Project Implementation teak kick off)
- Workday meeting (compensation discovery call)

EMPLOYEE RELATIONS (ER) | EMPLOYEE COUNT: 3 | FTTA: 1

- Met on the discussion of the South Texas College Office of Human Resources' search to fill the Human Resources Specialist – Employee Relations (Full-Time Temporary) position to include: evaluating 11 applicants and narrowing down the field to 4 qualified applicants, creating 10 interview questions, scheduling 3 applicants to interview, conducting interviews for the 3 applicants, selecting the finalist to recommend for hire, conducting 4 reference checks, and finalizing & uploading the necessary paperwork to create the hiring proposal.
- Revised 8 frequently used forms for the South Texas College Office of Human Resources Benefits team.
- Participated in 2 Symplicity implementation project meetings, 1 internal meeting to test cases, and met on the preparation for meetings to include: gathering and uploading 43 employee relations templates, creating 19 email templates, creating a list of 145 key words for generating reports, adding 157 departments, and adding 56 charges.
- Met on the discussion of Symplicity with the South Texas College Interim Title IX Coordinator and the South Texas College Employee Relations Investigator.
- Provided assistance to the South Texas College Department of Public Safety regarding federal background checks for its internal procedures.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS) | EMPLOYEE COUNT: 5

- Attended the weekly ERP conversion meetings to discuss the status of the Workday implementation and third-party consultant's job definitions.
- Worked on the Workday CIW - Customer Information Workbook.
- Met with Workday consultants and get trained on HCM (Human Capital Management), Payroll, Benefits, FDM (Foundation Data Model), Recruitment, Absence, Time Tracking.
- Extracted data, populated, and uploaded the workbooks to the sFTP server for Workday consultants to review, validate, and send them back for more info to be loaded.
- Met with the HR and Business Payroll groups to discuss the new payroll type.
- Attended the CIO selection interviews.
- Met several times with both Workday, Peak Performace, and PTG consultants to discuss their tasks and procedures.
- Attended the meeting of the Institutional Leadership Council.
- Attended the DMI – Data Management Integrity meeting.
- Records is continuing with the auditing of files, scanning & indexing the last quarter's NOEs and Performance Appraisals that were given by payroll and ERO, and keeping up and maintaining all records accordingly.
- Created the required monthly reports.
- Provided ad-hoc reports to Academic Affairs, Information Technology, Benefits, Payroll, Training, and compensation.

STAFFING | EMPLOYEE COUNT: 9

- Attended Workday Sessions calls for HCM.
- Attended Workday Sessions calls for Recruiting.
- Assisted with hiring staff, faculty, direct wage, work study, trainers and temporary agency employees.
- Processed overloads, substitutions and adjunct Notice of Employment.
- Processed transcripts and Credential Database.
- Provided onboarding support during Staff New Hire Orientation.
  - November 6, 2023
  - November 13, 2023
- Provided onboarding support during November 2,3,9,10,16,17,30 Direct Wage New Hire Orientation.
- Conducted screening and clearing for full-time and part-time applications and new hires.

TALENT & LEARNING | EMPLOYEE COUNT: 2

- Coordinated and conducted Academy Workshops
- 2 Emerging Technology Academy Sessions
- 2 LinkedIn Learning Club Sessions
- Employee Law poster distributions (All Campuses)
- Planning Meetings for Ambassador Cross Training Academy for Spring 2024
- Preparations for Years of Services for all Faculty & Staff
- Prepare Logistics for workshops for
  - The Enviromental, Health, and Safety Department
  - Emerging Technologies Academy
  - LinkedIn Learning Club
  - Public Safety Department
  - Title IX
  - Human Resources – Performance Appraisals
- Met with Workday representatives for implementation.
- Presented at New Hire Orientations
- Attended Finance and Administrative Services (FAS) Safety Meeting
- Prepared Campus Security Authority reports for the Department of Public Safety
- Worked on updates for the Human Resources Website Update
- Participated in the Search Committees for new hires

OFFICE OF HUMAN RESOURCES
ACTIVITY REPORT
Dr. Zachary Suarez, Executive Director of HR and Talent Development

December 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Completed the Fall 2023 TACC Administrative Survey.
- Participated in Symplicity implementation project meetings to finalize implementation and initiate a move toward production.
- Created several ad-hoc reports requested by internal and external functional areas.
- Submitted STC Military Report Military Workforce Reporting for Community/Junior Colleges - First Quarter
- Report to Texas Comptroller Office.
- Coordinated and conducted
    - 6 – Years of Service Distribution events
    - 1 – Supervisor Training – Performance Evaluation

TOTAL EMPLOYEE BY LOCATION - 12/31/2023

HEADCOUNT BY LOCATION

	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	70	4	1	1	1	1	1	79
FT-STAFF	751	81	59	91	62	5	3	1055
PT-STAFF	110	21	38	26	16	4	25	240
WS	58	10	5	21	26			120
FACULTY	317	100	103	64	29	9	10	632
DUAL FACULTY	5	1			1	1	294	302
TOTAL	1311	217	206	203	135	20	333	2425

CURRENT/ON-GOING PROJECTS

BENEFITS | EMPLOYEE COUNT: 5

- Attended SafetyStratus Incident Reporting Admin Training for Worker's Compensation Employee online reporting.
- Attended TECH reimbursement set up in banner meeting.
- Attended Wonderful World of Workplace Accommodations training with Rodney Klein.
- Served in interview committee for Business Office Payroll Supervisor position.
- Attended Benefits Workbook follow up call with Workday.
- Attended TEAMs Reporting and other HR Topics with Ellucian.
- Completed Workday Benefits Questionnaire.
- Attended IT Security Assignment Workbook with Workday.
- Attended Finance and Administrative Services Safety Meeting.
- Attended Time Tracking Workbook Session with Workday.
- Completed the Teacher Retirement System Employee Demographic files for Regular Payroll Report.
- Completed the Teacher Retirement System Employment After
- Retirement Report.
- Attended the Payroll/HCM Earning Codes Session with Workday.
- Attended the Data Conversion Meeting with Workday.
- Processed retirement deductions for calendar year 2023 retirees.
- Conducted full time and part time orientations.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS) | EMPLOYEE COUNT: 5

- Completed Workday Benefits workbook.
- Completed Workday Academic appointments and academic unit workbook.
- Completed Workday Security workbook
- Completed Workday Talent Configuration workbook.
- Completed Workday Higher Education Compensation workbook
- Attended Workday Talent Discovery Workday call.
- Attended Workday Time Tracking Workbook session.
- Attended Workday IT security assignment workbook.
- Attended Workday integrations introductory meeting.
- Attended IPEDS HR workshop.
- Met with Stephen Crum to automate Vector Solutions updates.
- Audited active personnel files.
- Scanned & indexed the last quarter's NOEs, Direct Deposit Forms, and W-4s given by the Payroll Department.

EMPLOYEE RELATIONS (ER) | EMPLOYEE COUNT: 3

- Collaborated with South Texas College Human Resources Information Systems staff in regard to information to include in Symplicity for Title IX case management purposes.
- Led 2 meetings for the South Texas College Title IX team regarding the Symplicity implementation project.
- Created a Symplicity workflow for the South Texas College Title IX team regarding the Pregnant and Parenting Enrollment Appeal Form.

COMPENSATION/PAYROLL | EMPLOYEE COUNT: 6

- Data entry, review, verification and processing for MP 12 and MR 12 Payroll.
- Worked on and processed= over 600 payroll items in the month of December.
- Attended TECH reimbursement Setup in Banner
- Attended LBB Report review Meeting with HR Director via TEAMS
- Attended TACC Administrative Salary Report with HR Director via TEAMS
- Attended Benefits workbook follow up call via TEAMS
- Attended Academic Appointment, Academic Pay, Academic Units, Period Activity Pay Work day meeting via TEAMS
- Attended Academic Compensation workbook Work Day meeting via TEAMS
- Attended TT Workbook Session meeting Work Day via TEAMS
- Attended Payroll HCM/Earning Codes meeting via TEAMS
- Worked on salary reviews for staff.
- Worked on compensation reviews for reclassifications.
- Worked on Salary reviews for FY 2024
- Worked with PDR reviews and updates.
- Processed positions on position control.
- Processed resignations.
- Child Support data entry
- Legal Judgment process
- Added new employees into TCP Plus for timekeeping.
- Review Direct Deposit information
- Banner PCLS codes updates
- Review and upload of FLAC records
- Training of Compensation and Payroll Assistant
- Attended multiple Bi-Weekly payroll Assessment meeting with HR Director.
- Attended Workday Security workbook meeting.
- Attended Workday Talent discovery call.
- Reclassification Review list meeting with FAS office.
- Worked on Verification of Employment via e-mail, Phone call or in person drop off forms.
- Worked on United State Regulatory for New Hires.
- Worked on Texas Office of the Attorney General Reporting for New Hires.

STAFFING | EMPLOYEE COUNT: 10

- Attended Workday Sessions calls for Talent.
- Attended Workday Sessions calls for Academic appointments, academic pay, academic units and period activity pay.
- Attended Reclassification Review List – FAS & HR meeting.
- Assisted with hiring staff, faculty, direct wage, work study, trainers and temporary agency employees.
- Processed overloads, substitutions and adjunct Notice of Employment.
- Processed transcripts and Credential Database.
- Provided onboarding support during Staff New Hire Orientation on December 4, 2023.
- Provided onboarding support during December 1, 7,8, 14,15 Direct Wage New Hire Orientation.
- Conducted screening and clearing for full-time and part-time applications and new hires.

TALENT & LEARNING | EMPLOYEE COUNT: 2

- Collaborated with various departments for events
  - 6 – Employee appreciation banquets
  - 1 – Emerging Technology Workshop
- Prepared Campus Security Authority reports for Department of Public Safety.
- Prepared reports for Faculty Mandatory Trainings (Vector Trainings).
- Presented at New Hire Orientations
- Planning Meetings for Academies (Jaguar Academy & Ambassador Cross Training Academy)
- Attended Workday meetings for new Enterprise Resource Planning (ERP) implementation.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE

ACTIVITY REPORT

George McCaleb, Director

November and December 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 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.

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	

FACILITIES SUMMARY

CAMPUS	Pecan Campus	Mid Valley Campus	Starr County Campus	Regional Center for Public Safety Campus	Technology Campus	Dr. Ramiro Casso Nurse Allied Health Campus	Pecan Plaza	System Office
Buildings	17	10	13	1	4	3	3	1
Portable Buildings	27	7	3	5	5	3		
Square Feet	824,986	357,881	247,813	27,708	295,738	222,132	66,523	22,950
Acres	147.76	53.37	67.78	67.22	33.57	15.60	5.6	2.98

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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: JANUARY 5, 2024

SUBJECT: ACTIVITY REPORT FOR NOVEMBER 1, 2023 THROUGH DECEMBER 31, 2023

DR. DAVID C. PLUMMER, VICE PRESIDENT
OFFICE OF ISPP&SI

MEETINGS/ATTENDED:

- Pre-Cabinet and Cabinet
- Border Patrol Meeting
- Border Patrol Station Change of Command
- CIO Interviews
- Collaboration Agreement with Universidad Autonoma de Tamaulipas
- The Synergy Project
- CEED Building Tour
- Edinburg Fire Department
- IRESP Reorganization
- Recruiting Process for Law Enforcement and Fire
- ILC
- ISPP&SI Division Update
- SACS Annual Conference
- Public Safety Escrow Presentation
- Annual Employee Appreciation Luncheons at various Campuses
- Fire Academy Graduation Ceremony
- Commencement Ceremonies
- IT Career Exploration Summer Camp
- Strategic Plan Webpage
- Workday Student Project Update
- Sales Training Review
- RGV FOCUS Leadership Team
- Mid Valley Police Academy Marketing Plan
- Police Academy Completion Ceremony
- ET Academy Pilot Graduation Ceremony

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

WORKDAY

IT met with Workday to begin the discussions on Workday security. Several meetings have been scheduled with HR and the Business Office so the workbook can be completed by the December 8 deadline. IT was also able to schedule another meeting with Workday to begin discussions on integrating Banner with Workday and other third-party systems. The first tenant should be ready for HR to test by March 2024 for the January 2025 Go-Live.

BANNER/BANNER SELF-SERVICE

The IT Team has resolved the issues with the Banner test environment and departments are now validating the environment. The IT Team is scheduled to place the patches in production on December. The Microsoft premium connectors were purchased, and the Team is configuring them so data can be pushed from Banner to the Office 365 environment, including Microsoft Power BI and Power Apps. Testing will begin in December and will continue into 2024.

JAGNET

All modifications according to the 2023 Fall Convocation are now in JagNet. The IT Team will continue to change the color and logo to other applications. The next JagNet Content Committee meeting will be scheduled for 2024 after census day.

DEGREE WORKS

The IT Team has completed the upgrade in the DegreeWorks test environment. The Team met with stakeholders and provided the documentation that contains a list of all of the new features that need to be tested. The upgrade is tentatively scheduled to be placed in production in March 2024.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT Team continues monitoring 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 in order to automate and streamline the Banner server replication to TJC and ultimately allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team started the second phase of this project by putting together a project plan to set up an external Internet Provider in order to access Banner at TJC via VPN. We currently have a direct network connection as a point-to-point from STC to TJC.

The IT Team is reviewing the quotes from the different vendors for the equipment required for the second phase of the project. Spectrum provided quotes with different bandwidth rates based on the feedback provided by the IT Team. The Team is running network analysis to further determine the network bandwidth and communication requirements for the network topology design at TJC.

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 created a new SolidWorks pool that will be deployed to the new host environment. In addition, the IT Team moved the call centers into the new VDI host servers. The Team also worked on moving Pecan G109 and G110 to Windows 11 VDI pool.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER
INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- PO for DUO renewal has been issued.
- Computer Science Students using a server to upload programming assignments were given MFA.
- 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.
- Yearly Maintenance of DUO-2FA have been started. About 600 unsued accounts will be cleaned.
- Upcomming DUO-2FA Authenticaton proxies migration, upgrade and high availability configuration.

GOVERNANCE

- Worked with CR and CS policies.
- Developing Web Application Firewall Standards for Information Technology.
- Worked with Information Technology on a Web Application Firewall Health Assessment.
- Renewed our yearly license with Password Management Software (Secret Server) for FY 2023-2024.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. Next steps are to have our VP, Dr. Plummer review and approve it. 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 deployment of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to decommission McAfee/ Trellix End-Point Security and be only on SentinelOne End-Point Security.
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 9,300 systems have been covered with the new Next Generation Anti-Virus (NGAV).

COMPLIANCE

- AT&T Cybersecurity Final TCF Assessment report provide to Information Technology and Information Security Program – Working on SharePoint Site to centralized all these Texas Cybersecurity Framework documents.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- 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 report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

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

DATA LOSS PREVENTION

- 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 automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
  DLP is key component of our security it must be configured with industries best practices

MEETINGS

- DIR Monthly Security Meeting
- TX ISAO Meeting
- InfraGard Monthly Meeting
- RGVTA Meeting

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

SACSCOC

- New Program: Architecture – Completed collecting final evidence for prospectus
- OCIS: Vanguard Beethoven Dual Site – Submitted corrections to SACSCOC
- OCIS: Cosmetology Site – Submitted corrections to SACSCOC
- 5th Year Interim – Met to check on status of pending standard reviews

MEETINGS/TRAININGS

- IRESP Leadership Weekly Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Data Management & Integrity (DMI) Committee Meeting
- ERP – Workday
- Degree Reclamation Committee
- IRESP Staffing Plan
- Lightcast Data
- Annual Title IX Training Event

- QEP Process
- SACSCOC 2023 Annual Meeting
- Texas Higher Education Coordinating Board (THECB) Annual Conference

PROJECTS

- Data Hub – Ongoing data dashboard exploration
- Perkins Application – Renewal request for Snowflake and PowerBI to Perkins liaisons
- KPIs and SAIs Development Meetings – KPI and goals finalized
- IRB – Reviewed and sent approval

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

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development (2023-2025)/Mid-Biennium and/or End-of-Biennium Reports (2021-2023) or 2019-2021 IE Plan Report Completion – Met to assist departments complete their reports and updated master list
- SACSCOC Ongoing Activities – Working on accreditation statement
- Assistance to Plan Writers on 2023-2025 IE Plans- Continued to organize meetings to assist plan writers and reviewed the IE plans/reports
- Comprehensive Operational Plan (C.O.P) Master Sheet 2022 – 2025 – Compared published C.O.P with master sheets
- C.O.P Status Reports AY
    - 2020-2021 – Finalizing template design and uploading reports
    - 2022-2023 – Saving reports received
- Support for Program-based Accreditation (Re-accreditation) – Discussed reaccreditation recommendations standards for Advanced Manufacturing Technology program
- Indirect Support to Departments/Divisions for IE Plan Mid-Biennium Report (2021-2023) or 2019-2021 IE Plan Report Completion- Publishing 2019-2021 IE Reports/2021-2023 Mid Bi Reports and sent status of pending documents for IEA
- C.O.P Status Report Workshops/Open Labs- IEA Team conducted 5 workshops for C.O.P plan writers
- Reports/Plans Pending from all Departments: COP and IE Plans – 2021-2022 C.O.P Status Report updated
- Final IE Report Data Findings – Worked on Goal 1 for IE Plan Final Report
- Effective IE Plans for each Cycle – Taking notes to revise plans
- IE Reports Data Support – Provided support on retrieving data and provided Graduate Award request
- IE Reports Data Support – Worked on data finding for C.O.P status reports AY 2020-2021 and AY 2021-2022
- Reports/Plans Pending from all Departments: COP and IE Plans – Updated
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – Provided orientation to Starfish Administrators regarding COP process and developing the 2022-2025 initiatives
- Cabinet Level Project Materials – Provided orientation to new PM and access was provided to IE Plan cycles
- Indirect Support to Departments/Divisions for IE Plan Mid-Biennium Report (2021-2023) or 2019-2021 IE Plan Report Completion – Orientation for Starfish Administrator on the IE Plan process for the 2023-2025 cycle
- Xitracs Maintenance – Technical issue resolved
- Effective IE Plans for each Cycle – Revising Plans

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Strategic Planning/KPI Data Support- Updated KPIs with THECB data retrieved
- QEP Assessment Data Support – Completed QEP Cohort Tracking 1st Year data and Fall to Fall Persistence rates
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Discussion regarding timing and process for assessing student engagement and satisfaction
- Data Requests – Completed CTN – Ascender Course Success Report and provided the ARCH Courses Enrollment data
- Program Reviews Data – Updating the Program Review data

FACTBOOK AND DATA PORTAL

- Data Portal Update – Posted the FTIC Persistence Rates report – progress

MEETINGS/TRAINING

- IEA Staff Weekly Meeting
- Division (IEA & RAS) Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Substantive Change Support Meeting
- QEP Follow-Up Meeting

- Data Management & Integrity (DMI) Committee Meeting
- Data Summit Meeting
- Xitracs by Concord USA
- Achieving the Dream Activities
- KPIs and SAIs Development Meetings
- Data Portal Training
- PowerBI Troubleshooting Meeting with MS Rep/Tech Support
- SACSCOC 2023 Annual Meeting

PROJECTS

- Integrated Institutional Effectiveness and Planning – Began discussion of infusing initiatives for achieving new KPIs into the COP and IE Plan framework
- Fifth Year Interim Report – Discussed additional meetings for SACSCOC standard writers for remaining principles
- IEA Support for Strategic Planning: Finding a strategy to highlight initiatives that successfully supported each strategic direction
- Dashboard Development – Provided V2 and V3 of the Traditional Enrollment Fall to Fall Persistence Dashboard report

MISC

- Technical Support – Provided support for daily enrollment dashboard development (RAS) and transfer checking with NSC

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS Winter Surveys
- IPEDS Spring Surveys
- Spring 2023/2024 Enrollment, Credit Hours, and Contact Hours
- 2021-2022 CB116 Follow-Up - Student Data Annual Survey

SURVEYS

- Campus Safety Survey
- CCSSE 2024 Registration
- New Program Student Survey
- Skills gap survey to PAC members

QUALITATIVE STUDIES

- Advising Process Flowchart
- CDC Focus Group Fall 2023
- Dual Credit Programs Focus Group

DATA REQUESTS

- Academic Program transfer rates for Program Review
- Annual Military Friendly Survey
- Bachelor Programs data
- DHSI RAS Academic Coaching
- DHSI iGRAD registrations, FTIC vs non-FTIC
- Factors affecting students taking Calculus
- Fall 2016 IPEDS Graduation Rate Cohort by Developmental History Status
- Fall 2022 FTIC - Fall to Fall Persistence
- Fall 2023 Architecture course schedule and enrollment
- Follow-up Request - Program Completion and Grade Distribution
- IPEDS Spring Survey: Fall Enrollment
- IPEDS Winter Surveys: Student Financial Aid, Graduation Rates, Graduation Rates 200 and Outcome Measures
- Last Two Academic Years of FTIC and Traditional Transfer Students to UTRGV
- Lists for Starfish targeting Engineering majors
- List of continued education trainings at RCPSE, 2022 and 2023
- List of traditional students with Interdisciplinary Studies majors
- Pass rates in Bachelor Programs and STEM Programs
- Patient Care Technician Program Outcomes for Academic Year 2023
- Public Administration enrollment data

- RN ACEN 2022-2023 Annual Report Follow-up Request - Job Placement
- SACSCOC Fall 2023 Profile
- Starfish second progress survey reports
- Summer and Fall 2023 graduating seniors of Class 2023

MEETINGS

- Academic Council (presented KPIs) Meeting
- Adult Learner Framework - Core Team Meeting
- CCSSE 2024 Orientation Webinar - In-Class Administration Meeting
- CDEC Advisory Committee Meeting
- Degree Reclamation Committee Meeting
- DMI Committee Meeting
- Dual Credit Focus Group Planning Meeting
- Enrollment snapshots review Meeting
- ILC Meeting
- Industry Certification Database Specifications Discussion Meeting
- Initial Dual Credit Programs NACEP Reaccreditation Committee Meeting
- IPEC Meeting
- IRESP Leadership Weekly Meeting
- Mapping of Advising Activities - Starfish Office Meeting
- Micro credentials Database Specifications Meeting
- Micro credentials Development & Reporting (MDR) Taskforce Meeting
- PowerBI Troubleshooting Meeting
- Planning for Data Summit Meeting
- Program Data Meeting (Non-Credit)
- Program Demand Gap Analysis (PDGA) Kickoff Call with Light cast Meeting
- QEP Planning Meeting
- Qualitative Team Meeting
- SACSCOC Annual Conference
- Spring 2024 Data Summit Meeting
- STC - Workday Project Implementation Team Kick-Off Meeting
- Talent Strong Texas Pathways Institute #2 Meeting
- THECB Higher Edge 2023 Conference
- Welcome Meeting: Suitable Taskforce Meeting

OTHER RESEARCH/SUPPORT

- Census poverty and educational attainment data for SACSCOS prospectus
- KPI - persistence of all traditional students updated
- Program Demand Gap Analysis (PDGA) survey data (noncredit data received entered)
- PPRD8 Data Source Testing
- Review Adult Learners 360 Survey implementation guide

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITIES HIGHLIGHTS

- Worked on LLSS Search Committee applicant review and coordinated Committee meeting.
- Arranged LLSS Search Committee interview.
- Completed Educational Technologies planning document.
- Reviewed investigation documents and prepared findings letter in matter involving a Library community user.
- Worked on LLSS Search Committee reference checks and prepared for interviews.
- Coordinated interviews for LLSS vacant position and submitted hiring proposal.
- Worked on Institutional Effectiveness End-of-Biennium Report.

Meeting Highlights

- Participated in ISPP&SI Search Committee meeting.
- Convened meeting with Facilities Planning & Construction, Facilities Operations & Maintenance, IT, and LLSS staff regarding Pecan Campus Library phased renovation project.
- Convened meeting of Library and Learning Support Services Administrators to review projects and matters of common interest.

- Convened meeting of Library and Learning Support Services Advisory Group.
- Participated in ISPP&SI Search Committee interviews.
- Convened LLSS Search Committee meeting.
- Convened meeting of Library and Learning Support Services Student Worker Advisory Group.
- Participated in Institutional Leadership Council meeting.
- Convened LLSS Administrator coordination meeting.
- Participated in Librarian II update meeting.
- Participated in ET project update and leadership meetings.
- Participated in College-Wide Curriculum Committee Meeting.

Training

- Texas Library Association, College and University Libraries Division webinar training on Artificial Intelligence and Copyright.
- Participated in Open Education 2023 Online Conference
- Participated in HR Title IX Training by Lauren Starnes, TMG Consulting
- Participated in Texas Open Meetings Act training.

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

Activity Highlights

- Ongoing renovation projects
- Update job descriptions for Librarian IIIs
- District Wide Campus Visits

Meeting Highlights

- LLSS Administrator Meeting
- Participated in College-Wide Curriculum Committee Meeting.
- Worked on Institutional Effectiveness End-of-Biennium Report.
- Participated in Student Worker Advisory Group
- Participated in LLSS Administrator Advisory Group
- Planning January 9 Staff Celebration
- Planning for Pryor Training November 29 & 30 with presenter & internally
- Meet with Librarian IIIs regarding Staffing Plan requests
- Participated in NTIA Grant meeting
- Attended the South Texas College CMC Quarterly Meeting

Library Services Data:

Weekly Statistics	
Visitors: 36,964 **Library Website Visits:** 11,103 **Discovery Search Visits: 7,196**	Community Users: 301 Reference/Research: 184 Non-Reference/Research: 88

Events and Library Art Gallery Highlights

Ka-Ching! Community Art Exhibition About Economics		
Dual Credit Students, Alumni, Faculty, Staff, and Community Members	**Pecan Campus Library, 2nd Floor**	**August 28, 2023 – December 7, 2023** **Reception: October 4,2023 5:30 P.M.**
	This exhibition marks the 50th anniversary of the economist E.F. Schumacher's book "Small is Beautiful" (1973), which became a New York Times bestseller. The book delves into the possibility of attaining economic growth while also meeting the needs of society and sustaining the environment. It has been acknowledged as one of the Times Literary Supplement's 100 Most Influential Books since World War II. All the artworks	

presented in this exhibition explore the topic of economics and are distinguished by the use of the color gold. https://library.southtexascollege.edu/ka-ching/

"Don't Be Hasty"

Jerry Lyles, MFA	**Pecan Campus Library**	**August 28, 2023 – December 7, 2023** **Artist Talk: October 4, 2023 10:00 A.M.**

Jerry Lyles received his Master of Fine Arts in Painting from the American University in Washington, D.C. This body of work includes large-scale paintings, which include outdoor observational or plein air artwork. Lyles explores the relationships between space, forms in the given space, and our reaction to them. Through his skilled still-life paintings incorporating color, form, value, shape, and space, Lyles searches for visual metaphors that discuss these relationships. https://library.southtexascollege.edu/dont-be-hasty/ **Webinar:** bit.ly/3DNoi9O

"STC Alumni Series: Hecho a Mano"

Karla Gabriela De La Fuente	**Mid-Valley Campus Library**	**August 28, 2023 – December 7, 2023** **Hybrid Talk: November 28, 2023** **3:00 P.M.**

The series seeks to support artists who started their education at South Texas College and to serve as a positive example to current students and community of the success STC graduates often achieve. Karla Gabriela De La Fuente received her BAS in Organizational Leadership and is not in her final semester of her Master of Fine Arts program at UTRGV. De La Fuente creates handmade dyes and papers using techniques from Mexico and the Otomi people. She is also involved in research that focuses on Mexican American Art within museums working currently with Smithsonian Art Collections. https://library.southtexascollege.edu/stc-alumni-series-karla-gabriela-de-la-fuente/

Yesenia Toscano, MFA, STC Alum	**Starr Co. Campus Library**	**September 12,2023 – December 7, 2023** **Artist Talk: October 19, 2023 10:00 A.M.**

Yesenia Toscano is an artist and educator who earned her MFA and BFA from the University of Texas Rio Grande Valley. Toscano is also an STC graduate, receiving her associate's degree in Elementary Education. She says, "At South Texas College, I took my first art class, where I discovered myself as a painter." She leads the Roma ISD art program and encourages her students to submit artwork to the Visual Art Scholastic Event (VASE), often advancing to the state-level event. https://library.southtexascollege.edu/yesenia-toscano/

"Humberto: The Great Blue Heron"

Washed Up Texas – Connie Lovell	**Pecan Campus, 1st Floor**	**September 18, 2023 – November 14, 2023** **Hybrid Talk: November 14, 2023 - 10:00 A.M..**

Artist Connie Lovell created a captivating eight-foot Great Blue Heron sculpture made from discarded plastic trash found at South Padre Island and Boca Chica beach. The artist utilized plastic bottles, toy brushes, phone parts, and other items to create intricate details on her 300-pound sculpture. She collaborates with state programs and volunteers to organize beach cleanups to create thought-provoking artwork that promotes awareness and education. As of August 2023, approximately 3,653 pounds of trash has been picked up from the beach at South Padre Island.

Adulting 101: Misinformation and Disinformation on social media

Zoom Webinar	**Online**	**November 6th, 2023**
Source: Faculty Request	**Education Dept**	**6:00 P.M. Attendance: 16**

Misinformation on social media can erode trust in online sources of information and lead to the spread of false narratives, potentially influencing important decisions and public opinion. Learn how to navigate a complex digital landscape and discern fact from fiction, develop critical thinking skills, and combat the harmful effects of misinformation.

Health Services Management: Newest Changes and Opportunities

Zoom Webinar	**Online**	**November 16, 2023**
Source: Faculty Request	**Medical and Health Services Management (Dr. Saint Pierre)**	**2:00 P.M.**

Discover the future of health services management and the exciting opportunities on the horizon in our upcoming Zoom Webinar featuring Patti McCoy, Ph.D. Gain valuable insights into the ever-evolving landscape of healthcare administration, as Dr. McCoy shares her expertise and vision for the industry.

Project Highlights

WebCheckout

Projected End Date: May 2024

Progress:

Phase 1 – Open Labs Inventory – 100%

Phase 2 – Library Inventory – 96%

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. Library inventory files are being prepared for import and a new inventory manager is being trained on the system.

Microsoft 365 Consultant Projects

Projected End Date: May 2024

Progress: 12%

Summary: Outside consultants will develop custom Power App and Power BI solutions to support library operations and services. Library technical staff will identify client needs, develop project proposals, monitor development, oversee testing, and train end users. Each project will result in a delivered product that is fully owned by the library and technical staff will be trained to maintain the product and build similar products. Consultants have begun working on several technical support requests and begun building the first Power App. However, the project has been placed on hold until the IT department obtains and configures the Custom Connector between Microsoft and Banner.

FOLIO Library Services Platform

Projected End Date: May 2025

Progress: 2%

Summary: Configure and implement a full FOLIO Library Services Platform (LSP) to replace the current traditional integrated library system. All FOLIO modules have been turned on in the test environment and the team has begun exploring the system and planning the testing phases of the project.

Activity Highlights

- Starr Campus Veteran's Day Event
- Annual Title IX Training Event via Teams.
- Library Spotlight workshop on JSTOR and Artstor databases was conducted.
- Presentations / Instruction over 1,000 Dual Credit students
- Collaboration with the History department's Cold War film series event was facilitated.
- Virtual presentation on Misinformation and Disinformation on social media was held as part of the Adulting 101
- Harvest of Health event in Nursing and Allied Health campus
- Artist Talk and reception were held at Pecan Campus for sculpture by Connie Lovell.
- Virtual presentations on Cybersecurity and Health Services Management were held as part of the Adulting 101 series.
- Newly renovated Library breakroom grand opening
- "Popcorn for Finals" Flyers and Bookmarks distributed District-wide
- Mid-Valley students attended the Library Art Gallery presentation to learn how to hang artwork and make labels for an exhibit

- Scheduled Reference Appointment initiative was started
- Technology Campus Library Art Gallery event was held.
- Presented about Student Success Workshops at NTIA Grant review meeting.
- Presentations for Dual Credit students Weslaco East HS
- 43 Instruction Sessions held
- Six outreach / table events held reach 1,069 students
- Twelve tours for 306 students
- Technology Campus Library Art Gallery "Hecho A Mano Art" event
- Emerging Technologies Presentations
- District Wide – Popcorn for Finals
- Library Art Gallery Coordinator moderated the Public Humanities Roundtable panel presentation at IMAS: "The Art and Food at IMAS" (photo below)
- 14 Dual Credit Student Presentations
- Jerry Lyles Art Donation (see photo below)

Meeting Highlights

- CLE Survey Email Discussion
- Library Specialist Job Description Met with colleagues for Shadowing Project.
- Met with vendor for tutorials project research.
- Met with staff members for in-depth APA tutorial project review.
- Met with colleagues to plan for Library Art Gallery virtual tours.
- Met with colleagues for the Summit debrief and planning for spring 2024.
- Met with faculty to plan Black History Month events for spring 2024.
- Met to review plans for Texas Library Association conference.
- Met with dual credit librarian to plan workshops for spring 2024.
- Supervisors met with Pryor presenter, Tonya Floyd Chambers to debrief Nov 30
- Met with co-presenters for TLA Conference to plan panel
- Tidbits committee meeting

Training Highlight

- AEDT for Art Gallery Meeting
- OER and Pressbooks Workshop
- AI Article Update Group Meeting
- AMIGOS training on Event Planning
- Virtual Open Education Conference Meeting
- Overcome Overthinking LinkedIn Learning Training
- Integrating Generative AI in Course Design Workshop
- Access Services Conference Nov. 14 – 17
- Pryor Training – non-supervisors Nov 29 – 30
- Staff members attended the Pryor training "What my Supervisor Wishes I Knew."
- Staff members attended "Innovation Exchange Campus Tour" Workshop in Mid-Valley Campus
- Staff members attended webinar: Fact-Checking CHATGPT Using CREDO
- Staff member attended webinar: Inclusive and Ethical AI for Academic Libraries
- Staff members attended workshop: Performance Evaluation
- Staff member attended webinar: Lead Like a Woman
- Staff members attended webinar: Communicating Qualitative Data
- Staff member attended: Distinguished Leadership Academy session - Effective Communication

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 11/01/2023: Pecan Campus Library Modifications Update Meeting Phase I
- 11/02/2023: LLSS Coordination Meeting
- 11/06/2023: ET Project Update/Leadership Meeting, COP Status Reporting
- 11/07/2023: Engaging Web Apps & Tools
- 11/08/2023: Meet & Greet-Andres Garza/Lisa Quintanilla, ET Administrator Meeting
- 11/09/2023: LLSS Advisory Group Meeting, ETC AI Series: Emerging Technologies Interest Group, Thanksgiving Menu Committee Meeting, Summit ET AV Equipment Review
- 11/13/2023: ET Project Update/Leadership Meeting
- 11/14/2023: ET Monthly Department Meeting,
- 11/15/2023: ET Director One-on-One, AI Solutions for Higher Ed w/Dataelligent and Snowflake, ET Academy Assistive Technologies
- 11/16/2023: LLSS Student Worker Advisory Group Luncheon Meeting, LLSS Administrator Meeting
- 11/17/2023: ILC Meeting
- 11/27/2023: ET Project Update/Leadership Meeting
- 11/28/2023: Christmas Menu Committee Meeting, STC CMC Quarterly Meeting
- 11/29/2023: SPI Summit Walk-Through
- 12/04/2023: ET Project Update/Leadership Meeting
- 12/05/2023: Training Plan/Goal Setting
- 12/06/2023: ET Academy Presentations Networking & Graduation, Walk through-STC Cosmetology Center, ET Academy Pilot Graduation Ceremony
- 12/07/2023: LLSS Administrator Meeting, STC Annual Administrative Holiday Luncheon
- 12/08/2023: Hidalgo County Prosperity Task Force Forum (support)
- 12/11/2023: ET Project Update/Leadership Meeting
- 12/12/2023: ETC Connecting in the Cloud
- 12/14/2023: ET Director One-on-One, ET Monthly Department Meeting

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	117
Apr	165
May	128
Jun	117
Jul	75
Aug	113
Sept	119
Oct	165
Nov	140
Dec.	93
Total:	**1429**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2022	16	85	77	111	119	72	86	89	104	199	167	130
Number of Events 2023	98	99	117	165	128	117	75	113	119	165	140	93

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	238
Apr	527.6
May	703.75
Jun	211
Jul	183
Aug	373.5
Sept	503.75
Oct	417.5
Nov	400
Dec	626
Total:	**4915.75**

	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	121.25	124.25	291.75	359.25	359	676.25
Total Man Hours 2023	227.25	504.5	238	527.5	703.75	211	183	373.5	503.75	417.5	400	626

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with an Open Labs Supervisor and the Off-Sites Logistics Manager to discuss the changes to the hours of operations.
- The Director held a Learning Commons and Open Labs Leadership Team Meeting to discuss campus updates.
- The Director attended the bi-weekly Pecan Campus Library Modifications Update Phase I meetings.
- The Director held a meeting with an Open Labs Supervisor to discuss and review the Microsoft Forms reporting.
- The Director held a meeting with the Open Labs Logistics Managers to discuss committee members selected applicant(s) for interview.
- The Director held meetings with the AA to compile ACRL/IPEDS paperwork.
- The Director attended a monthly meeting with the Associate Dean Library Services to discuss projects, concerns, etc.
- The Director attended a meeting with the Librarian III-Systems & Apps to discuss account access for recent students.
- The Director met with the Dean of Library & Learning Support Services to discuss departments operations.
- The Director held meetings with the Open Lab Technician and the Graphics & Multimedia Specialist for the Signage Project.
- The Director attended the LLSS Advisory Group Meeting with the Dean of Library & Learning Support Services to discuss departmental updates.
- The Director held a meeting with the Librarian III-Ref & Circ to discuss the recommended plan of action for resolving the former student access issue.
- The Director attended the Projects Planning and Operations meeting.
- The Director attended a meeting with the Logistics Managers and Open Labs Supervisors to discuss the Technology Campus operations.
- The Director held a meeting with the Pecan Campus Logistics Manager to discuss the Camera Survey.
- The Director held a meeting with the Makerspace team to discuss operations.
- The Director held a meeting with the AA to discuss Spring 2024 NOE requests.
- The Director and a Technology Specialist went to the NAH to gather information on NAH Mixed Reality simulations.
- The Director attended the LLSS Student Worker Advisory Group Luncheon Meeting.
- The Director attended the ILC Meeting.
- The Director went to the Mid-Valley Campus to interview candidates for the Open Lab Technician position.
- The Director visited the Pecan Campus Open Labs with the Pecan Campus Logistics Manager and an Open Labs Technician to discuss lab usage and servicing.
- The Director held a meeting with the Open Labs Analyst to discuss NAH printing assessment.

- The Director met with the LLSS Application Specialist to discuss former student access.
- The Director met with the Dean of Library & Learning Support Services to discuss community user privileges at the Mid-Valley Campus.
- The Director met with the Off-Sites Logistics Manager to discuss NAH assessment.
- The Director met with the Open Labs Analyst to discuss API options.
- The Director met with the Off-Sites Logistics Manager to discuss costs to install two additional printers at NAH A and B.
- The Director met with the Logistics Manager to discuss the department's FY 2024 Risk Assessment.
- The Director attended Workshop #302538: Debrief.
- The Director met with the Associate Dean of Library Services to attend a Non-Supervisor Training debriefing.
- The Director met with the Logistics Managers to discuss the status of the department IE training objective and job descriptions.
- The Director met the Open Labs Analyst to discuss supporting documentation for FY 2023 IE Goal 1.
- The Director met with the Technology Specialist to discuss supporting documentation for FY 2023 IE Goal 2.
- The Director attended the Employee Appreciation Banquet.
- The Director attended a one-on-one Bi-Weekly Meeting with the Dean of Library and Learning Support Services.
- The Director and the Pecan Campus Open Labs Logistics Manager attended the walk-through of the new cosmetology facility (Shah Center) hosted by the Dean - Business, Public Safety and Technology.
- The Director attended the LLSS Administrator Meeting and Lunch with the Associate Dean of Library Services.
- The Director attended the STC Annual Administrative Holiday Luncheon.
- The Director held a meeting with the Logistics Managers to discuss Spring 2024 schedules.
- The Director met with the Administrator Assistant to discuss financials.
- The Director held a meeting with the Pecan Campus Open Labs Logistics Manager and the Administrative Assistant to discuss the IE Plan.
- The Director held a meeting with the Pecan Campus Open Labs Supervisor to discuss the implementation for the service log MS Forms.
- The Director held the Fall 2023 Learning Commons and Open Labs End of Semester Meeting.
- The Director held a meeting with the Technology Specialist to discuss the updates to the Open Labs web page.

Total of Unduplicated Users District-Wide: **8,063**
Attendance & Laptop Checkout Statistics:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
Mid-Valley Campus	5,717	1,771	
Nursing & Allied Health Campus	4,660	1,313	4
Pecan Campus	11,123	3,441	45
Pharr Regional Center for Public Safety Excellence Campus	437	97	
Starr County Campus	2,205	632	
Technology Campus	4,118	1,195	
Campus Totals:	**28,260**	**8,449**	**49**

Wireless Configurations: 150

Activity Highlights.

- The Learning Commons & Open Labs staff Participated at the Halloween Library table booths.
- The Learning Commons & Open Labs release station and printer were relocated to adjacent wall, and added one student PC in the Mid-Valley Campus D-109 Self-Service Computer Lab.
- The Learning Commons & Open Labs staff collaborated with IT and Database team for Papercut backup and updates on 11/03/2023.
- The Pecan Logistics Manager provided an informal tour of F-130 to the Facility Planning & Construction Space Management Specialist and Facility Planning & Construction Project Tech.
- The Pecan Logistics Manager drafted the Toner Replacement Process on Visio.
- The Learning Commons & Open Labs NAH Library Lab Started Extended hours on 11/7/23 – 12/7/23 (T, R, F).

- The Learning Commons & Open Labs Mid-Valley Campus began encountering issues with Papercut Release Stations at random.
- The Learning Commons & Open Labs Mid-Valley Campus received 6 new computers from the Pecan campus Open Labs.
- The Learning Commons & Open Labs Supervisors and Analyst office suite has been painted; furniture has been relocated for four staff members. Request form Move has been submitted through Planning and Construction.
- The Learning Commons & Open Labs *submitted the* Computer Purchase Request Form for six iMacs to IT.
- The Learning Commons & Open Labs *transferred s*ix new Dell OptiPlex 7010 Plus from Pecan Campus to the Mid-Valley Campus Open Labs for computer replacement.
- The Pecan Campus Logistics Manager attended the CLE, OL and Library Collaboration Meeting on 11/5/2023.
- The Learning Commons & Open Labs Specialists and the Pecan Logistics Manager attended the workshop #300672: "Unlocking Proficiency through Virtual Reality: A Transformative Learning Experience" on 11/7/2023.
- The Learning Commons & Open Labs held the Makerspace Xtended Reality Workshop held on 11/7/2023.
- The Pecan Logistics Manager attended the LLSS Advisory Group Meeting 11/9/2023.
- The Learning Commons & Open Labs held the 3D Printing Workshop held on 11/9/2023.
- The Pecan Campus Open Labs Logistics Manager met with STC Police Department Camera Crew for a camera survey at F-134, F130 and F122 – After the meeting the STC Police Department has upgraded some of Open Lab's cameras to a newer model. Recommendation is still in place to upgrade the cameras to newer models, but cameras installed are functional.
- The Pecan Campus Open Labs Logistics Manager, Technology Specialists, and Open Labs Analyst visited the NAH campus for a tour of the Simulation Center.
- The Pecan Logistics Manager attended the LLSS Student Worker Advisory Group Luncheon Meeting.
- The Learning Commons & Open Labs *Leadership team d*istributed Thanksgiving Goodie Bags to the Open Labs team members as a token of appreciation.
- The Pecan Campus Open Labs Logistics Manager attended the Makerspace Team Meeting and the Makerspace Operations Meeting.
- The Pecan Logistics Manager screened applications for work student interviews scheduled to be held on Monday, 11/20/2023.
- The Learning Commons & Open Labs NAH Campus extended hours start on 11/07/2023- 12/07/2023.
- The Learning Commons & Open Labs NAH staff participated in the Harvest of Health event on 11/15/2023.
- The Learning Commons & Open Labs *NAH Campus* Tour took place on 11/15/2023.
- The Learning Commons & Open Labs Mid-Valley Campus participated in the table booth event on 11/16/2023.
- The Starr County Campus Open Lab L2.102 *w*all was repaired, patched and painted.
- The Learning Commons & Open Labs Maintenance Work Orders placed:
    - MV K1.801 Water Leak Reported.
    - RCPSE PB5A Water Leak Reported
    - RCPSE PB2A Ceiling tile guides missing WO Placed.
    - NAH B1.200-Maintenance Work Order Placed due to bad sewage odor.
- The Learning Commons & Open Labs Mid-Valley Campus replaced 5 Computers.
- The Learning Commons & Open Labs NAH Campus direct-wage staff participated in LLSS Student worker advisory group on 11/16/20223.
- The off-Sites Open Labs Logistics Manager conducted interviews for the Mid-Valley Open Lab Technician position on 11/20/2023.
- The Learning Commons & Open Labs Non-Supervisor Staff signed up for training held on 11/29/2023.
- The Learning Commons & Open Labs CPR and First Aid Training course were set up for 11/30/2023.
- Monthly PDR Report Approved for November 2023.
- The Mid-Valley, Starr County, Nursing and Allied Health, Pecan, and Technology Campus' Learning Commons and Open Labs participated in tours/presentations.
- The Open Labs Logistics Managers began collecting Staff Spring 2024 Schedules, Reviewed Spring Lab Schedules for campuses.
- Starr County Campus held the Employee Appreciation Banquet on 12/06/2023.
- The off-sites Logistics Manager attended the Performance Appraisal training on 12/07/2023.
- The Open Labs Analyst received 144 Dell Monitors of the Computer Replacement Plan. The towers are pending.
- Shipping & Receiving distributed the computers to each campus.
- The Open Labs Analyst provided Purchasing Department a new description of iMacs.
- Two office phones were installed for Pecan Supervisors.
- The Nursing and Allied Health, Mid-Valley and Starr County campuses received new computers.
- The Nursing and Allied Health had the Employee Appreciation banquet on 12/12/2023.
- The Learning Commons and Open Labs End of Semester meeting was held on 12/13/2023.
- The Nursing and Allied Health, Pecan and Technology Campuses began the deep cleaning.
- The Nursing and Allied Health Campus B1216 began setting up 24 new computers to replace old computers.
- 6 of the Learning Commons and Open Labs staff members participated in CPR and First Aid training on 12/14/2023.

Open Labs Presentation Request Statistics:

Campus	Number of Presentations
Pecan	15
Mid-Valley Campus	9
Nursing & Allied Health Campus	8
Regional Center for Public Safety Excellence Campus	2
Starr County Campus	1
Technology Campus	
Total:	**35**

JagPrint - Printing Report

Nov. 01, 2023 to Dec. 31, 2023

Totals			
Type	**Users**	**Jobs**	**Pages**
Printing	6276	30402	190562
Web Printing	3294	22916	70216
Total	9570	53318	260778

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	1381	5763	41132	401	2859	9836	1782	8622	50968
NAH	894	6998	42086	1646	14623	36725	2540	21621	78811
Pecan	2653	10865	71953	1036	4467	19358	3689	15332	91311
RCPSE	71	248	2477	2	8	9	73	256	2486
Starr	532	2131	17170	171	788	3775	703	2919	20945
Tech	745	4397	15744	40	173	513	785	4570	16257

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Report for November & December 2023

Monthly Statistics **November & December 2023**

- Tutoring Sessions:
  - In-Person: 2,077
  - Online: 943
  - In-Class: 444
- Assignment Review: 3,485
- Supplemental Instruction: 713
- Visitors:27,435
- Workshops: 25
- Workshop Attendance: 1285
- Independent Study:2,018
- Starfish Flags addressed: 5,351
- CLE Information Requests: 20

PROJECT HIGHLIGHTS

Institutional Effectiveness & Comprehensive Operational Plan Related Projects

2023-2025 IE Plan Objective 1: Tutor Development Program

Develop Synchronous Trainings in Specific Competency Areas			**Progress: 8%**
IE Plan Objectives: 1	**Action Plan 1 & 2**	**COP:**	**End Date: July 31, 2024**
Specialist and SLA met to start planning Statistics trainings. Pecan Specialist created Calculus 2 content review (Sequences and Series), with plans to integrate into CRLA Teams channel for promotion. A reorganization of responsibilities is underway and will be picked up when we return in January.			
Static Content Training for Students and Staff in CLE Resource Library			**Progress: 5%**
IE Plan Objectives: 1	**Action Plan 3**	**COP2022-23:1**	**End Date: August 31, 2024**
Writing support resources created for RCPSE and NAH students. File storage location is being discussed for all static content moving forward. Math faculty reached out to partner with Pecan CLE on Math Fundamentals resources for tutors. A reorganization of responsibilities is underway and will be picked up when we return in January. RCPSE Libguide is going live this week.			

2023-2025 IE Plan Objective 2: Innovate Methods to Expand Learning Support Services

Integrated Tutoring Pilot			**Progress: 22%**
IE Plan Objectives: 2	**Action Plan: 1,2,5 & 7**	**COP (2022-25) :3**	**End Date: September 30, 2024**
Initial discussions with potential partners continue and current outlook is positive. Met with Math department assistant chairs to introduce the idea of integrated tutoring and identify potential Math faculty teaching upper-level math in spring 2023. A cost sharing option is being introduced into this pilot pending review.			
Details for Cost Sharing Model for Tutoring Staff			**Progress: 10%**
IE Plan Objectives: 2	**Action Plan: 3,4, & 6**	**COP: N/A**	**End Date: December 2023**
Cost sharing model is pending an update with new pay rates. Including the cost-sharing model into the integrated tutoring pilot.			

2021-2023 Plan Objective 2: Expand Online Learning Support Services

Year 4 DHSI Grant Participation			**Progress: 27%**
IE Plan Objectives: 2		**COP (2022-23) 1**	**End Date: August 2024**
Met to discuss focus group report feedback. Set up automatic content-sourcing videos on social media platforms. Provided requested data to the outside evaluator. Continuing to collect data for analysis.			
Evaluating Onboarding Process			**Progress: 75%**
IE Plan Objectives: 2		**COP (2023-2024) 1**	**End Date: December 2023**
Met to discuss new hire feedback regarding onboarding SharePoint. Additional testing with the checking for understanding trainings has commenced. Additional updates are pending. Meeting regarding permissions for the onboarding process was conducted and a solution for delivering new staff access has been established. Evaluation, updates, and revisions have been completed and the process is now used at all CLEs.			

2021-2023 IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024			**Progress: 40%**
IE Plan Objectives: 3	**Action Plan: 1-4**	**COP (N/A)**	**End Date: September 2024**
Met to review survey questions and potential survey updates for current semester. Survey is finalized and schedule for release is pending. The survey is now open and collecting responses set to close 12/15/2023. One hundred and nine responses have been collected thus far.			

2023-2025 IE Objective 4: Cultivate Positive Organizational Culture

Cultivating Inviting CLE Spaces			**Progress: 13%**
IE Plan Objectives: 4	**Action Plan: 3 & 4**	**COP (N/A)**	**End Date: September 2024**
Further discussions with the art department have yielded preliminary ideas and a meeting is being scheduled for the week of the Oct 23. NAH is expanding their "Give What You Can, Take What You Need" wall to include "Remember Your Why" wall addition. The Team has decided to prioritize the Starr campus CLE and initial contacts will be established in January.			
CLE Staff Achievement Recognition			**Progress: 60%**
IE Plan Objectives: 4	**Action Plan: 5 - 9**	**COP (N/A)**	**End Date: August 2025**
Vendor for perpetual plaque is being researched. Team met to discuss rank pin bars. A design is currently in the works and a local vendor has been identified. November and April have been identified to check in with graduating staff to award CLE graduation cords. Ordering cords for this semester's graduates. Cords have been passed out to graduates. New leads on this project have been assigned.			

2023-2025 IE Objective 5: Refine Process for Data Collection

Refine Process for Data Collection **IE Plan Objectives: 5** **Action Plan:1-7** **COP (N/A)**	**Progress: 13%** **End Date: September 2024**
The initial brainstorm for refining CLE data processing and practices began. Meeting has been scheduled for Sept. 19th. Inventory of all CLE data collection was taken. Next meeting for December has been planned. Staff members attended conference sessions on data collection methods and assessment plans and processes. Discussed data collection targets; follow up meeting scheduled for February.	

General CLE Projects

CLE Marketing Fall 2023	**Progress: 95%** **End Date: December 2023**
Library Trick or Treat events at Pecan, MVC, Starr, RCPSE, and NAH. Game Days at Tech, Starr, and Pecan. Dia De Los Muertos event at Pecan. Tech CLE Pumpkin Contest winner announced. Collaborated with RCPSE Library for Breast Cancer Awareness Month tabling. NAH assisted with the ADN orientation for Spring 2024 semester reaching approximately 200 students. The CLE is hosting a district wide workshop for LVNs covering time management and note taking topics. Pecan CLE hosted tours for classes and high school students. Jag academy tours also in progress viewing CLE spaces across the district. Starr CLE is being toured by Rio and San Isidro High Schools. Dosage calculations workshops have supported incoming ADN students and NAH CLE also supported the Harvest of Health Event. Marketing flyers created for Finals Countdown Workshop. All marketing initiatives for the semester have been completed. Planning for tabling for admissions for next semester has already begun.	
Tutor Training FY 2023-2024	**Progress: 40%** **End Date: August 2024**
Goal Setting CRLA training held on Nov 3. Meeting assigning trainings and projects for Spring 2024 Tutor Training Day was held. Final prep meeting scheduled for Dec. Supplies for training day are currently being collected (The ducks have arrived and sumo suits pending). The final planning meeting for Tutor Training Day was held. CRLA Level 3 Conflict Resolution training has been scheduled for Jan 19th. Critical Thinking training is being adapted to utilize TutorLingo.	
CLE Website Updates	**Progress: 15%** **End Date: May 2024**
Met to identify redundancies in FAQ and Rules and Guidelines tabs. Supplemental Instruction website information is being adapted into a video format to be posted with the CLE updates. Everyone has been progressing on their respective assignments. The Systems and Apps Team has provided updated pages in a test environment for review. Assignments have been made to review specific pages, due January 10th.	

EVENT HIGHLIGHTS

CLE Game Days **Event Date: November 2, 2023**

STC Centers for Learning Excellence held a game day on Dia De Los Muertos at STARR campus. The event encouraged students to enjoy a day of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

Student Success Workshop Series **Event Date: November 15 & 28, 2023**

The Center for Learning Excellence (CLE), Distance Learning, and Library offered a series of workshops to help students get the most out of their classes.

The CLE Academic Coaches presented on the last workshop that featured Finals Prep for over 120 students. The series has presented the following topics: Effective Note-Taking, Intro to the Library, Effective Searching, Interactive Reading, and Understanding Credible Sources. Over 800 attendances were recorded during these beneficial workshops across the district. Students participating in the NTIA grant, which provided 350 students with hotspots, have also attended these workshops.

ADN Bootcamp & Dosage Calculations Workshops **Event Date: November 2023**

CLE Game Days	Event Date: November 2, 2023

STC Centers for Learning Excellence held a game day on Dia De Los Muertos at STARR campus. The event encouraged students to enjoy a day of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

Student Success Workshop Series	Event Date: November 15 & 28, 2023

The CLE staff presented on several topics such as Professionalism, Time management, and Organization at the AND Bootcamp in November.

In addition, multiple Dosage Calculation workshops were held in November for the new Associate Degree Nursing program at the Nursing and Allied Health CLE. There were over 348 attendees for these workshops throughout the month. Students reviewed concepts such as Dimensional Analysis, Grains, Measurements and Abbreviations, and much more!

CLE Game Days	Event Date: November 15, 2023

NAH CLE participated in the Harvest of Health event. Students were encouraged to bring their family and friends to learn more about the health programs at STC and participate in a series of fun activities such as loteria, a haunted house, a massage bar, dance therapy, and more! The event was free and open to the public.

Orientation Presentations for Dual Enrollment Students	Event Date: December 11-15, 2023

The Center for Learning Excellence (CLE) hosted several dual credit/enrollment orientations. The MVC CLE provided a location to orient the new students starting courses in Spring 2024.

Students learned about a variety of resources and departments at South Texas College and became familiar with the location of support services. The CLE conducted several presentations at the orientation.

Employee Appreciation Banquet	Event Date: December 2023

The Center for Learning Excellence staff across the district attended the Employee Appreciation Banquet and networked with several colleagues from other departments.

The event marked a special occasion in celebrating 30 years for South Texas College!

MEETING HIGHLIGHTS

- Met with Starr full-time SLA
- Met with System and Application Librarian
- Met with BSN Academic Coach

- Met with ADN Advisor
- Met with Pharmacy Tech faculty
- TLAR article planning
- LLSS Coordinator meeting
- South Texas College Monthly Touchpoint
- DHSI Focus Group Report Review
- Employee Feedback on Onboarding Site Review
- South Texas College AccuCampus Demo
- Go2Knowledge Show & Tell
- Goal Setting Meeting with SLA
- CTE Support Meeting for HVAC
- Onboarding SharePoint Site Feedback Review
- CTE Support Expansion Meeting with Building Technologies (HVAC, ELPT, CS) Program Chair
- OER Portal Design Update Meeting with Librarian OER Liaison
- Tech CLE Computer Update Meeting with OL Supervisor
- Tech CLE Admin Meeting with DW Specialists
- Website Update Meeting with STARR and MVC Coordinator
- LES met with RCPSE SITE Administrator
- LESSLA Meeting
- Spring 2024 Tutor Training Day Planning Meeting
- Perkins CLNA Update Meeting
- OER Portal Update Meeting
- SI/ET Final Survey Check
- Met with Full time SLA's
- Run-through of Time Management & Note Taking
- PCN Budget Discussion
- Ombuds Meeting
- Met with ADN Academic Coaches
- Met with Pharmacy Tech Chair
- Starfish Data Meeting
- Academic Coaching Meeting
- Met with Simulation Specialist
- FT SLA Meeting
- LESSLA Meeting
- Met with OTA faculty
- Met with Pharmacy Tech Chair
- Met with resp. Chair
- Met with Open Labs
- Met with ADN Advisor
- 4C TLAR article planning
- LLSS Student Worker Advisory Group Meeting
- LLSS Administrator Meeting
- ILC
- Teams Permissions Meeting
- Tech CLE Software Update Meeting with Open Labs
- EPA Workshop Planning meeting with HVAC Program Coordinator
- LLSS Training Tracking on SharePoint Planning Meeting
- AI Workshop for Students Planning Meeting
- Vocational Nursing Cohort Meeting
- Academic Coaching Meeting
- CLE Website Update Meeting
- Met with student success specialist
- Met with ADN advisor
- Met with PCA chair
- Search committee interviews
- Website Usability study follow-up
- Integrated Tutoring project update

- RCPSE Support Meeting
- Met with ADN advisors
- Met with Open Labs
- Met with NAH IT
- Spring 2023 NTIA Workshops Meeting
- Screenpal Testing Meeting
- CMC Quarterly Meeting
- CLE Teams Development
- CLE Admin Team Development Meeting
- RCPSE Workshop Planning Meeting
- Met with OTA Chair
- Met with ADN Advisors
- Met with LVN Advisor
- Met with Open Labs
- Met with RCPSE Specialist
- RCPSE Workshops Meeting
- Tutor Training Day Meeting
- Upswing Monthly Meeting
- Spring 2023 VN Workshops Meeting
- Academic Coaches Meeting
- Met with Open Labs Supervisor and Librarian
- Met with Dual Credit Enrollment Coordinator
- Tutor Training Day Prep Meeting
- CLE Teams Development
- CLE support for Distance Learning Quality Matters Certification
- ACTLA conference proposal planning
- TLAR 4C article planning
- Generative AI Committee
- TxNCLCA Conference Planning
- Perkins process updates
- Met with ADN Faculty
- Met with PTA Chair
- Met with Pharmacy Tech Chair
- Met with OTA Faculty
- Met with Open Labs
- RCPSE Leadership Meeting
- 4C Website development
- AI Literacy Project Planning
- Met with RCPSE Specialist on SLA Hiring Process
- RCPSE Leadership Meeting
- RCPSE Workshops Meeting
- IE Data Objective IV Meeting
- Academic Coaches Meeting
- NAH LES Hiring Committee Meeting
- Mid Valley LLSS Coordination Meeting
- Meetings with Staff on TTD preparations
- CLE, OL and Library Collaboration Meeting 12/13

TRAINING HIGHLIGHTS

- Perkins Basic Workshop I
- Navigating Instruction in the Age of Generative AI
- CRLA Training: Goal Setting
- Training on CASAS Reading GOALS Test
- Adulting 101: Disinformation and Misinformation on Social Media
- Identifying & Responding To Aggressive Student Behavior: Proactive Intervention Strategies
- 10 Technology Tools To Promote Active Learning & Engagement
- The Future of Syllabus Design: Leveraging ChatGPT for Engaging, Tailored Content

- SharePoint Settings and Permissions Training
- Beyond Traditional Tutoring: How Online Innovations Are Elevating Student Engagement
- Building Bridges for Dual Enrollment: Creating An Online Orientation For Academic Success
- Mini Session: Creating Effective Communications for the Online Classroom with ChatGPT
- Assessing Social Media's Impact on Mental Health: How to Intervene & Support Struggling Students
- 3D Printing Workshop
- Non-Supervisory Staff Training Debrief
- 5 Trends Impacting TRIO College Programs
- Assessing Social Media's Impact on Mental Health: How To Intervene & Support Struggling Students
- Leveraging ChatGPT for Tutor Training & Success
- Holistic Leadership: Prioritizing WellBeing for Impactful Educational Outcomes
- FactChecking ChatGPT Using CREDO
- Leveraging ChatGPT for Tutor Training & Success
- Education & Generative AI Roundup
- Microsoft Power Users Training
- Mental Health Training
- Healing-Centered Engagement Academic Coaching Training

EVENT HIGHLIGHTS

- Student Activities Trick or Treat Event
- Starr CLE Game Day
- Tech CLE Game Day
- Pecan CLE Game Day
- Library Halloween Open House
- Library Trick or Treat Event at MVC
- Library Trick or Treat Event at Starr
- Tabling at Student Activities Event at Starr
- Cancer Awareness Month collaborations with Library at RCPSE
- PCN CLE Game Night
- Dia de Los Muertos Altar Competition
- Tech CLE Pumpkin Decorating Contest
- ADN Orientation
- Dosage Calculation Workshops
- Mid Valley LLSS Coordination Meeting
- Jaguar Academy Faculty and Staff
- Rio Grande City and San Isidro High School
- VN Workshop Time Management and Note-Taking District-Wide
- La Villa ISD College Algebra tutoring
- La Villa High School Group Tutoring
- Dosage Calculations Workshops
- Harvest of Health
- HVAC EPA Exam Prep Workshop Series
- Coffee With A Cop
- Finals Prep Workshop
- ADN Boot Camp
- PSJA High School Tour
- Tabling: Paint Away Your Stress
- Starr County Campus Holiday Banquet
- Participated in OTA Final Checkoff
- Employee Appreciation Banquet | Pecan + Plaza Campus
- OLLU Signing Ceremony
- Employee Appreciation Banquet
- Emerging Technologies Academy Pilot Graduation
- Administrative Staff Holiday luncheon
- CLE Holiday Lunch
- ET Holiday Luncheon
- Starr Campus CLE Services Presentation to Mentors and Workstudies.

- MVC Employee Appreciation Banquet
- Dual Credit High School Presentations (Mercedes, Donna, Weslaco, Edcouch & Elsa)

PROJECT COMPLETION HIGHLIGHTS

- CLE Mission Statement Update, Review, & Promotion
- Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2022-2023
- Year 3 DHSI Grant Participation
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

Strategic Initiatives

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Procurement of It Equipment Progressing

Developing Hispanic-Serving Institutions (DHSI) Grant

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator (09-23-2022)
Scope: Implementation of Four DHI Grant Goals
Status: Year 3 Annual Report Preparation
Ongoing Work: Planning for Year 4-5 Improvements and Budgets
InsideTrack Management Support Contract for Year 4
Carry Over Budget Expenditure

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:	JANUARY 30, 2024
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER 1, 2023 THROUGH DECEMBER 31, 2023

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
- Student Affairs and Enrollment Management Division Leaders meetings
- Instruction and Development Program Manager Interviews
- South Texas College – Workday Project Implementation Team Kickoff
- Annual Employee Appreciation Luncheons – Pecan, Technology, Nursing & Allied Health, STARR and Mid-Valley Campuses
- South Texas College Annual Administrative Holiday Luncheon
- Valley Initiative for Development and Advancement (VIDA) Gala

ATTENDED

- Degree Reclamation meeting
- Oscar Martinez – IDEA Memorandum of Understanding approved
- Family Educational Rights and Privacy Act (FERPA) Notification/Handbook Notification
- Military Friendly
- Counselor Update 2023

- CC for International Development
- Quality Enhancement Plan (QEP) Process with Dr. Fernando Chapa
- Collaboration Agreement – Universidad Autónoma de Tamaulipas
- Emergency Medical Services and South Texas College Promise Check In
- LASS 2.0 Excelencia Virtual Session
- Apprenticeship Summit
- Recruiting Process for Law Enforcement and Firefighters
- Institutional Leadership Council (ILC) meeting
- IEP Plan for 2021-2023
- Bert Odgen Arena walkthrough
- Ambassdor meeting
- Cosmetology Graduation
- Student Exchange and Visitor Information System (SEVIS) Recertification
- Higher Education Emergency Relief Fund (HEERF) I,II,III – 2023 Q1 & Q2 Revisions
- Military Outreach Discussion
- South Texas College Employee Recruitment
- Our Lady of the Lake University and South Texas College Signing Ceremony
- Dr. Torres at University of Rio Grande Valley School of Social Work & Mission Rotary Club
- Focus Groups
- South Texas College Graduation Alliance meeting with Wendy
- ET – Academy Pilot Graduation Ceremony
- Generative AL Committee
- Workday Student Project Update
- Review Sales Training with Dr. David Plummer
- Prosperity Task Force /South Texas College meeting
- South Texas College/Workday Introductions
- Endo of the Semester Advising Department Debriefing
- South Texas College and NVision Introduction meeting
- Texas A&M Engineering Academy (TAMU) McAllen visit

ENROLLMENT SERVICES AND REGISTRAR

During the month of **November 2023**, staff in the Office of Admissions and Records (OAR) performed many different tasks, including but not limited to:

- **_9773_** students have registered for Spring 2024 semester, since registration opened on October 2, 2023 after OAR processed the required documents and cleared the students to register.
- 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 **_401_** chat sessions during November 2023.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, Institutional Leadership Council meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as TACRAO Conference, ILP SaaS Testing, Evaluation RFQ 24-009 Video Production Services for Fall 2023 Commencement Ceremonies, STC - CIW Working Session; Finalize CIW, Snapshot Review, BUGs Committee, STC - Workday Project Implementation Team Kick-Off, College-Wide Curriculum Committee Meeting, Bert Ogden Arena Walkthrough.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- 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.
- Specialists downloaded, reviewed and verified **__5615__** Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during November 2023.
- STC has **_45_** international students enrolled for Spring 2024 semester.
- Processed **_163_** course substitutions and exceptions in DegreeWorks during November 2023.
- Processed grade changes for **_44_** students during November 2023.
- Processed reinstatement requests for **_28_**students during November 2023.
- Processed schedule change requests for **_3113_** students during November 2023.
- Processed **_4826_** high school and **_256_** college/university transcripts during November 2023.
- Evaluated **__199__** transcripts from other colleges and universities during November 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_3387_**STC transcripts during November 2023.
- Scanned and indexed **_2381_** documents submitted by students during November 2023.
- 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.

During the month of **December 2023**, staff in the Office of Admissions and Records (OAR) performed many different tasks, including but not limited to:

- **_22163_** students have registered for Spring 2024 semester, since registration opened on October 2, 2023 after OAR processed the required documents and cleared the students to register.
- 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 **_373_** chat sessions during December 2023.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, Institutional Leadership Council meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as BUGs Committee, STC Annual Administrative Holiday Luncheon, College Wide Curriculum Committee Meeting, Workday Student Project Update, Microcredentials Development & Reporting (MDR) Status Meeting, South Texas College / Workday Intros, SACSCOC 12.1 Review (DC Enrollment & Support Services).
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- 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.
- Specialists downloaded, reviewed and verified **__2576__** Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 2023.
- STC has **_68_** international students enrolled for Spring 2024 semester.
- Processed **_82_** course substitutions and exceptions in DegreeWorks during December 2023.
- Processed grade changes for **_61_** students during December 2023.
- Processed reinstatement requests for **_3_** students during December 2023.
- Processed schedule change requests for **_29_** students during December 2023.
- Processed **_2279_** high school and **_234_** college/university transcripts during December 2023.
- Evaluated **_188_** transcripts from other colleges and universities during December 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_2208_** STC transcripts during December 2023.
- Scanned and indexed **_1743_** documents submitted by students during December 2023.
- Sent daily electronic *Acceptance Letters, Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates.
- Coordinator Anna Barrera held interviews for the vacant Financial Aid Specialist position November 1st & 2nd
- New hire orientation for FA work studies was held November 9th
- Veteran Affairs assisted with the Veteran Day Ceremonies held in Pecan, Starr and Mid-Valley.
- Federal Student Aid held Live Sessions for the new 2024-2025 FAFSA, staff was assigned to attend.
- Student Financial Services from all campuses met on December 8th at the Pecan Campus from 12:00 to 2:00 for the employee appreciation luncheon provided by Director and Coordinators.
- Veteran Affairs staff met to discuss VA Educational Benefits updates
- SFS Outreach Specialist Ariana Valenzuela & Irene Rodriguez assisted with 22 Financial Aid events in November and 9 events in the month of December.

STUDENT ENGAGEMENT & COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- The Student Completion Services (SCS) Department is targeting more than **5,700** students through its re-recruitment efforts for Spring 2023 enrollment. This includes **3,902** students who stopped out in the last academic year and **1,803** students who applied for Fall but did not enroll. As of this report, staff has enrolled **153** students and is assisting **662** additional students who have submitted inquiries. Additional communications, including outbound calls and mobile messaging campaigns.
- SCS staff continues to assist with the enrollment of adults in academic programs. As of this report, SCS has received **935** inquiries from students interested in enrolling in Bachelors, Public Safety, and other programs. A total of **131** students have been enrolled and staff are assisting an additional **172** students who submitted inquiries.
- Department is working with the Council of Adult & Experiential Learning (CAEL) and CollegeApp to launch a social media campaign targeting adult learners in Hidalgo and Starr counties. The campaign will be conducted through Meta including Instagram and Facebook starting March and ending in May and SCS staff will work closely with the Public Relations & Marketing Department to assist prospective students.
- Department is working with the Office of Research and Analytical Services to prepare for the launch of a student survey of adult learners at South Texas College. The survey will assess different areas of the college based on CAEL'S Allies Framework, including organizational capacity and the overall student experience. The survey will help to identify areas of strength and opportunity as it relates to adult learners.

SNAPSHOTS

Council for Adult and Experiential Learning (CAEL

Department staff attended the Distinguished Learning Academy (DLA) sessions during the month of October 2023

Jaguar Academy

Department staff presented at the Council for Adult and Experiential Learning's (CAEL) National Conference during the month of November 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	52
Associates in Fire Science Technology	13
Bachelor in Computer and Information Technologies	40
Bachelor of Operations Management	37
Bachelor in Organizational Leadership	93
Bachelor in Medical and Health Services Management	31
Basic County Corrections Academy	41
Firefighter Academy	62
Police Academy	226
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	18
Public Administration	7
Cosmetology	315
YTD Total	935

Event	Agency	Date	Total Attendees
Law Enforcement Information Session	Rio Grande Valley Edinburg Sector	11/01/2023	20
Law Enforcement Information Session	Rio Grande Valley Edinburg Sector	11/15/2023	10
Fire Recruitment Presentation	Edinburg Central Fire Station	11/29/2023	14
Law Enforcement Information Session	Rio Grande Valley Edinburg Sector	11/29/2023	10
Law Enforcement Information Session	Rio Grande Valley Edinburg Sector	11/30/2023	12
		Total	66

Student Appointments	
Total	**243**

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2022 - Fall 2023 Stop Outs	3,902	378
Applied for Summer/Fall 2023, Did Not Enroll	1,803	284
YTD Total	**5,705**	**662**

MEETINGS / EVENTS

- Student Completion Services Weekly Staff Meetings
- Student Completion Services Weekly Coordinator Meetings
- Student Completion Services Weekly Supervisor Meetings
- Student Completion Services Monthly Department Meeting
- Enrollment Case Management Review Weekly Meeting
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- South Texas College (STC) and InsideTrack Solutions Consulting Meeting #5
- S-Max Stop-Out Enrollment Campaign Meeting
- South Texas College (STC)/IDEA Collaborative Meeting
- Prosperity Task Force: College Stop-Out Program
- Institutional Planning & Effectiveness Committee
- Meeting with Financial Aid Staff
- Latino Adult Student Success (LASS) 2.0 Excelencia Virtual Session #2
- Education & Workforce Development Committee Presentation
- Apply Texas Webinar
- STC, Council for Adult and Experiential Learning (CAEL) & CollegeApp Check In
- Apprenticeship Summit
- InsideTrack: Updated Proposal for Foundational Coach Training
- Link Up & Lead - Networking Lunch for DLA
- Outbound Calls Meeting
- Institutional Leadership Council Meeting
- Degree Reclamation Meeting
- Degree Reclamation Committee Meeting
- Cosmetology Graduation
- New Sharepoint Site Overview Meeting
- Our Lady of the Lake University Signing Ceremony
- Reconnect Website Project Overview
- Teach Us Texas Signing Ceremony
- Graduation Alliance Update

- Education Meeting with South Texas College (STC)
- STC Solutions Consulting Meeting 6
- Fall 2023 Commencement Ceremonies
- New Sharepoint Site Overview
- Prosperity Task Force/South Texas College (STC) Meeting
- Process Mapping of GED/Continuing Ed Student Enrollment Process
- Adult Learner Framework - Core Team Meeting
- Degree Reclamation Committee (DRC) Meeting

PROFESSIONAL DEVELOPMENT

- Distinguished Leadership Academy (DLA)
- Jaguar Academy
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Conference
- 2023 Strategic Enrollment Management (SEM) Conference
- Employee Appreciation Banquets
- Performance Evaluations - Supervisors Seminar
- STC Annual Administrative Holiday Luncheon

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report November and December 2023					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2023**
Pecan Campus	**75**	**315**	**136 (43%shown)**	**ACT**	**271**
Mid-Valley	**60**	**57**	**54 (95% show)**	**TSI EXAM**	**79**
Starr Campus	**35**	**17**	**14 (82% show)**	**TSI EXAM**	**25**
Pecan Plaza	**101**	**132**	**116 (88% show)**	**GED/ PEARSON**	**294**
Pecan Plaza		**357**	**246 (69% show)**	**TSI EXAM/ includes TSI Online**	**396**
Pecan Plaza		**30**	**29 (97% show)**	**TCOLE/TCFP Proctored Exams**	**73**
Pecan Plaza		**223**	**195 (87% show)**	**HESI**	**364**
Mid-Valley		**126**	**115 (91% show)**	**HESI**	**185**
Mid-Valley		**3**	**3 (100%show)**	**TCFP Proctored Exam**	**31**
Starr		**45**	**43 (96%show)**	**HESI**	**62**
Starr				**TCFP**	**8**
TOTAL:	**271**	**1305**	**951 (73% show)**		**1,788– All Campuses YTD**

TSI 2.0 PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (11/01/2023 – 12/31/2023)		**Year To Date (09/01/2023 - 12/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	44	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	73
Developmental Ed (945+ 0-4 Essay)	28		44
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	9	ELAR Diagnostic Level 5	15
ELAR Diagnostic Level 4	72	ELAR Diagnostic Level 4	115
ELAR Diagnostic Level 3	30	ELAR Diagnostic Level 3	66
ELAR Diagnostic Level 2	16	ELAR Diagnostic Level 2	27
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**199**	**Total**	**340**
Mathematics College And Career Readiness			
Monthly (11/01/2023- 12/31/2023)		**Year To Date (09/01/2023 – 12/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	52	**College Ready (950+ or 910+ & 6+ Diag)**	77
Mathematics Diagnostic Level 5	16	Mathematics Diagnostic Level 5	20
Mathematics Diagnostic Level 4	85	Mathematics Diagnostic Level 4	137
Mathematics Diagnostic Level 3	53	Mathematics Diagnostic Level 3	91
Mathematics Diagnostic Level 2	27	Mathematics Diagnostic Level 2	45
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**233**	**Total**	**370**
Data retrieved from College Board Accuplacer			
Date: 01/09/2023			

PROJECT MANAGER

Creation of Student Enrollment Survey

Anonymous survey for Pecan Campus to garner feedback from current and potential students as they visit campus to enroll for Spring Classes. Primary focus will be enrollment services department and identification of weaknesses withing the process. Feedback will be utilized in the development of improvement trainings and opportunities for departments to enhance quality of service and meeting the needs of students. Working with Public Relations team to develop small flyers that include QR code to access survey with official College colors and logo.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Annual Counselor's Update 2023
- Student Mentor Training and Meeting
- Deep South Texas Financial Literacy Alliance Meeting
- GEAR Up Goes to College Workshop
- Quinta Reunion Annual 2023 Mexican Consulate at Dallas, TX
- McAllen Christmas Parade
- Financial Aid Training
- Student Mentor Professional Development
- Gear UP Facilitator Training
- Annual CIVSA Meeting at Atlanta Georgia
- Social Intents Training Professional Development

RECRUITMENT

- Individual Student Appointment – 14 appointments
- Vanguard Beethoven Secondary – Recruitment Presentation
- Hope Home School at Maranatha Baptist Church – College Fair
- Senior Parent Night at Hidalgo Early College High School – Community Outreach
- Roma High School Trunk or Treat – Community Outreach
- E.C.I.S.D Migrant Department at Edinburg North High School – Recruitment Presentation
- South Texas ISD Virtual Academy – Virtual Recruitment Presentation
- Lamar Academy – FSA ID Drive
- IDEA Rio Grande City Academy – Career Fair
- Edinburg North and Johnny Economedes High School – Recruitment Event
- South Texas ISD Health Professions – Table Setup
- SPED Unit Transition Fair – College Fair
- Mexican Consulate Ventanilla Recruitment
- Juarez-Lincoln High School at Pecan Campus– Fast Track
- Santa Maria High School – Recruitment Presentation
- Donna North High School – Recruitment Presentation
- Career Fair at Pecan Campus Jaguar Experience – Table Setup
- Mercedes Academic Academy – Application Drive
- Progreso High School – Application Drive
- PSJA North Early College High School – Campus Visit
- Nikki Rowe High School – Recruitment Presentation
- Donna North High School – Transitional Fair
- Valley View High School – College Fair
- Santa Rosa High School – Apply Texas Drive

- Roma ISD College and Financial Aid Information Night – Table Setup
- Ann Richards Middle School – Career Fair
- La Joya High School – Campus visit
- Rio Grande City High School – STARN College Fair
- John F Kennedy Elementary – Recruitment Presentation
- Premier High School – Career Fair
- Cesar E. Chavez High School – College Fair
- La Feria High School – Recruitment Presentation and Application Drive
- Harvest of Health at NAH Campus – Table Setup
- Career Fair at Starr Campus Jaguar Experience – Table Setup
- Palmview High School – Recruitment Presentation and Table Setup
- McAllen ISD The Gala Special Events – Community Outreach
- Mercedes High School – College Fair
- GEAR Up Parent Meeting at Hacienda El Manantial – Community Outreach
- Progreso High School – College and Career Fair
- Mexican Consulate Ventanilla Recruitment
- Roma High School – Apply Texas Drive
- PSJA CCTA – Apply Texas Drive
- Dr. Mario E. Ramirez Elementary – Career Day
- Valley View Independent School District – Parent Recruitment Presentation
- Edcouch-Elsa ISD High School – Parent Recruitment Presentation
- La Joya High School – Recruitment Presentation
- Ida G. Diaz Junior High School – Recruitment Presentation
- La Joya High School – Fast Track
- PSJA North High School – Apply Texas Drive
- Edinburg North High School – Apply Texas Drive
- Early Child Development – Recruitment and Apply Texas Drive
- Veterans Memorial High School – Recruitment Presentation
- La Joya ISD Gear UP – Financial Aid ID Drive
- Jose Borrego Middle School – College Fair
- La Villa High School – Community Outreach
- Chacon Middle School – Career Fair
- PSJA College, Career & Technology Academy – Financial Aid & Apply Texas Drive

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 3 Inquiries
- Pecan Campus
  - Youth Connection Project Brownsville ISD – 45 visitors
  - IDEA Public School – 7 visitors
  - Region One – 80 visitors
  - IDEA Quest – 84 visitors
  - PSJA Memorial High School – 60 visitors
  - Lyford High School – 45 visitors

- NAH Campus
  - Rio Grande High School – 40 visitors
  - Vanguard Academy Parents – 40 visitors
- Technology Campus
  - Rio Grande High School – 40 visitors
  - McAllen ISD Migrant Education Program – 40 visitors
  - Vanguard Academy Parents – 40 visitors
  - IDEA Rio Grande City – 25 visitors
  - Leadership McAllen – 50 visitors
- Starr Campus
  - Jaguar Academy – 40 visitors
  - Biology Department Starr Outreach Event - 150 visitors
- Mid Valley Campus
  - Region One Office of College Career and Life Readiness – 50 visitors
  - Region One Office of College Career and Life Readiness – 36 visitors
  - Edcouch Elsa High School – 45 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 10,089

Mongoose Text Campaigns

Campaign	**# Reached**	**# Students replied**	**# Replies**
A&M Presentation 12.18.23	1256	1	1

Radius

Campaign	**Emails Sent**	**Emails Viewed**	**Total Counselors**
2023 Counselor Update- Follow Up	69	55	72
Spring 2024 SBS Child Development	169	99	172
Spring 2024 SBS Education	506	292	524
Spring 2024 SBS Child Psychology	343	177	354
Spring 2024 SBS Kinesiology	209	110	220
Spring 2024 SBS Criminal Justice	600	330	624
Spring 2024 SBS Political Science	43	27	44
Spring 2024 SBS Anthropology/Social Work/Sociology	200	110	207

Annual Counselor's Update 2023

The Recruiter Specialist from College Connections recently visited IDEA Rio Grande City Academy for a dynamic Career Fair.

Career Fair at IDEA Rio Grande City Academy

The College Connections Department successfully hosted this year's Annual Counselor's Update, warmly welcoming approximately 100 counselors from across the Rio Grande Valley. These dedicated professionals are valued partners in our shared commitment to education.

Career Fair at Pecan Campus

The College Connections Coordinator recently had a media interview with Televisa, emphasizing affordable tuition, quality education, and over 130 available programs in a brief yet insightful interview.

action, he engaged students in informative conversations, shedding light on the exceptional programs our college has to offer.

Media Interview with Televisa

Edcouch Elsa High School recently visited our Mid Valley Campus for an engaging and informative tour. Approximately 45 students had the opportunity to explore and experience all that our campus has to offer.

College Fair at Alvarez Elementary

Lisa Turrubiates, our dedicated College Connections Specialist, played a pivotal role at the College Fair hosted at Alvarez Elementary. She delivered an insightful recruitment presentation, sharing valuable information to prepare future Jaguars for their college journey.

Mid Valley Campus Tour with Edcouch Elsa High School

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1894	Student Contacts, Outreach & Virtual Appointments
91	CTE Student Contacts
98	Student & Alumni Registered on CCN
65	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
80	Jobs posted to CCN
1	Workshops Presented
114	Resumes Reviewed Online by Employers via CCN
3218	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Admiral Physical Therapy
- Camp Cody
- City of South Padre Island
- DOC-AID
- Entravision Communications
- FlexTrades
- Gartner
- Grupo Telco LLC
- HOLY FAMILY SERVICES, Inc.
- JPAR Real Estate
- LogistiK Xpress, LLC
- McAllen Pregnancy Center

- NAFT FEDERAL CREDIT UNION
- Radio United LLC
- San Benito CISD
- ScribeAmerica
- Sharon Wells Mathematics Curriculum Inc.
- Total Computing Solutions of America, Inc.
- TryFacta
- U.S. Probation
- Workforce Solutions

Presentations/Workshops

- Interview for Success TEAMS Workshop

Employer Outreach

- Fair Trade Outsourcing
- County of Hidalgo

Employer Registrations

- Admiral Physical Therapy
- DBR Engineering Consultants, Inc
- DOC-AID
- Grupo Telco LLC
- Hess Air Inc
- HOLY FAMILY SERVICES, Inc.
- LogistiK Xpress, LLC
- NAFT FEDERAL CREDIT UNION
- Project Destined
- San Benito CISD
- ScribeAmerica
- Shift Markets

Coordination of Upcoming Events

- Orientation sessions

Meetings & Miscellaneous information

- CES coordinated and hosted the **STC 2023 Jaguar Experience/Career Exploration Day.** This event was held at the Mid-Valley and Pecan Campuses and provided a means for students to connect with STC programs that they may have an interest in exploring. The event also provided an opportunity to allow students to meet with program faculty and interact directly with representatives from the different fields of study. Approximately 24 representatives from the educational, engineering, government, computer information, engineering, manufacturing, medical, law enforcement, construction, technical, business and automotive programs participated in the event. Students were able to discover new courses of study, ask questions and seek new leads.
- Career and Employer Services coordinated with the Ford Motor Company to promote employment opportunities being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.

- Career and Employer Services coordinated with the U.S. Probation Office to promote an employment opportunity being offered by their agency. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Entravision to promote employment opportunities being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with San Benito CISD to promote an employment opportunity being offered by their school district. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Assisted Fair Trade Outsourcing with their on campus recruiting efforts.
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the "single sign-on" feature.
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Financial Wellness, and updating resumes.
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Update CES website for CES open workshops
- Adjusted CES marketing on social media platforms
- Coordinated on campus recruitment events with various private sector organizations
- Coordinate upcoming Spring 2024 Career Services Workshop Calendar
- Program interactions on Career and Employer Services and Financial Wellness.
- Assisting program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for November and December 2023.
- CES conducted a Financial Wellness workshop via TEAMS
- CES staff continues to seek and conduct research for a replacement platform for Big Interview.
- Coordinating the distribution and tracking of 2000 Financial Wellness kits for students who have completed the required online workshop module
- CES contacted students, via mass email, who completed the two required courses on the iGrad Financial Wellness platform to inform them to pick up their Financial Wellness Tool kit.
- CES staff updated, tracked and cleaned the exported student module completion data from the iGrad platform, prior to sending out mass email to ensure that toolkits are received only by those students who completed the two required courses.
- Compiled career services events data for CTE tech manager for equity and access
- CES continues to coordinate with iGrad to update the STC website by modifying the iGrad program link in 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.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services continues to participate in the Institutional ePortfolio Taskforce

- Compiling, preparation and submission of FY23 Biannual Grants Department Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted Threads Fall Donation Drive marketing.
- CES staff continues to facilitate resume reviews via College Central Network.
- Contacted, promoted and posted on all CES social media platforms employment opportunities on behalf of various employers
- Created Financial Wellness CTE student outreach materials.
- CES participated in the Hidalgo County Prosperity Task Force Meeting.
- CES is coordinating 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.
- 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 prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES coordinated tech support with CCN representatives for the change to a “single sign on” log on feature in order to facilitate access to the platform on the CES website.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Grants Department.

College Central Network Logistics

College Central Network Logistics

Career Coach

Photos

Prospective STC students receiving enrollment information at the STC 2023 Jaguar Experience

Prospective STC students at the STC 2023 Jaguar Experience

OFFICE OF THE OMBUDS

- Ms. Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- The Office of Student Rights and Responsibilities participated on the Chat GPT & Investigations webinar.
- The Office of the Ombuds set up booths designing magnets at all campuses.
- The Office of Student Rights & Responsibilities distributed Christmas gifts to students.
- The Office of the Ombuds participated on OCR Leading Safe, Inclusive, and Nondiscriminatory Learning Environments During the War in the Middle East: Colleges and Universities webinar.
- Ms. Erica Hansen met with Mr. Andrew Mantle, Digital Service Manager, to discuss Ombuds website.
- The Office of the Ombuds met with CLE representative to go over upcoming presentations.
- The Office of the Ombuds held interviews for Ombudsperson.
- Ms. Maria Alonso attended the 2023 SACSCOC Annual Meeting in Orlando, FL.

BEHAVIORAL INTERVENTION TEAM

- BIT Meeting was held.

OFFICE OF STUDENT CONDUCT

- Ms. Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- The Office of Student Rights and Responsibilities participated on the Chat GPT & Investigations webinar.
- The Office of the Ombuds set up booths designing magnets at all campuses.
- The Office of Student Rights & Responsibilities distributed Christmas gifts to students.
- The Office of Student Conduct participated on OCR Leading Safe, Inclusive, and Nondiscriminatory Learning Environments During the War in the Middle East: Colleges and Universities webinar.
- Mr. Josue De La Cruz met with Mr. Andrew Mantle, Digital Service Manager, to discuss Student Conduct website.
- Ms. Maria Alonso and Ms. Melina Campos participated on the Fundamentals of Threat Assessment & Management (FTAM) webinar.
- Ms. Maria Alonso attended the From Tragedy to Healing: A Focus on Targeted Violence Prevention, Response, and Recovery Conference hosted by the ATAP Rocky Mountain Chapter in Denver, Colorado.
- The Ms. Maria Alonso attended the 2023 SACSCOC Annual Meeting in Orlando, FL.

STUDENT ACTIVITIES AND WELLNESS

- Dia de los Muertos (Mid-Valley)

- Dia de los Muertos (Technology

- Dia de los Muertos Celebration (Pecan)

- STC Student Volunteer with Keep McAllen Beautiful

- 2023 NIRSA Regional Flag Football Tournament at TAMUCC

- Day of the Dead Celebration (NAH)

- Find Your Zen and Create (Pecan)

- Super Mario Mini Games (Technology)

- 2023 Fall Soccer League (Pecan)

- Diabetes Conference (Mid-Valley)

- SGA Meet & Greet (Mid-Valley)

- Veterans Day (Technology)

- Veterans Day (Mid-Valley)

- 2023 3v3 Basketball Tournament (Starr)

- Veterans Day Ceremony (Pecan & NAH)

- Veterans Day (Starr County)

- Balloon Burst (Tehnology)

- Bracelet Making Social (Mid-Valley)

- 2023 Fall 5v5 Basketball League (Mid-Valley)

- Super Mario Day (Starr)

- 2023 Fall 4v4 Coed Sand Volleyball League (Pecan)

- Eras Week Day 1 (NAH)

- Coffee with a Cop (Pecan)

- Jedi Games (Technology)

- Eras Week Day 2 (NAH)

- Fall Plaster Painting (Pecan)

- 2023 Fall Coed Dodgeball Tournament (Mid-Valley)

- Friendsgiving Minute to Win It Battle (NAH)

- Thankful Tree con Pie & Tea (Starr County)
- Grinchmas (Technology)
- Christmas Tree Decorating (Starr)
- Paint Away Your Stress (Pecan)
- Board Game Day (Pecan)
- Canvas Painting (Mid-Valley)
- Jag Day (Starr)
- Harry Potter and the Nursing Students (NAH)
- Jag Day (Mid-Valley)
- Ping Pong Tournament (Mid-Valley)
- Game of Thrones Winter is Coming Trivia (NAH)
- 2023 Fall Coed Sand Volleyball League (Pecan)
- Stress Free Week Day 1 (Mid-Valley)
- Build Your Own Final Survival Kit (Pecan)
- Nightmare Before Finals (Technology)
- 2023 RGV Spikefest Intramural Volleyball Tournament

- The Renaissance Karaoke (Starr)
- Deck the Halls and Decorate an Ornament (NAH)
- Stress Free Week Day 2 (Mid-Valley)
- Melt Your Stress Away (Technology)
  Holiday Karaoke and Stocking Decorating (Pecan)
- 2023 Fall Ping Pong Tournament (Pecan)
- 2023 Fall Ping Pong Tournament (Technology)
- 2023 5v5 Basketball League (Mid-Valley)
- Christmas Karaoke (NAH)
- Fuel Up for Finals (Starr)
- Student Organization Risk Management Training Session
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Commencement Ceremonies

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

November and December 2023	
Special Programs, Other	519
Academic Advising	412
Academic Counseling, Academic Probation, and Academic Suspension	161
Mental Health Counseling	449
Total	1,541

Student Accessibility Services Active Student

Fall 2023	
Active Student Contacts	453

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Technology and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case 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, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- All Access Events
- 504 Meetings
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting

WORKSHOPS/PRESENTATIONS

- Well-Being Clinic
- UTRGV Healthy Mujeres Well-Being Clinic
- Hidalgo County Health Department Vaccination Clinic-Pecan Campus
- What is on your plate?
- Self-Esteem: What Matters Most Is How You See Yourself
- Suicide: Let's Talk About It
- Tips for Academic Success
- Self- Esteem and Self-Awareness
- Stranger Danger
- Ready, Set, Go!
- Eating Disorders
- Visual Vernacular
- Time (Life) Management Skills

PROFESSIONAL DEVELOPMENT

COMPREHENSIVE ADVISING

- **Academic Advising**
    - 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
    - Contacts – total of 4,746 contacts with students were conducted by Academic Advisors and PASS Program Advisors in November and December 2023 including textbook lending and childcare services contacts
    - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services (530 Live Chats in November and December 2023)
    - Participated in review of Enterprise Resource Planning (ERP) Systems – Workday

- **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
    - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support/training to faculty advisors when advising students
    - Updated training content and continued developing specific training in different topics related to faculty advising
    - Provided training to faculty advisors
- **Mentoring Services**
    - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; coordinated with Office of Financial Services to ensure mentors met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the spring 2024 semester; provided professional development training for mentors to ensure they are equipped to assist students; mentors provided peer mentoring at the Starr, Mid Valley, and Technology campuses;
    - **Mentor Program** –Beacon Mentoring for Fall 2023 semester consisted of a total of 12 sections (8 Math 1414 and 4 English) Beacon Mentoring sections comprised of volunteer staff/faculty; mentors contacted students 4 times during the semester to guide them and connect them to resources as needed; recruited mentors for Spring 2024;
- **PASS Program**
    - Staff provided academic advisement to PASS Program participants virtually and in person
    - Staff provided instructional supplements to qualifying students
    - Staff maintained ongoing contacts with students on their caseloads
    - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
    - PASS Manager updated, based on feedback from Grants Office, the Student Affairs & Enrollment Management (SAEM) final report for FY2023 in collaboration with SAEM Directors
    - Staff participated in Perkins Planning Workshop for FY 2025
- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - PASS Manager and Comprehensive Advisement & Mentoring Services Director participated in the FY2025 Carl Perkins Planning Meeting
    - Maintained close communication with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2024 and FY2025 budget as well as services and a more collaborative/cohesive approach in service delivery to CTE students
    - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
    - Met with Perkins Financial Manager to plan details for a Perkins budget amendment.
    - 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 and to update the CLNA as needed

Participated/Training/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; presented a QEP Update at Institutional Planning and Effectiveness Committee (IPEC) meeting and at Institutional Leadership Committee (ILC) to inform the college community of the activities and status of the QEP
- **SACSCOC Fifth-Year Interim Report** – Comprehensive Advisement & Mentoring Services Director is serving as Point-of-Contact (POC) for a portion of the SACSCOC Fifth-Year Interim Report on quality of student services; working with SAEM Directors to compile draft of student support services; Director attended the SACSCOC Annual Meeting; visited the resource room and reviewed prior acceptable submissions for 12.1 standard
- **Guided Pathways –** Comprehensive Advisement & Mentoring Services Director serves as Co-Lead for Guided Pathways and participated in the Fall Institute designed to formulate academic pathways for students

Preliminary Forms

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

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:	JANUARY 18, 2024
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER & DECEMBER 2023

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

Projects Completed or in Progress:

- HACU 3TH Annual Conference
- South Pole Illuminated Festival Press Conference-November 7th
- Cabinet Meeting-November 8th
- Holiday Parade 2023 Press Conference-November 8th
- Collaboration Agreement-Universidad Autonoma de Tamaulipas-November 8th

- Veteran's Day Honors-November 9th

- McAllen Careers Institute & STC Meeting-November 9
- Shooting for Success Skeet Shoot-November 10th
- TRIO EOC Certificate Program & GED Recognition-November 14th
- Board Committee Meeting-November 14th
- Harvest of Health-November 15th
- ICYMI: STC and the University of Houston C.T. Bauer College of Business Agreement-November 15th
- McAllen ISD Breakfast-November 16th

- Apprenticeship Summit-November 16th

- Gear Up goes to College! -November 16th
- Thanksgiving Break-November 23-26th

- STC Foundation Consultant Meeting-November 27th

- **Grant Received for the South Texas College Foundation in Honor of Dr. Rodriguez-The Dr. Rodney Rodriguez Scholarship Fund**

COMMUNITIES FOUNDATION of TEXAS

BOARD OF TRUSTEES

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John Stephens

Thear Suzuki

Debra Brennan Tagg

Rob Walters

November 28, 2023

South Texas Community College Education Foundation
3201 Pecan Blvd
McAllen, Texas 78501

Dear Grant Recipient:

In accordance with the authorization of the Board of Trustees, I am pleased to present on behalf of the Trustees of Communities Foundation of Texas the enclosed check in the amount of $2,000.00.

This grant is designated for general support, in honor of Dr. Rodney Rodriguez. No benefits to be received from this grant.

This grant was recommended by or in conjunction with the below party/parties. You may wish to acknowledge their generosity.

Mr. and Mrs. Eddie U. Bull, Jr.
7008 Silverberry Street
Dallas, Texas 75231

This grant has been made from a named fund at Communities Foundation of Texas for which a donor has the right to recommend grant disbursements consistent with the Foundation's charter and bylaws. The original donor has already been acknowledged for tax purposes. In addition to conforming to the conditions and designations set forth in the grant transmittal letter, please note that use of all granted funds must be appropriate under sections 170(b) and 501(c)(3) of the Internal Revenue Code and comply with provisions of the Pension Protection Act of 2006. Granted funds must be used entirely for charitable purposes. No significant portion may provide benefit to the original donor, donor's family, or fund advisor or be used to fulfill a legally enforceable pledge, debt or obligation of any private individual, for profit corporation or entity other than CFT. No portion of this grant may be used to pay compensation, expenses, or benefits to any individual who is a related party to any donors(s) to the granting fund. This grant may not be used to carry on illegal, political or lobbying activities.

The act of depositing this check signifies recipient's acknowledgement of and agreement to abide fully by the terms and conditions of this notice, as well as to the terms and conditions that might be in any grant contract or agreement between the recipient entity and Communities Foundation of Texas. Any unused portion of this grant, if the grant is specified for a specific project or purpose, must be returned to Communities Foundation of Texas in a timely fashion. The Foundation may require a report on the use of these funds.

Sincerely,

Alec Horton
Grants Administrator

- **RSTEF Award Letter for the South Texas College Promise Program-**

RSTEF
Rio-South Texas Education and Community Development Foundation

LETTER OF AWARD

December 21, 2023

The South Texas College Education Foundation
Attn: Dr. Rodney H. Rodriguez
Vice President of Institutional Advancement & Economic Development
Pecan Campus A104A
McAllen, TX 78501

Subject: ***Award letter for South Texas College Promise Program***

Dear Dr. Rodriguez:

I am pleased to inform you that the Board of Directors of the Rio-South Texas Education and Community Development Foundation, Inc. ("Foundation") reviewed your recent grant request and have awarded a grant in the amount of $250,000.00 for the STC Promise Program.

A grant agreement formalizing our grant relationship will be forthcoming in the next few days. The Grant Agreement explains the responsibilities and expectations of both parties in our grant relationship. Upon review by your general counsel, please sign the Grant Agreement and return the entire original to me within ten (10) days of receipt. Once the Grant Agreement is received in our office, the grant monies will be dispersed in accordance with the disbursement schedule and a fully executed copy of the agreement will also be sent back to you.

As the Grant Agreement indicates, the Foundation requests a quarterly Critical Milestones, Outcomes and Performance Targets Report ("CMOPT Report") and a Utilization Report until the later of project completion date or all critical milestones have been met. Please follow the report format as indicated in the Agreement. In advance, we thank you for your cooperation. If you have any questions, please do not hesitate to call Rafael Tapia at (956) 249-9677 or myself.

On behalf of the Board and staff of the Foundation, please know that we are happy to support the important work you are doing. We wish you much success in your efforts as you undertake the responsibilities of this grant.

Yours sincerely,

RIO-SOUTH TEXAS EDUCATION AND COMMUNITY DEVELOPMENT FOUNDATION, INC.

Adam Gonzalez
Chief Executive Officer

801 North Bryan Road, Office 167 | Mission, Texas 78572 | 956.682.6371
www.rstef.org

- **Ms. Mary J. Killoran Foundation Letter and Check for Nursing Students-**

Mary J Killoran Foundation

January 10, 2024

Rodney Rodriguez
South Texas Community College Education Foundation
3201 Pecan Blvd
Mcallen, TX 78501

Dear Rodney Rodriguez:

We are pleased to present you with the enclosed grant issued from the Mary J Killoran Foundation within the Raymond James Charitable Endowment Fund.

This grant in the amount of $50,000.00, is made possible through the generosity of:

Mary J Killoran Foundation
Mary Killoran
501 Owassa Rd. Trlr 36
Pharr, TX 78577

Purpose of Grant: Nursing Scholarships

Our donors are provided with a receipt for their contributions to us and do not require a receipt from your organization. You may choose to recognize the individuals above and thank them for initiating this grant should an address be visible. If no address is provided above, the donor has chosen not to share that information.

If you have any questions regarding this grant, please call (866) 687-3863. We wish you and your organization continued success.

Sincerely,

Raymond James Charitable

By accepting this grant, your organization certifies that no donor or individual related to the donor will receive any goods, services, or other private benefit such as benefit tickets, school tuition, membership fees, or goods purchased at an auction. This grant may not be used to fulfill a pre-existing pledge or be used for political lobbying purposes. 609315

- Raymond James Charitable Endowment Fund - P.O. Box 23559, St. Petersburg, FL 33742 - www.RaymondJamesCharitable.org

Texas Instruments Foundation check to match The Dr. Rodney Rodriguez Scholarship Fund-

Texas Instruments Foundation
P.O. Box 660199
MS B-4000
Dallas TX 75266-0199

2000
000 0000994 00000000 0001 0001 00994 INS: 0 0
S TX COMM COLLEGE EDUCATION FNDN
3201 PECAN BLVD
MCALLEN TX 78501-6661

Page 1 of 1

Check No. 56049
01/08/2024

Dear S TX COMM COLLEGE EDUCATION FNDN,

We are pleased to inform you that Texas Instruments Foundation approved a contribution in the amount of $2,000.00 to your organization as part of our Matching Gifts program.
To view the donor(s) that selected your organization to receive this charitable contribution, please use the URL below:

http://www.cybergrants.com/ti/payment

Access Code: 4296JRN2H2DH25HF66BY

Texas Instruments Foundation is proud to support the community outreach and contributions of our employees who exemplify our corporate purpose and values.

If you have any questions regarding the payment, please email
tisupport@cybergrants.com
and reference the below Payment ID in your correspondence.

Sincerely,
Texas Instruments Foundation

Payment ID: 95029691
Request ID: 91932735

- McAllen Holiday Parade-December 2

- Annual Employee Appreciation Luncheon Pecan Campus-December 4th

- OLLU Signing Ceremony-December 4th

- Annual Employee Appreciation Luncheon Pecan Campus Second Day-December 5th
- Annual Employee Appreciation Luncheon Starr Campus-December 6th

- Pathways Leadership Advisory Board Quarterly Meeting-December 7th
- Tri-Agency Regional Convener Quarterly Meeting-December 7th
- STC Annual Administrative Holiday Luncheon-December 7th

- Commencement Ceremonies-December 9th

- Bank Presentation Meeting for STC Foundation-December 11th
- Annual Employee Appreciation Luncheon NAH-December 12th

- A very Christmas Luncheon-December 12th

- Leadership McAllen Education Class '43 Higher Educational Panel-December 12th

- Annual Employee Appreciation Luncheon Mid Valley-December 13
- South Texas Health Systems Holiday Celebration-December 14th
- VIDA Gala-December 14th
- EDC Weslaco Holiday Mixer-December 15th
- Winter Break- December 20th-January 5th 2024

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

Report Period: November 1, 2023 through December 31, 2023

Number of Awards in the Report Period	Number of Active Awards in FY24	Dollar Amount of Active Awards in FY24
6	73	$2,099,543.85

The Office of Sponsored Initiatives (OSI) serves as the central resource to support the South Texas College District in providing guidance and stewardship of programs and services offered through sponsored projects. Our mission is to establish a vision-oriented culture through strategic and targeted sponsored programs that enhance performance and create a seamless alignment to educational and workforce pathways.

The following are grants awarded during November and December, 2023:

Grant Award Updates:

- **Texas Higher Education Coordinating Board (THECB), Texas Reskilling and Upskilling through Education (TRUE) Grant, in the amount of $250,000**

  THECB awarded the Texas Reskilling and Upskilling through Education (TRUE) Grant to the Advanced Manufacturing Technology department under Business, Public Safety & Technology (BPST). The $250,000 project will provide a new postsecondary credit-bearing Mechatronics Occupational Skills Award (OSA) that articulates to and stacks onto the credit-bearing Mechatronics Technology Specialist (MTS) Certificate or Advanced Mechatronic Technology (AMT) certificate. Artificial Intelligence (AI) will also be embedded into both the Mechatronics OSA and MTS Certificate. The term of the grant is December 2023 through December 2024.

- **Additional Funds:**
  - Child Care Provider Expansion Initiative - $64,109
  - Child Development Associates Credential Program - $37,450 (including extension)
  - Apprenticeship Texas Expansion (ApprenTX 8) - $19,170
  - TWC Transitioning Veterans to Apprenticeship (ApprenTX 9) - $25,056

OSI Department Operations:

- Department Meetings:
  - Strategic planning meeting related to the submission of the IE Plan 20?? The Interim Executive Director reviewed and addressed all areas with the OSI team and the document was submitted through Xitracs by the deadline of 11/20/2023.

- Award Kickoffs (AKs): Internal AKs are conducted by the OSI team to "launch" grant awards and internal stakeholders who are accountable for the successful implementation of the project initiative. The purpose of the Award Kickoff is to outline roles, responsibilities and division of labors as the grant is handed off to the awarded department. Award Kickoffs held in November and December included:
  - Gene Haas Foundation
  - Economic Development Administration (EDA) – STEM Challenge
  - Department of Commerce – STEM Registered Apprenticeship Program

- Texas Mutual Insurance – A Safer & Stronger Rio Grande Valley Prosperity Grant

- Professional Development:
  - 2023 Grant Professionals Association Grant Summit Virtual Conference attended by the Interim Executive Director and Grant Development Officers.

Interim Executive Director Meetings:

- Meeting for updates to the Strengthening Community Colleges (SCC) Training Grant Program.
- TIP Grant Pre-Meeting with the Grant Accounting team.
- Attended meeting facilitated by Academic Initiatives Officer Ashley Gonzalez to discuss grant planning and forecasting for grants under the Division of Academic Affairs.
- Attended the 2nd Annual Apprenticeship Summit.
- Attended the Institutional Leadership Council (ILC) meeting for November.
- Meeting with Aaron Gonzalez Workforce Solutions Performance Analyst to discuss the next steps of the STC TIP grant.
- Meeting with Angela Lapetina to review and discuss the 2021-2023 IE Plan.
- CATA Support Designation Discussion.
- Participated in the Connecting Minority Communities (CMC) Pilot Program Quarterly meeting.
- Met with Dean De la Rosa and Grant Development Officers for an AEL Grant Development meeting.
- Met with Director of Project Alignment and Grant Development Officers to review and finalize the new Project Initiation form.
- Met with Texas Higher Education Coordinating Board (THECB) Program Officer and CTE Project Manager for a CLNA Discussion.
- Met with NAH Dean Dr. Jayson Valerio and Grant Development Officer to discuss the Hidalgo County American Rescue Plan Act (ARPA).
- Attended a JET discussion with the Grant Accounting team.
- Met with LVN Department Chair Dr. Margo Vargas-Ayala and the Grant Accounting team for updates regarding the LVN JET Grant.
- Joined the Academic Council meeting with Academic Initiatives Officer Ashley Gonzalez.
- Attended the STC-Hidalgo County ARPA meeting.
- Met with Grant Development team to discuss resignation of Grant Development Officer, Ms. Avila, to plan handoff of project initiatives.
- Submitted Position Staff Request Form to Human Resources before winter break and posted Grant Development Officer position during break.

Next Steps:

- Meet with Workforce Solutions team and Dr. Jayson Valerio to discuss operational updates for the TIP Grant.
- Meet with HR to review the drafted job descriptions for the positions approved under the FY 2024 Staffing Plan: Resource Development Officer and Coordinator – Sponsored Projects.

- Submit the Department of Education (DOE) High School Equivalency Program (HEP) grant application.
- Submit the Texas Workforce Commission (TWC) Adult Education and Literacy (AEL) grant application.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and OSI with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the OSI team.

LUISA RODRIGUEZ, DIRECTOR-GLOBAL AFFAIRS & ECONOMIC DEVELOPMENT

Projects Completed or in Progress:

- Attended International Business Course Review with Committee (Nov 1)
- Participated in Ruby Ventures – Relaunch Event (Nov 1)

- Coordinated Ribbon Cutting Dates with Center for Education & Economic Development in Mission for CATA (Nov 2)
- Consulted Financial Team Regarding South Texas College Foundation (Nov 2)
- Convened with Distance Learning Team to Enhance International Student Success (Nov 2)
- Collaborated with History Department for Smooth International Student Registration (Nov 2)
- Developed Foundation List and Submitted to Grants Office (Nov 2)
- Met with Distance Learning – Educacion Simultanea Team (Nov 6)
- Consulted with Lone Star National Bank (Nov 8)
- Participated in Study Abroad Fact-Finding Meeting (Nov 7)
- Discussed "Nearshoring: Exploring Supply Chain Opportunities in Mexico" (Nov 6)

- Participated at South Pole Illuminated Festival Press Conference (Nov 7)

- Engaged in INDEX Monthly Meeting (Nov 8)
- Finalized Agreement Signing with Universidad Autonoma de Tamaulipas (Nov 8)

- Convened with Aldrete Strategic Partners - Prosperity Task Force (Nov 9)
- Attended South Texas College Foundation Board Meeting (Nov 9)
- Discussed Welding Course with McAllen Careers Institute (Nov 9)
- Consulted with Valley Grande Institute on Nursing Courses (Nov 9)
- Strategized with Academic Affairs for Departmental Transition Mexico initiative (Nov 9)
- Attended AWWC Pinning Ceremony (Nov 9)

- Participated in Annual Title IX Training Event (Nov 10)
- Planned US Senate Primary Candidate Forums with Future RGV / AIM Media / STC (Nov 13)
- Recognized Participants in TRIO EOC Certificate Program & GED (Nov 14)

- Met with South Texas College Foundation and Financial Department (Nov 14)
- Participated in Sector Partnership & Workforce Development Committee Meeting (Nov 14)
- Met with Hidalgo County Head Start Program Administration (Nov 15)
- Celebrated at Connections Event at McAllen International Airport (Nov 15)
- Attended South Texas College Foundation Appreciation Dinner (Nov 15)

- Participated in Second Annual Apprenticeship Summit (Nov 16)
- Reviewed Pharr Bridge Latest Trade Data (Nov 17)
- Attended Degree Reclamation Meeting (Nov 20)
- Participated in CCRRIA's Inaugural Conference at UTRGV (Nov 27)
- Discussed Future Collaboration with UMOS (Nov 27)
- Celebrated at Ribbon Cutting Ceremony for Valley Grande Institute (Nov 28)
- Explored Digital Divide Solutions with VTX1 (Nov 29)

- Celebrated at McAllen Economic Development Christmas Party (Nov 30)

- Celebrated at Cosmetology Graduation Ceremony (Nov 30)
- Attended Comfort House Gala: Pretty in Pearls (Nov 30)
- Discussed CEOs United: Let's Get Uncomfortable Forum with VTX1 (Dec 1)
- Negotiated Donation with Mr. Baker for South Texas College Foundation (Dec 1)
- Celebrated at Fiesta Navideña 2023 Index Reynosa (Dec 1)

- Attended Employee Appreciation Banquet at Pecan Campus (Dec 4)
- Participated in OLLU Signing Ceremony (Dec 4)
- Attended McAllen Nearshoring Industrial Park Groundbreaking (Dec 5)

- Celebrated at Teach Us Texas Signing Ceremony (Dec 5)
- Attended the “light” Christmas Tree at Texas Regional Bank (Dec 5)
- Attended Employee Appreciation Banquet at STARR Campus (Dec 6)
- Celebrated at ET Academy Graduation Ceremony (Dec 6)
- Bowled at Flamingo Bowl McAllen Bowlathon (Dec 6)

- Spoke as Guest Speaker for Operations Management Course (Dec 7)
- Celebrated at STC Administrator Holiday Luncheon (Dec 7)
- Attended Pharr EDC's Celebrate the Holidays Event (Dec 7)

- Participated in CEOs United: Let's Get Uncomfortable Forum (Dec 8)
- Attended Fall Commencement (Dec 9)
- Engaged with South Texas College Foundation and Banks (Dec 11)
- Strategized on Educacion Simultanea Calendar with Distance Learning Department (Dec 12)
- Collaborated with Mexican Consulate, donation on 4,500 USD has been made for “ventanilla informativa” (Dec 14)

- Participated in INDEX General Managers Meeting (Dec 14)

- Attended VIDA Gala, Highlighting South Texas College Student (Dec 14)

- Attended Weslaco EDC Holiday Mixer (Dec 15)

- Attended President's Advisory Commission on Educational Equity, Excellence, and Economic Opportunity for Hispanics Virtual Meeting (Dec 19)