SOUTH TEXAS COLLEGE

April 2015 Division Activity Reports

Board of Trustees
Board Meeting
May 26, 2015

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Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **May 26, 2015**

TO: Dr. Shirley A. Reed, President

FROM: Wanda Garza, Division of Student Affairs & Enrollment Management (SAEM)

SUBJECT: **April 2015 Activity Report**

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM)

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting, STC Board of Trustees Public Hearing & Special meeting, STC Board meeting and STC strategic Planning committee meetings
- Community meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee.
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

  - Tom Logan, Director of the Valley Metro, to discuss services of the STC JagExpress and UTRGV Express
  - Mary Elizondo, VP of Finance and Administrative Service, JagExpress Budget
  - George McCaleb, Director of Facilities, Operations and Maintenance, BLDG K Deferred Maintanence
  - Mike Carranza, Associate Dean of Student Financial Services, Testing and Veterans Affairs, Outreach Plan
  - Matt Hebbard, Dean of Enrollment Services and Registrar, Proposed Call Center Services
  - Cynthia Blanco, Director of Degree and Certificate Completion, Spring 2015 Graduation Report
  - Keith Patridge, President of McAllen Economic Development Corporation
  - Dr. Gloria McCall, Vice President for Kentucky Community & Technical College System
  - Rachel Arcaute, Assistant Superintendent Instructional Services

Attended:

- Blackboard Call Center Services Demo meeting
- Graduation Ceremony Emergency meeting
- Project Males meeting
- Leadership Alliance meeting
- Pecan Campus Building K Admissions/Welcome Center Main Entrance remodeling
- Incumbent Campaign follow up meeting
- Emergency Response Training meeting
- Mediation with Human Resources
- Dual2Degree Event at the Mid-Valley Campus

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

- Career Expo at the Mid-Valley Campus
- DHR & PSJA ISD partnership with STC for the RN program
- Admissions Policy Review Committee meeting
- Project HIRE's Kick-Off Celebration for Grant Year 4
- 2nd Annual Junior Jaguar Leadership conference
- Dr. Blaine's Class Oral History Project
- South Texas College Public Relations meeting
- Pecan Welcome Center meeting with BSGA
- Rio South Texas Economic Council Retreat
- Dinner Meeting with FESTO Evaluation Team
- Texas Success Initiative (TSI) Update webinar
- Articulation Agreement Signing (TX A& M Science Center)

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer and Fall 2015 semesters with Priority Registration on March 2, 2015; to date, **6,547** students have registered for Summer I 2015, **3,113** students have registered for Summer II 2015 and **5,266** students have registered for Fall 2015.
- Continued processing incoming documents and clearing students to register for Summer and Fall 2015 semesters.
- Worked on various projects, such as May 2015 Commencement Exercises to be held at State Farm Arena on May 15 & 16, enrollment, registration appeals, remodeling of Building K first floor at Pecan Campus, and webinars.
- Dean of Enrollment Services & Registrar and Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council, SAEM Division Leaders and Board of Trustees meetings.
- Dean, Director and Coordinator of Records worked together for the benefit of faculty, staff and students to plan ahead, provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed **3,798** *Schedule Change Forms* during the month of April 2015, prior to the last day to withdraw from the Spring 2015 semester on April 21, 2015.
- Processed *Reinstatement After Census Date Forms* for **18** students during April 2015.
- Processed *Change of Grades* for **61** students during April 2015.
- Downloaded, reviewed and verified **5,833** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during April 2015.
- Processed **992** high school and **840** college/university transcripts during April 2015.
- Evaluated **543** transcripts from other colleges and universities during April 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,604** STC transcripts during April 2015.
- Scanned and indexed **6,307** documents submitted by students during April 2015.
- Processed **35** online *Course Substitution Forms* during April 2015.
- Graduation Analyst identified **4,043** potential May and August 2015 graduates, who received an invitation to participate in the Commencement Exercises to be held on May 15 & 16, via MarchingOrder, web-based software designed to facilitate planning, implementing and receiving data on graduation ceremonies; **2,777** graduates accepted the invitation to attend via MarchingOrder and **2,178** graduates have picked up their regalia and tickets, since the distribution began at Pecan, Mid-Valley and Starr County campuses on April 20, 2015.

Assessment Center

Student Assessment Center Activity Report April 01 through April 30, 2015					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	378	531	465 (88% show)	TSI EXAM	4051
Mid- Valley Campus	75	242	216 (89% show)	TSI EXAM	1735
Starr Campus	115	71	71 (100% show)	TSI EXAM	593
Pecan Plaza	149	67	63 (94% show)	GED/PEARSON EXAM	832
Pecan Plaza	0	160	128 (80% show)	TSI EXAM	145
TOTAL:	717	1071	943		7356

- Testing Specialists presented GED information for the LUPE(La Union del Pueblo Entero) at Casa Saldana in Mercedes TX- for 12 GED graduating students
- Testing dates for Developmental Studies were created and completed
- Staff attended the SAT symposium at UTPA
- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- TSI testing for Developmental Studies Writing from 4-27 to 5-1
- GED staff were part of Fox News Morning Show and Univision Alegre Despertar Morning shows to promote GED testing at STC
- Started TSI testing for Developmental Studies Reading from 4-20 to 4-24
- Presentation for Gear up students at Starr Campus

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Administrative Assistant completed and submitted the 2015 Fiscal Year Inventory report
- SFS Department celebrated our Work-Studies in the week of April 13th through 17th in recognition of work-study week.
- SFS Coordinator Rebecca Cano, FA Technician Blanca Camara and Accounting Assistant Connie Lira held the Financial Aid Technician Interviews for our current vacant position at the Pecan Campus
- SFS Staff assisted with 54 Financial Aid events throughout the month of April
- SFS staff are assisting students at all Financial Aid labs in submitting and completing the upcoming 2015-2016 Free Application for Federal Student Aid and referring them to advising for registration

Outreach/Welcome Centers

College Connections

- Call Center
  - Inbound Calls – 11,579 calls
  - JagChats – 333 chats
- Campus Tours
  - Pecan Campus – 527 students
  - Mid-Valley Campus – students
  - Technology Campus – 730 students
  - Nursing Campus – 250 students
  - Starr Campus – 170 students
- College Bound Presentation
  - Ignite Charter School
  - Rio Grande City High School
- Recruitment Event
  - Roma High School
  - Edinburg High School
  - McAllen High School
- Fast Track: New Student Orientation
  - La Joya High School
  - Sharyland High School
  - La Grulla High School
  - Valley View high School
  - Rio Grande City High School
  - Economedes High School
  - Edinburg North High School
  - Weslaco High School
  - Southwest High School
  - PSJA North High School
  - Hidalgo High School
  - Donna High School

Outreach/Welcome Centers cont.

- Sotomayor High School
- PSJA Memorial High School
- Edcouch Elsa High School
- Progreso High School
- Mission High School
- PSJA High School
- Palmview High School
- Juarez Lincoln High School

- Elementary Event
  - Roosevelt Elementary STARR Test Pep Rally
  - Monte Cristo Elementary Mobile Planetarium
- 2nd Annual Junior Jaguar Leadership Conference
- Region One Gear Up College for All Conference for Business Majors
- South Texas College ADA Awareness & High School Transition Fair
- South Texas College Library Open House
- Region One Fashioning Our Future
- La Joya ISD Annual Family and Community Engagement Conference

Dual2Degree

- Dual Enrollment Degree Audit Advising Session
  - La Joya High School
  - Edcouch Elsa High School
  - Palmview High School
  - Donna North High School
  - Valley View High School
  - BETA
  - Med High
  - McAllen Memorial High School
  - Weslaco East High School
  - Robert Vela High School
  - La Grulla High School
  - Economedes High School
  - Rio Grande City High School
  - PSJA North High School
- Dual Enrollment Orientation
  - Edinburg High School
  - Donna North High School
  - Donna High School
- Dual Enrollment Financial Aid SAP Workshop
  - Mercedes High School
  - Edcouch Elsa High School
- Dual Enrollment Parent Meeting
  - Mission CTE Early College High School
  - Juarez Lincoln High School
  - Donna High School
  - Edinburg high School

Outreach/Welcome Centers cont.

- Dual Enrollment Apply Texas
  - BETA
  - Nikki Rowe High School
  - Med High
  - Science Academy
  - McAllen Memorial High School
- SAEM Dual2Degree Update for Administrators
- Dual2Degree Saturday
- Dual Enrollment Advising Shadowing
- Ambassadors Cross Training Academy
- Ambassadors Leadership Academy
- Advisor Shadowing/Cross Training

College Connections and Dual2Degree Upcoming Events through the Spring Semester

Upcoming Events

- May – Fast Track Senior Clearance Events

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

APRIL MONTHLY- Career & Employer Services Activity	
Total Number	
845	Student Contacts & Outreach
62	Student & Alumni Registered on CCN
78	Student & Alumni Resumes Revised/Uploaded on CCN
66	Employer Contact and New Employer Registered on CCN
106	Jobs posted to CCN
5,834	Total Students Registered to date
3,114	Total Alumni Registered to date
2,592	Total Employers Registered to date

Current/Upcoming Activities & Events:

- Job Development (Appen, Arqcarpa Design & Construction LLC, Coca Cola, Course Hero Inc., CSM Companies Inc., Landa Group Inc., Packback LLC, Texas Plant and Soil Lab, South Texas Health Systems, Advertir, GE Jewelers, CSM Companies Inc., R Communications, Texas Alcoholic Beverage Commission, AISYS Consulting LLC, Course Hero Inc., De Alba Bakery, Freelance Appointment Services, Hillsborough County Public Schools, Language Success, Laura and John Arnold Foundation, Modis Inc., Packback LLC, Pink and Blue, RGV Killer Bees, ScribeAmerica, Avance Inc., Frost Bank, R Communications, Texas Alcoholic Beverage Commission, Texas Rio Grande Legal Aid Inc.)
- 13 On Campus Recruitment, Killer Bees Hockey, Vector Marketing, Ticket Master, Tilted Kilt and GE Jewelers Pecan Campus.
- 4 District-Wide Resume Days: Pecan, Mid Valley, Tech and NAH.

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

- 2 Resume Writing & Interviewing Skills presentation, ASL, Jovanna Delgado.
- 3 Resume & Interviewing Skills Workshop, Speech Communications, Dr. Irma Garcia.
- 1 Resume Writing & Interviewing Skills workshop, English, Marisa Taylor
- 1 Resume Writing & Interviewing Skills presentation, OTA Program, Darnell Miller
- Promoted job opportunity (159 Nursing students)
- 1 Resume Writing & Interviewing Skills presentation, College Success for Health Care, Sonya Sinsebox.
- 10 Mock Interviews to ASL and NAH students.
- 5 Career Assessment Workshops, College Success at Pecan, Ms. Bean.
- Hosted 2015 Spring Career Expo, District-Wide, and approximately 513 students attended.
- Meeting with PR, Xavier Salinas, Employer Services Newsletter.
- Coordinating 2015 Spring Career Expos; outreach to 2,000+ employers-registration forms; collecting registration forms; marketing event via email, social networking pages, flyers
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs
- Coordination of SureScore-Campus2Career Implementation
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2
- Serving on the Incumbent Worker Campaign committee
- Serving on RGV FOCUS Dropout Prevention and Recovery action committee
- Manage Social Networking pages & Online College Central Network.

Office of Judicial Affairs and Conflict Resolution Center

- Set up Sexual Assault Awareness Booths at the Nursing and Allied Health Campus
  - April 6, 2015
- Set up Sexual Assault Awareness Booths at the Mid-Valley Campus
  - April 6, 2015
- Set up Sexual Assault Awareness Booths at the Pecan Campus
  - April 7, 2015
- Set up Sexual Assault Awareness Booths at the Technology Campus
  - April 7, 2015
- Set up Sexual Assault Awareness Booths at the Starr Campus
  - April 8, 2015
- Mrs. Maria Alonso conducted a Behavioral Intervention Team meeting
  - April 9, 2015
- Mr. Josue De La Cruz conducted a presentation on Student Rights and Responsibilities for ACTA at the Pecan Campus
  - April 16, 2015
- Mr. Karey Barnes attended the conducted International Ombuds Association Training and conducted a session on Annual Report: Presenting Your Annual Report to Administrators and Faculty in Nashville, Tennessee.
  - April 19 - 23
- Mr. Josue De La Cruz conducted the Behavioral Intervention Team meeting
  - April 23, 2015
- Mrs. Maria Alonso conducted a presentation on the symposium for Student Rights and Responsibilities for the Mid-Valley Advisory Committee Meeting
  - April 23, 2015
- Mr. Karey Barnes & Mrs. Maria Alonso attended a Title IX Meeting at the Pecan Campus
  - April 27th, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended an IE Plan Department meeting
  - April 29th, 2015
- Mr. Karey Barnes attended the President's Administrative Staff Meeting at the Pecan Campus
  - May 1st, 2015
- Mrs. Maria Alonso had a phone conference with Mr. Scott Lewis to complete a schedule for the upcoming Title IX
  - May 1st, 2015
- Set up Conflict Resolution Center Informational Booth at the Nursing and Allied Health Campus
  - April 6, 2015
- Set up Conflict Resolution Center Informational Booth at the Mid-Valley Campus
  - April 6, 2015
- Set up Conflict Resolution Center Informational Booth at the Pecan Campus
  - April 7, 2015
- Set up Conflict Resolution Center Informational Booth at the Technology Campus
  - April 7, 2015
- Set up Conflict Resolution Center Informational Booth at the Starr Campus
  - April 8, 2015
- Mrs. Maria Alonso conducted the Conflict Resolution Center/Ombudsperson Charter - Scope of Authority Committee meeting to review the office charter
  - April 9, 2015
- Ms. Olga Moran, Mr. Paul Hernandez and Mr. Josue De La Cruz attended the Conflict Resolution Center/Ombudsperson Charter - Scope of Authority Committee meeting to review the office charter
  - April 9, 2015

Office of Judicial Affairs and Conflict Resolution Center

- Ms. Olga Moran and Ms. Erica Hansen are currently attending the International Ombuds Association Training in Nashville, Tennessee.
    - April 16-23, 2015
- Ms. Olga Moran and Ms. Erica Hansen are currently attending the International Ombuds Association Training in Nashville, Tennessee.
    - April 16-23, 2015
- Ms. Olga Moran and Ms. Erica Hansen an IE Plan Department meeting
    - April 29th, 2015

Behavioral Intervention Team Status for the month of April	
Reviewed	29
Not Reviewed	18
Monthly Total	**47**
Year to Date	**274**

Judicial Affairs Total Cases per Campus for the month of April	
Pecan	22
Nursing & Allied Health	5
Technology	9
Mid-Valley	3
Internet	0
Starr	8
Monthly Total	**47**
Year to Date	**274**

Judicial Affairs Total Case Status for the month of April	
Open	31
Closed	16
Monthly Total	**47**
Year to Date	**274**

CRC Total Cases for the month of April	
Complaint	28
Grievance	0
Grade Appeal	1
Consultation	82
Mediation	2
Facilitated Dialog	0
Title IX	90
Monthly Total	**203**
Year to Date	**1124**

CRC Total Cases per Campus for the month of April	
Pecan	104
Nursing & Allied Health	64
Technology	14
Mid-Valley	7
Internet	2
Starr	12
Monthly Total	**203**
Year to Date	**1124**

CRC Total Case Status for the month of April	
Open	122
Closed	81
Monthly Total	**203**
Year to Date	**1124**

Student Activities & Wellness

- Student Leadership Academy Workshops(District Wide)
- Cesar Chavez Day Celebration (MID)
- Class Presentations promoting Student Activities and Wellness Programs(PCN)
- Student Government Association Meetings(District Wide)
- Student Government Association meetings (Starr County, Pecan, Technology and Mid-Valley Campuses)
- Student Leadership Academy workshops (Starr County, Pecan, Technology and Mid-Valley Campuses)
- Student Fitness Academy workshop (Mid-Valley Campus)
- Student Leadership Academy workshop (College Success Pecan Campus)
- Dual Enrollment Student Leadership Academy workshops (Starr County Campus)
- Ping Pong Tournament playoffs & Championship (Pecan)
- Women's Soccer League (Pecan)
- Men's Soccer League (Pecan)
- Coed Flag Football League (Pecan)
- Men's Flag Football League (Pecan)
- Spring 2015 Early College High School Sports Cup Intramural Competitions - Boys' Soccer, Girls' Soccer & Girls' Volleyball (Pecan Campus)
- Club Olympics – Student Organizations Competition (Technology Campus)
- Minute to Win It Games (Pecan Campus)
- Library Open House – Student Activities & Wellness Department Promotion (Nursing Campus)
- ADA Awareness Day (Starr County Campus)
- Career Expo (Starr County Campus)
- Coed Volleyball League (Starr County Campus)
- Dress for Success Fashion Show (Starr County Campus)
- Ping Pong Tournament (Mid-Valley Campus)
- Hoop it Up Basketball Competition (Mid-Valley Campus)
- Gamers Day – Video Game Competitions (Mid-Valley Campus)
- Welcome Friday (Pecan, Starr County and Mid-Valley Campuses)
  Earth Day Celebration (Starr County, Mid-Valley, Pecan, Nursing & Allied Health
- Student Government Association meetings (Starr County, Pecan, Technology and Mid-Valley Campuses)
- Student Government Association Executive Board Meeting @ Mid-Valley Campus
- Student Leadership Academy Graduation (Pecan Campus)
- Student Fitness Academy workshop (Mid-Valley Campus)
- Women's Soccer League (Pecan)
- Men's Soccer League Playoffs (Pecan)
- Coed Flag Football League (Pecan)
- Men's Flag Football League Playoffs & Championship (Pecan)
- Club Olympics – Student Organizations Competition (Mid-Valley Campus)
- Earth Day Celebration (Technology Campus)
- Campus Activities Board - "Breaking the Silence" Presentation (Starr County Campus)

Student Leadership Graduation Ceremony

Occupational Therapy Awareness

Occupational Therapy Awareness

Starr County Earth Day event

Pecan Earth Day event

Volunteering at Vida Verde McAllen Quinta Mazatlan

Flag Football League

Women's Division Soccer League

Men's Division Soccer League

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2649
Weslaco	953
Rio Grande	270
Total	**3872**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	231
Bachelors of Applied Technology (CIT)	219
Business, Math, Science & Technology	190
Distance Learning	470
Liberal Arts & Social Science	104
Total	**1214**

Counselor Student Contacts								
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs.**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**473**	**131**	**86**	**114**	**51**	**307**	**0**	**1162**
Weslaco	**1**	**14**	**18**	**57**	**457**	**106**	**138**	**791**
Rio Grande	**52**	**6**	**5**	**23**	**104**	**8**	**124**	**322**
Tech Ctr.	**13**	**48**	**55**	**3**	**6**	**9**	**0**	**134**
NAH	**3**	**15**	**32**	**3**	**56**	**0**	**0**	**109**
Total	**542**	**214**	**196**	**200**	**674**	**430**	**262**	**2518**

Meetings/Consultations

- Lead Faculty Advisors Meeting – Pecan
- Project Males Interviews – Pecan
- Distance Education Departmental Meeting – Pecan
- Starr campus Advisement/Registration Summer/Fall – Pecan
- Project HIRE Kick-Off – Pecan
- Puente Team Meeting – Pecan
- Meeting with William Collins and Santa Pena on changes to Career & Transfer website – Pecan
- PCN Staffing of Cases – Pecan
- Monthly Counseling Meeting – Pecan
- Unidad Event – Pecan
- Counseling Solutions Meeting with IT – Pecan
- Certified Laughter Yoga Leaders Meeting – Pecan
- Jaguar Academy – Pecan
- Managing Anger & Substance Use Group Meeting (facilitated by UTPA Social Work Interns – Pecan
- Hidalgo County Family Violence Taskforce Meeting – Pecan
- UTPA Social Work Intern Interviews – Pecan
- Employee Appraisals – Pecan
- UTPA Fair Event on Sexual Abuse Awareness – Pecan
- Building Responders Training - MVC
- Managing Anger and Substance Use group by UTPA Social Work Interns – Pecan
- Project HIRE monthly meetings for and with students – Pecan
- Club Olympics Meeting – MVC
- Campus Safety/Advisory Committee Meeting – Tech
- Transfer Track A&M - NAH

Workshops/Presentations

- Classroom Presentations on BAT-CIT Programs – Pecan
- JagFest 2015 – Pecan
- Beacon Class visits – Pecan
- Junior Jaguar Leadership Conference – Pecan
- Workshop: Ace Your Interview – Pecan
- Workshop: Memory Skills – Pecan
- Workshop: Tips for a Successful Transfer – Pecan
- Workshop: Enhancing Your Social Skills: Decision Making & Communication – Pecan
- Workshop: Understanding Anxiety and Depression – Pecan
- College Success Class Presentation on Career Planning – Pecan
- Self-Care & Laughter Yoga Presentation at UTPA Social Work Department – Pecan
- ACTA Presentation – Pecan
- The Hogg Foundation Mini-Conference – Pecan
- Community Awareness Fair – MVC
- Alcohol Awareness Screening Day – Pecan/MVC/STARR/NAH/TECH
- Workshop: Balancing College, School, & Family – MVC
- Workshop: Scholastic Success – MVC
- Workshop: Don’t Let Perfectionism Get the Best of You – Starr
- Workshop: Reap the Benefits of a Positive Attitude – Starr
- ADA Awareness Day & Transition Fair – Starr
- Sexual Assault Awareness Event – Information table for Counseling Services – Starr

Workshops/Presentations cont.

- Assisted with Fast Track Events – Starr
- Workshop: Problem-Solving & Decision Making – Tech
- Workshop: What's All the Buzz – NAH
- Workshop: Appreciating Our Diverse World – NAH
- A.D.N. Orientation/Presentation on Counseling Services – NAH

Professional Development

- Assisted with Work Study hiring process – Pecan
- Assisted Dean of Distance Learning with Hiring Committee – Pecan
- Starlight Recovery Presentation – Pecan/Starr/Tech/NAH/MVC
- Legal Updates and Compliance on the Horizon Webinar – Pecan
- Hope Clinic Lunch and Learn: The Language of Grief in Healing – Pecan
- PDAP Conference – Pecan
- STC WS Human Trafficking Conference – Pecan
- Supervisor's Training – Pecan
- National Association of Social Workers LRGV Branch Conference – Pecan
- Ambassadors Leadership Academy – Starr
- Workshop: Autism Risk & Safety Management at DHR – Tech

Pass Program

Student Contacts:

- Provided services to the following # of students:

Campus	***# of Students***
PASS Program	**409**
Total	**409**

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Technology Campus Search Committee Meeting (Diesel)
- WebCheck Out Training
- PMT Meeting Chair- Dan Morales

B. Participated in the Following:

- Off campus site visit to Mid-Valley Summer 2015 applications
- Off campus site visit to Pecan Summer 2015 applications
- Off campus site visit to NAH Summer 2015 applications
- Off campus site visit to STARR Summer 2015 applications
- JAGFEST Pecan Campus
- Diesel Open House Technology Campus

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Turning Hope Into Reality

Finance and Administrative Services

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Office of the Vice President for Finance & Administrative Services

P. O. Box 9701 ◆ McAllen, Texas 78502 (956) 872-3558 Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

FROM: Mary G. Elizondo
Vice President for Finance & Administrative Services

DATE: May 11, 2015

SUBJECT: Activity Report for Finance & Administrative Services
April 01, 2015 through April 30, 2015

The following is a summary of activities from April 01, 2015 through April 30, 2015 for the Division of Finance & Administrative Services.

The Vice President

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Regular Board of Trustees Meeting, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Coordinated Operations Council Meeting, Finance, Finance and Administrative Services Director's Meeting and Planning and Development Council Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting and Facilities Committee Meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.

- Attended or held meetings with the following Departments:
  - Human Resources:
    - With Human Resources staff to discuss Salary Planner and Staffing Plan
    - With Director of HR to discuss Human Resources pending items
    - With Director of HR and Business Office on salary planner training
    - With Director of HR, VP FAS Project Manager, and Risk Manager on Human Resources Policies and Title IX Presentation
    - With VP of Academic Affairs, Business Office Staff, Human Resources Staff and Faculty on Salary Planner Software and Faculty Pay Plan.
    - With Title IX Committee on Title IX policies, procedures and cases

- Facilities Planning and Construction staff:
  - With Director, and Broaddus & Associates on bond construction projects, budgets, and activates
  - With Director, and Facilities Planning & Construction staff on Key Results for Planning and Construction and Transition
- Business Office:
  - With Business Office staff on investment advising contract
  - With Legal Counsel, Controller, Purchasing Staff and Business Office Staff on Investment Advisory Services
  - With Comptroller and Business Office Staff on Tax Abatement impact
  - With Comptroller on Budget, Salary Planer, Salary Savings, Pools, Unexpended, Plant, and Unrestricted Budget
  - With Comptroller and Chief of Police on Shuttle Bus Options and Contract
  - With Business Office Staff and Legal Counsel on Tax Abatement Guidelines and Criteria and Tax Revenue Implications
- Risk Manager:
  - With Risk Manager on insurance coverage, disaster planning and business impact analysis
  - With Risk Manager on TASB Mandatory Training for Supervisors to discuss attendance
  - With Risk Manager on Key Results and Risk Management
  - With Risk Manager on Title IX Presentation
  - With Risk Manager on Student Insurance and other Insurance Coverage
- Food Services:
  - With Director of Food Services on Key Results and Comprehensive Plan for Food Services
- Police Department:
  - Police Department activity and FY 2015 and FY 2016 Budget

- Conferences:
  - Webinar/Conference Call with EMSI to discuss Economic Impact Study Results
  - Attended the OZ Principle Training
  - Attended the ACFE Chapter 18 Workshop
  - Attended AACC Conference in San Antonio
- Other Meetings:
  - Conference call with Anne Burger, First Southwest, on new bond issuance
  - With Associate Dean of Continuing Education on outstanding items
  - With Duke Energy and Legal Counsel to discuss Los Vientos Wind Project in Starr County
  - With Board Member, President, Director of Planning and Construction, Associate Director of Purchasing and Broaddus & Associates on construction items

- Worked on the following items:
  - Board Policies:
    - Policy #4306: Vacation Leave Accrual
    - New Policy #4111: Volunteers
    - Policy 4118 Provision of Faculty Letter of Appointment and Faculty Letter
    - Policy 4205: Equal Employment Opportunity/Affirmative Action
    - Policy 4206: Persons with Disabilities
    - Policy 4207: Age Discrimination
    - Policy 4208: Racial Harassment
    - Policy 4212: Sexual Harassment
    - Policy #4214: Violence in the Workplace
    - Policy #4216: Freedom from Discrimination, Harassment, and Retaliation – NEW

- Reports and Presentation:
  - Human Resources presentation
  - Vacancy Listings Report
  - OZ Principle Presentation
  - Faculty Vacancy Report
- Property Tax Related:
  - Hidalgo County Agreement for Tax Assessment and Collection
  - Starr County Agreement for Tax Assessment and Collection
  - Tax Abatement
- Budget and Financial:
  - Budget Summary for FY 2015-2016
  - Biennium FY 16-17 Appropriations summary
  - Revenue Report as of March 32, 2015
  - Budget by Division
  - BBVA Compass Foundation Contribution
- Bond:
  - Bond Structure Bond 2015 Issuance Action Item and Timeline Reports and Presentation
  - Bond Issuance Schedule
- Personnel:
  - Faculty Letter and Employee Contract Letters
  - Employee Renewal Process
  - Vacancy List and 70% Budget
  - Exempt/Non-Exempt
  - Human Resources On-line Training Status
  - Salary Increases for Faculty and Non Faculty Personnel
  - Faculty Pay Plan Meeting with several faculty and staff to discuss salary planner module
  - Performance Appraisals
  - Staffing Requests for FY 2015-2016
  - College-wide Organizational Chart
- Facilities:
  - South Texas College 2013 Bond Program – Starr County Campus Site Tour
- Procurement:
  - Proposals for Call Center Services
- Other:
  - Permanent Improvements at La Joya ISD

Accountability Services Department

- Worked on the following:
  - Dual Enrollment Program Project
    - Received the Dual Enrollment Faculty (DEF) list from the Dual Enrollment Department to determine the total number of DEF staff, STC and I.S.D. and identify revenue per section.
    - Developed an interdepartmental Project Status Dashboard and Project Timeline to document and track the status of project deliverables.
    - Developed a flowchart of the dual enrollment process to provide better understanding of the workflow process.
    - Reviewed schedule of tuition and fee revenue spreadsheet.
    - Reviewed Staffing Plan to calculate dual enrollment non-faculty salary and benefits.
    - Calculated reimbursement for Fall 2014 STC faculty teaching at ISD.
    - Analyzed and created table illustrating revenue generated from dual enrollment Academies.

- Calculated dual enrollment Overload per STC Faculty for Fall 2014 and Spring 2015.
- Began working on report outline for project: executive summary, program history, purpose, scope, findings/results.
- Calculated and created a table displaying the expenses for Fall 2014 and Spring 2015 ISD teacher stipends.
- Reviewed previous cost studies.
- Worked on report outline for project. Completed description of dual enrollment program and began inputting completed diagrams and tables into report

- Created two job descriptions for the Accountability Services Department vacant positions for the Accountability Analyst and Accountability Assistant.
- Updated the Comprehensive Plan for Accountability Services Department.
- Completed Monthly Activity Report.
- The Oz Principle Presentation
  - Researched and compiled information from various resources to create a power point presentation on the Oz Principle philosophy.
- Attended or held meetings to discuss the following:
  - Brainstormed and highlighted deliverables/objectives of Dual Enrollment project with the Project Manager of Accountability Services.
  - Gain insight and understanding of the Dual Enrollment Program, met with Nick Gonzalez and Lupita Reyes from the Dual Enrollment Department.
  - Inquiries regarding revenues pertaining to the dual enrollment faculty report, met with Lupita Reyes from Dual Enrollment Department.
  - Accountability Services department attended the Business Office Orientation.
  - Planning Development Council.
  - With Lupita Reyes on Dual Enrollment Course Agreement and Overloads hours.
  - With Kimberly Crawford on dual enrollment process per Academies.
  - With Brenda Balderaz to discuss salary and benefits, ISD stipends and part-time and full-time faculty.
  - With Larry Barroso and Tony Matamoros on dual enrollment process and any costs associated with Dual 2 Degree department.
  - President's Administrative Staff meeting.
  - With Norma Jimenez, Susie Palomo and Debbie Morgado on Oz Principle Presentation to gather feedback on Power Point.

<u>Risk Manager</u>

- Attended / held meetings / discussions pertaining to the following:
  - Attended the annual TASB Risk Management Fund Member's Conference Attended weekly Ambassador's Cross Training Academy sessions
- Met with VP FAS, Business Office and IS&P management / key personnel regarding Business Impact Analysis – Phase 2. Flowcharting current critical processes identified in the Business Impact Analysis and identifying manual workarounds to use in the event of a disaster.
  - Business Office – Payroll (monthly and semi-monthly) critical process
  - IS&P – Active Directory Account Maintenance critical process
- Key Results meeting with VP-FAS to discuss the establishment of a Risk Management department. Objectives and Responsibilities were discussed and a 5 year plan was created.
- Met with VP FAS regarding the 2015 Spring Training for Supervisors
- Met with the Director of Instructional Technologies to discuss recording the 2015 Spring Training for Supervisors for those unable to attend.

- Met with VP FAS, Director of Operations & Maintenance and Chief of Police regarding updating the All Hazards Emergency Plan.
- Meetings with VP-FAS, Director of HR, Chief of Police and FAS Project Manager regarding Title IX:
  - Title IX supervisor training
  - updating the Title IX website
  - updating the Title IX signage at all campuses
- Attended the 2015 South Texas Hurricane Conference at the McAllen Convention Center
- Met with the Associate Director of Purchasing and Purchasing Secretary regarding Student Insurance and Insurance RFP.
- Met with Chief of Police regarding FEMA training.
- Met with Chief Information Security Officer regarding aligning business and information risk management.
- Met with FAS Project Manager and Comptroller regarding the Economic Impact Study Press Release.
- Worked on the following matters:
  - Business Impact Analysis Phase 2 – flowcharting Level 1 critical processes and identifying manual workarounds to use in the event of a disaster. Critical Processes worked on included:
    - Business Office – Payroll (monthly and semi-monthly)
    - IS&P – Active Directory Account Maintenance
  - Research & complete revamp of the Title IX website to reflect new / revised policies and new Title IX leadership.
  - Title IX PowerPoint presentation for Board and associated HR policies
  - Title IX Supervisor Training
    - Organize – find location to host the meeting, coordinate with speaker, etc.
    - Memo to Planning and Development Council
    - Send out invitations to all supervisors
    - Track attendance
    - Answer questions from attendees and accommodate rescheduling and conflicts
- Prepared "This I Believe" essay for ACTA Graduation Ceremony
- Created a Risk Management section to be inserted in the Comprehensive Plan update
- 2015 Spring Supervisor Training: "Documenting and Investigating Misconduct / Preparing Corrective Action Plans."
  - Sent out completion certificates to all attendees
  - Place completion certificates in employee files
  - Created a survey which was sent out to all attendees. Results were conveyed to VP Mary Elizondo
- Began working on updating the All Hazards Emergency Plan. Sent out request for updates to all associated managers.

<u>Food Services</u>

- Met with David Flores to complete the Food Services Department's 2015-2017 IE Plan.
- Participated in a Conference Call with ROFA Architects to discuss Mid-Valley Cafeteria expansion equipment and concept with Kitchen consultant.
- Participated as a Judge for the Culinary Arts Program's "Culinary Wars" and "Cake Decorating" events.
- Attended and participated in the STC 2013 Bond Program - Pecan Student Activities/Cafeteria Kick- Off Meeting.
- Met with Chris Martinez from Pepsi to discuss new beverage items for all cafeterias.

Security & Police Department

- Interview with Telemundo - South Texas College Public Relations Department requested the Chief of Police/Director of Security to interview with Telemundo concerning concealed carry by students on college campuses as is currently being debated in the Texas state legislature. Telemundo reporters visited the South Texas College Police Department Dispatch Office and predominantly displayed it in their evening telecast.
- Interviews for Security Supervisor - The South Texas College Police Department conducted interviews of candidates for the position of Security Supervisor. The supervisor manages the college security program and oversees security guard specialists and security guards who work 24/7 at the 5 campuses.
- Building Responder Training – The South Texas College Police Department conducted Building Responder training at the Pecan campus Cooper Center auditorium on Friday (04/17/15). Eighty three building responders were provided instruction in hurricane season preparation, active shooter response, CPR and Automated External Defibrillator (AED) training, as well as emergency evacuations. The McAllen Fire Department demonstrated the use of fire alarm call boxes and fire extinguishers.
- Selection of Security Supervisor - The supervisor to oversee security guard specialists and security guards has been selected. Cindy Zavala, a former security support specialist who has a master's degree in criminal justice, began working in her new position on Monday 04/13/15.

Purchasing and General Services

- The Director of Purchasing and Staff:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Review and negotiated change to fourteen (14) vendor agreements
    - Presented at the Business Office AA Round Up concerning Vehicle Rentals
    - Met with the Business Office concerning the recording of Library Books in Banner Fixed Assets
    - Attended April Finance and April Board of Trustees Meeting
    - Met with the Technology Bond Program Architect to review space needs
    - Met with Grant Compliance Office in reference to the kickoff of the JET Grant Program
- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 14-15-1068 Portable Stream/Record Device
    - 14-15-1069 Projector Replacement Project
    - 14-15-1070 Audiovisual Equipment and Parts - IV
    - 14-15-1071 Active Learning Classrooms Audiovisual Project
    - 14-15-1072 Mid Valley Campus Analog to Digital Audiovisual Upgrade
    - 14-15-1073 Audiovisual equipment and Parts – V
    - 14-15-1067 Pecan Campus – Ceramic and Art Labs Renovation
    - 14-15-1054 Technology Campus Building B Flooring Replacement Phase II
    - 14-15-1074 Front Loading Gas Kiln
    - 14-15-1075 Preferred Private Lender Kit
    - 14-15-1076 District Wide – Carpet Replacement for HIS Tier 1 Classrooms
    - 14-15-1077 Audiovisual Equipment and Parts – VI
    - 15-16-1002 Childcare Services
    - 14-15-1049 Call Center Services
    - 14-15-1079 External Auditor
  - Public Bid Openings:
    - 14-15- 1059 Student Insurance
    - 14-15- 1063 Pecan Campus – Achieve Early College High School Service Drive and Sidewalk Project

- 14-15-1066 Pecan Campus Carpet Replacement for Building A
- 14-15-1075 Preferred Private Lender List
- 14-15-1054 Technology Campus Building B Flooring Replacement Phase II
- 14-15-1067 Pecan Campus – Ceramics and Art Labs Renovation

- The Purchasing Department processed in excess of six hundred seventy nine (679) purchase orders, approved five hundred ninety five (595) requisitions, disapproved two hundred nineteen (219) requisitions, processed change orders for goods and services and completed forty nine (49) travel authorizations. A total of one hundred seventy one (171) new vendor W-9 forms were verified and entered into Banner Finance and fifteen (15) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since March 2015. The asset review process was completed as follows:
  - Fixed Assets approved sixty five (65) assets through April 15, 2015
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed seven hundred fifteen (715) deliveries (purchase orders and complimentary books) and a total of four thousand six hundred ninety three (4,693) packages/boxes. A total of five hundred sixty two (562) purchase orders were posted received in Banner. A total of two thousand two hundred sixty four (2,264 items were transferred/relocated as per move/set up request forms.

Human Resources

- Human Resources Director attended the following:
  - Coordinated Operations Council meeting.
  - Behavioral Intervention Team meeting.
  - Planning and Development Council meeting.
  - Met with the Dean of Library Services and Instructional Technologies to discuss vacant positions in the Centers for Learning Excellence (CLE).
  - A webinar on "Sexual Orientation and Gender Identity Non-discrimination" with the Employee Relations Officer.
  - The 2015 Ellucian LIVE Conference in New Orleans, LA with the Benefits and Payroll Manager and the Systems Analyst II-FAS.
  - The Academic Affairs Council Meeting
  - The Title IX Meeting hosted by the Vice President of Finance and Administrative Services.
  - The HR Policies Meeting hosted by the Vice President of Finance and Administrative Services.
  - A Salary Planning meeting with the Vice President of Finance and Academic Services.
  - The President's Administrative Staff Meeting.
  - Conducted interviews for the Benefit's Specialist vacancy.
  - Met with the Employee Relations Officer on personnel issues.
  - Human Resources Staff Meeting
  - HR Payroll Specialist and the Payroll Assistant-Human Resources were recognized for their 20 years of service.
  - Discussion of HR goals and Comprehensive Plan.
  - HR Policies/Title IX Meeting with Finance and Administrative Services Project Manager.
  - PeopleAdmin Adjunct and Part Time Module review for implementation.
  - Dual Enrollment Program meeting with Director of Accountability Services and Finance and Administrative Services Project Manager

- Xitracs Credential Database/Letter of Appointment for Faculty meeting with Information Services and Planning.
- Salary Planner meeting
- Faculty Pay Plan Meeting

- Human Resources Department staff:
  - Attended a Texas Workforce Commission hearing
  - Hosed a mediation session
  - Reviewed complaint procedures
  - Conducted thirty-seven (37) Background checks
  - Attended Salary Planner training
  - Attended Affordable Care Act training
  - Attended the weekly Ellucian phone conference for Beta-testing RTE-4124 PZRERSD Enhancements
  - Enrolled sixteen (16) New Hires for benefits
  - Conducted two (2) Exit Interviews
  - Processed eleven (11) Workers Compensation claims
  - Emailed employees (approximately 500) for sick Leave Pool enrollment/cancellation of membership
  - Issued Online Letters of Intent to regular Faculty with less than one (1) year of service
  - Made preparations to issue Online Letters of Appointment to regular Faculty in May 2015
  - Mapped NOE form flow for Adjunct and Dual Enrollment Faculty
  - Attended the following meetings or training sessions
  - Salary Planner training
  - Salary Planner status meetings with the Business Office and Information Technologies
  - Emergency Response Training
  - Academic Calendar Committee meeting
  - Conducted procedural training for search committees and hiring proposals with multiple departments. Training included new changes to Faculty.
    - Within PeopleSoft:
      - Designed, tested and moved into production changes to the Faculty type in PeopleSoft's applicant Tracking system.
      - Working on the Adjunct and Part Time product type.
  - Compiled and submitted model policies and procedures for Title IX & non-Title IX complaints.
  - Began reviewing and updating STC Employee Manual.
  - Reviewing the possibility of processing fingerprints electronically to the Department of Public Safety for return data.
  - Assisted Employee Relations Officer in migrating Employee Relations files to SharePoint.
  - Attended the Voter Registration and Election Task Force meeting.
    - Task Force will send out email reminding employees to vote early.
    - Applied to be a Hidalgo County Volunteer Deputy Registrar, was accepted and is pending requisite training (to be held in May).
    - Received and processed:
      - Three (3) Driver Eligibility checks
      - Fourteen (14) sets of fingerprints
      - Assisted with twelve (12) cases (administrative function or document reviewer)
      - Three (3) Open Records requests
      - Three (3) Texas Workforce Commission claims completed.
      - Two (2) Texas Workforce Commission information requests completed.

- Physical Inventory completed; all assets accounted for.
- Assumed the role of coordinator for Temporary Agency Employee Requests.
- Worked on Twenty-two (22) recommendation packets/hiring proposals
- Created fifteen (15) positions in PeopleAdmin.
- Human Resources Assistants participated in the 2015 Adjunct Fair
- Human Resources Assistants attended the following trainings:
  - Managing Emotions Under Pressure
  - Microsoft Power Point 2013
- Human Resources Assistants received and processed:
  - Sixty-four (99) hard copy applications
  - Forty-two (42) online Faculty applications
  - Three hundred eight (308) online Staff applications
  - Seventeen (17) Full Time Staff New Hire packets
  - Twelve (12) Direct Wage/Work Study New Hire packet
- Human Resources Records Technician graduated from Jaguar Academy
  Human Resources Records Technician processed one hundred (100) Termed files
  And Thirty-five (35) New Hire packets.

<u>Planning & Construction</u>

- Departmental report items
  - Performed the following:
    - 2013 Bond
      - Received 7 proposals form interested Construction Manager at Risk Contractors; assisted purchasing with evaluations and preparation of bid tabulations
      - Evaluated qualifications submitted for Geotechnical Engineering services for Bond projects
      - Finalized contracts for MEP and Civil engineer services
      - Reviewed and commented on preliminary schematic plans
- Departmental Items
  - Continued work on comprehensive plan
  - Prepared presentation information for COC meeting on April 7, 2015
  - Worked and finalized on April Facilities Committee agenda and motions
  - Assisted Purchasing with Interviews
  - Evaluated of Capital Improvement Proposals for FY 2015-2016
  - Prepared letter to City of McAllen requesting partial release of building
    - Setback on Pecan Campus, necessary for construction of future Library; request was submitted to City Commission for approval on April 27th
  - District Wide ADA Improvements – met with Engineer to review progress drawings
  - District Wide Carpet Replacement for H.S.I. Tier 1 Classrooms –Solicited and received proposals
  - Pecan Campus AECHS Service Drive and Sidewalk – Solicited and received proposals
  - Pecan Campus Building B Ceramic Arts Covered Area – reviewed schematic design with Architect; presented schematic design to Board Facilities Committee for review
  - Pecan Campus Building B Interior Ceramic & Art Lab Renovations – conducted a Pre-proposal conference for potential contractors
  - Pecan Campus Building K Admissions/Welcome Center Entrance - Met with Architect and staff to review preliminary design layout
  - Pecan Campus Carpet Replacement for Building A - Proposals were received and were evaluated

- Pecan Campus Student Services Carpet Replacement at 2nd Floor –Proposals were received and were evaluated
- Pecan Plaza Asphalt Resurfacing at Alley Side of Building – Evaluated construction proposals and a recommendation was be presented at the April FC meeting
- Pecan Plaza Emergency Generator-Design in progress; Met with engineers and staff to review existing electrical conditions; Received 75% Design Development drawings for review
- NAH Campus North Parking Lot Expansion – The contractor continues to make progress; The contractor is ahead of schedule, and replaced all the defective curb and gutter
- Starr County Campus Walking Trail - reviewed final drawings for directional signage installation
- Technology Campus Cooling Tower Replacement – Assembly of cooling tower was completed and piping infrastructure is now in progress

- Attended the following:
  - 2013 Bond
  - Conducted weekly update meeting with Broaddus & Associates
  - Met with VP Mary Elizondo to plan for next issuance of construction bonds
  - Update meeting and building walk-thru with AV/IT consultant
  - Training for project management software – Owner-Insite
  - Met with legal counsel and Broaddus & Associates to review civil engineers comments and proposed revisions to contract
  - Evaluations meeting for proposals submitted for Construction Manager at Risk services and prepared summaries for Board review and approval
  - Evaluations meeting for qualifications submitted for Geotechnical and Material Testing Engineering services
  - Design meetings with each project architect and Broaddus & Associates
  - Orientation tour of the Jimmy Carter Campus, Pecan Campus, Starr County Campus with Broaddus & Associates, architects and STC staff
  - Met with Broaddus & Associates and ECON to review bonding capacity
  - Attended presentation by Broaddus & Associates on options for Owner Controlled Insurance Program (OCIP)
- General
  - Mandatory supervisor training
  - Conducted a lecture for the CADD Department, Construction Management Class
  - Monthly Board meeting and Monthly Board Facilities Committee
  - Attended McAllen Planning and Zoning Meeting to review Conditional Use Permit review for Nursing Allied Health Campus Sub-division Plat
  - Attended monthly Facilities Operations Council meeting
  - Coordinated Operations Council meeting
  - Staff meeting to develop transition plan for when Director vacates position
  - Met with VP Mary Elizondo to review Director's tasks prior to exiting
  - Update meeting on Move and Workflow processes with STC Staff
  - District-Wide Parking Lot Lighting Upgrades – assisted Purchasing with preparation of bid tabulations and evaluations; Proposals evaluations meeting; recommendation will be submitted to Facilities Committee
  - Pecan Campus Building K Admissions/Welcome Center Entrance - Met with staff to review preliminary design layout with relation to future building expansion
  - Technology Campus West Academic Building Re-roofing – attended a contract negotiation meeting with Contractor and Architect
  - Attended a Meeting with Land Acquisition Deputy Director and City Engineering to request partial release of setback for new Library and underground power on Pecan Campus

Operations & Maintenance

- The Director of Operations & Maintenance attended or held meetings to discuss the following:
  - STC 2013 Bond Program Planning Meeting
  - Pecan Campus Power Line Relocation - Meeting w/ Engineer & AEP
  - District Wide Lighting Upgrade for Parking Lots – Evaluations
  - 2013 Bond Program - Owner In-site Training
  - Technology Campus - Cooling Tower Replacement Construction meeting
  - Nursing & Allied Health Parking Lot Expansion - Construction Meeting
  - Pecan Campus – Building B Ceramics and Art Labs Renovation Project Meeting
  - BIM 3D Modeling Training at the Texas A&M Health Science Center in College Station
  - 2013 Bond Construction Program Meeting- Evaluation of Geotechnical & Material Testing
  - Coordinated Operations Council meeting
  - 2013 Bond Construction Program - Evaluation of CMR
  - VP Instructional Services Meeting on the HSI Grant
  - Facilities Operation Council Meeting
  - Art Walk Thru
  - HSI Grant - Active Learning Classrooms Planning Meeting
  - April Facilities and Finance Meeting
  - Nursing & Allied Health West Building Return Air Issue Meeting
  - 2013 Bond Program - Nursing Allied Health - Nursing Schematic 2 Meeting
  - STC 2013 Bond Program - Pecan STEM Campus - Schematic Design Meeting
  - STC 2013 Bond Program - Mid-Valley Campus - Science - Schematic Design Meeting
  - Met with David Kennedy from J&J Flooring
  - Met with Halff Associates for the Pecan Campus Physical Plant Walk Through
  - Held the Facilities Operations & Maintenance Managers' Meeting
  - ACTA Tour/Presentation

- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System
- Operations Contract Department
  - Mid Valley Campus
    - Fire Panel Building B Repairs – Complete
    - Pump Repair – Complete
  - Pecan Campus
    - Pump #1 – Being repaired 5/4
    - Chiller #3 – Awaiting parts
    - Building F Electronic Waste – Complete
    - Soccer Field – Complete
  - Technology Campus
    - Valve repair – Pending meeting with contractor
    - Fire Line Backflow repair – Quote received 5/4
    - Building E Riser Inspection – Scheduled for week of 5/4
  - Starr County Campus
    - Vending Machine Issues – Pending

- Chiller Repair – Complete

- Preventative Maintenance Scheduled for April (District-Wide)
  - Maldonado Landscape: Lawn Care - Complete
  - Bug Works: Pest Control - Complete
  - Joe Fly: A/C Filters – Complete
  - El Fire (Kitchen Hood Cleanings) – Scheduled
  - Power washing (All Campuses) – Meeting with contractor 5/5
- Operations Procurement Department
- Maintenance April IDT

- Custodial Department

Set-Ups	347
Moves/Relocations	84

- Maintenance Department Work Orders and Expenditures

Work Orders	1024
Work Orders Completed	942

Classification	Work Orders Completed	Cost
Carpentry	94	$1,508.75
Electrical	120	$4,710.82
Energy	28	$327.00
HVAC	94	$20,538.25
Locksmith	67	$604.45
Painting	33	$1,971.14
Plumbing	53	$3,684.30
Plant Services	-	-
Total Cost	**489**	**$33,344.71**
General Preventative Maintenance	453	N/A
Total Work Orders	**942**	**$33,344.71**

<u>Business Office</u>

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the March board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- The Business Office worked on the following reports/projects:
  - Staff prepared February and March Board Management Reports and Regular Managements Reports.

- Meetings:
  - Attended the New Bond Issuance meeting
  - Met with Vice President for Finance and Administrative Services to discuss Fiscal Year 2016 Budget and tax items.
  - Staff prepared for and attended the AA/FM Roundup
  - Attended Blackboard Call Center Services Demo
  - Attended Communication Enrollment meeting.
  - Attended the 2015 Ellucian Live Conference.
  - Staff met with Vice President for Finance and Administrative Services and legal counsel regarding the Investment Advisory Services Agreement and fees.
  - Met to discuss the Starr County Abatement scenarios
  - TexPREP MOU cancellation meeting
  - Attended Travel and Expense System Process meeting.
  - Met with Vice President for Finance and Administrative Services to discuss Security Department budgets.
  - Met with Vice President for Finance and Administrative Services to prepare projected calculations on the tax abatement proposal.
  - Attended the Salary Planner meeting
  - Attended the Calendar Committee to review and discuss all Academic dates for FY 2016-2017
  - Attended the Dual Enrollment Cost Study meeting.
  - Met with Study Abroad Staff
  - Attended Budget and Salary Planner meeting.
  - Selected staff met to discuss Pending Property Tax Reports
  - Attended the Faculty Pay Plan meeting.
  - Attended Managements Report and audit preparation meeting.
  - Meeting with IAM staff
  - Attended the 2013 Bond Program- Mid Valley Campus – Student Services schematic design meeting
  - Meeting with CE and Grant Compliance.
  - Staff attended the Treasury Management Conference
  - Met to discuss current and next fiscal year budgets
  - Met with Fixed Assets Department, Library, and Business Office to discuss removal of books sold.
  - Met to discuss inter-local agreement between shuttle buses.
  - Cashiers met with Technology Resources on revisions to the unpaid reports.
  - Met with Financial Aid to discuss Summer and Fall 2015 early and final payment deadlines.
- Trainings/Webinars:
  - Nursing and Allied Health Staff attended Travel and Expense Management System Training
  - Attended the Salary Planner Training
  - Attended the Summer/Fall 2015 bite size training
- Accounts Payable / Grants and Contracts
  - Checks Processed as of April 30, 2015:

Bank No.	09/14	10/14	11/14	12/14	01/15	02/15	03/14	04/15
01 E&G	582	769	532	571	472	594	737	637
01 Direct Deposit	94	113	71	59	59	99	142	95
03 Student	10,906	1447	241	95	18,234	2,285	617	146
12 I&S Taxes	-	-	-	-	1	-	-	-
16 I&S Bond	-	-	-	-	1	-	-	-
17 Plant	19	6	8	6	18	15	10	7
32 AP Card	379	404	212	274	364	352	411	415
38 Unexp-LT Bond Series 2014	2	2	1	-	1	-	2	4

- TWC Governor's Summer Merit Program
- TWC Texas Audit Completion and Skills Initiative

- Accounts Receivable / Budget & Reporting
  - Prepared comparison reports of the Fiscal Year 2015 approved budget and Fiscal Year 2016 proposed budget.
  - Prepared and updated budget summary of the Fiscal Year 2016 projected revenues and expenditures.
  - Tuition and fee revenue projections were updated based on the Fiscal Year 2016 projected student headcount figures.
  - Prepared projections for August 31, 2015 Interest and Sinking fund balance and abatement scenarios over the next 10 years for Starr County were prepared and submitted to the Vice President for Finance and Administrative Services.
  - A preliminary tax collection fee contract was requested from Starr County and forwarded to the Vice President's Office.
  - The proposed Fiscal Year 2016 Faculty Pay Plan was reviewed and analyzed in preparation for discussion with Academic Affairs staff.
  - Updates were provided regarding pending Salary Planner items.
- Cash Management / Special Projects / Office Support
  - Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	650
01 Direct Deposit	6	95
02 Payroll	13	947
02 Direct Deposit	3	1,730
03 Student	3	146 (US Bank)
12 I&S		
16 I&S		
17 Plant	4	7
38 Bond Series 2014	4	4
Total	47	3,579

  - Staff analyzed the I&S Bank account cash flow for possible bond payments.
  - Staff tested the Banner Finance forms for an upgrade
  - Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	11
Wire Transfers for Benefits	5

- General Accounting & Construction
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 43 monthly reports were completed during the month of April.

Board and Management Reports Prepared	89
Journal entries/documents scanned	759
Hours used for scanning - estimated	50
Hours used to prepare documents for scanning	4.5
Hours assisting other departments	64
Hours used printing, binding and scanning documents	9
Checks printed and/or send	56
ACH and Book Transferred Initiated and/or Approved	2
FOAP created	36
Financial manager changes	13
Positive Pay submitted	23
Disbursement of returned mailed checks	2
Stop payments processed	8
Journal entries prepared	23
Requisitions prepared	2
Interdepartmental Transactions reviewed	45
Invoices and encumbrances reviewed	29
Deposits prepared	16
Stale dated letters mailed	28
Cancelled checks provided to AP and/or verification and positive pay	8
Copies of booklets/journal entries requested	728
Filing and organizing of Journal Entries	6
Cafeteria daily sales report	86
Bank Reconciliations	13
Transactions removed from bank reconciliation	58
Errands to Inter-office deliveries	31
Hours used for X-tender/banner testing	23.5

Approval Queues	3
Number of Batches removed from e-vision	10
Timeforce – telephone calls received	38

- Payroll, TimeForce and Position Control Departments
  - Payroll processes for the month ending April 30, 2015:

Payroll Re-issue Processed	11
Payroll Cycles	3
Payroll Checks & DD	2,883
New Employee Setups for TimeForce	59
TimeForce Access Forms Processed	29
Number of Employees with OT reviewed for OT Memos	29
NOE's Approved	163
Salary Budget Transfer Forms Processed	23 with multiple transactions

- Cashiers
  - Extended hours of operation to assist students with Spring and Summers 2015 emergency loan and installment plan due dates
  - Working on research of five (5) minimester census due dates of March and April 2015
  - Cashier call agents contacting students on the minimester unpaid list
  - Cashiers presented Cash handling procedures at the AA Round up
  - Cashier worked and completed accounting for fixed assets
  - Cashiers testing Fall 2015 tuition tables.

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,522	Salaried	278
Employees on Semi-Monthly Payroll	1,132	Total Net	563,086.29
		Waged	658
Timecards Processed		Total Net	173,178.80
(Waged 3/16-3/31) SR07	575		
(Waged 04/01-04/15) SR08	565	**Stop Payment Processed**	
Regular (Salaried: April) MR04	2732	Salaried	3
		Waged	7

Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	258	Salaried	3
Waged	178	Waged	7
Liabilities Processed	39	**Replacement Checks Processed**	
		Salaried	4
Reports Processed		Waged	7
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1444
Deposits Processed		Total Net	3,820,057.61
Internal Revenue Service	3	Waged	503
Bank Transfers	3	Total Net	147,264.18

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	116
General Journal Entry (Inter-Fund) (JE 16)	54
Cash Receipts (CR 05)	851
Encumbrance Liquidation (E032)	16
Encumbrance Liquidation (E020)	6
General Ledger Beginning Balance (JE05)	7
General Journal Entry (IConstruction) (JE17)	2

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

Office of the Interim Vice President for Academic Affairs
3201 W. Pecan Blvd. • McAllen, Texas 78501

(956) 872-6790
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Memo

Date: May 21, 2015

To: Dr. Shirley A. Reed, President

From: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs

Subject: **MAY 2015 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Vice President for Academic Affairs to our Board of Trustees for review at the May 26, 2015 Board meeting.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **Academies Program Receives Recognition**

On **April 6th, 2015**, the South Texas College **Dual Enrollment Academies Program received recognition** at the state capitol on behalf of **The House of Representatives of the 84th Texas Legislature.**

A resolution was read by Representative Sergio Munoz Jr. recognizing the efforts of the Dual Enrollment Academy Program and the effort put forth in order to increase the degree attainment for Hispanic students in the Rio Grande Valley.

The Dual Enrollment Academy Program at South Texas College allows hardworking high school students to earn an associate's degree in two years by taking high school courses in the morning and dual credit classes in the afternoon.

The program was recently 1 of 14 finalists for the Examples of Excelencia in Education award for the Dual Enrollment Academy Program.

Division: **Liberal Arts & Social Sciences**
Department: **Center for Mexican American Studies**
Highlight: **Ballet Folklórico invited to participate in 57th Annual Feria del Libro y Festival Cultural Universitario 2015 by the University of Guanajuato**

Ballet Folklórico South Texas College was **invited to participate in the 57th Annual Feria del Libro y Festival Cultural Universitario 2015 by the University of Guanajuato** during the Easter weekend, **April 3-6, 2015**.

This was part of a **cultural exchange** between **Ballet Folklórico South Texas College (BFSTC)** and **Ballet Folklórico de la Universidad de Guanajuato (BAFUG)** and The University of Guanajuato and South Texas College that begun in December of 2014, when BFSTC hosted BAFUG at the McAllen Civic Center for a full performance.

To support, there's been a working relationship with BAFUG Director, Roberto Martinez Rocha since 2012. He has been visiting annually to teach BFSTC dance sets as a dance trainer/consultant.

Members of Ballet Folklórico South Texas College, Ballet Folklórico de La Universidad de Guanajuato, and Ballet Folklórico Potosino Ollin Cuauhtli, pose for a group picture after a **successful and sold out performance**.

Members of Ballet Folklórico South Texas College pose at the historic Pípila monument which oversees most of Guanajuato.

Tradiciones 2015 – Guanajuato took place at the **Teatro Municipal de La Universidad de Guanajuato** on **April 5, 2015.** As part of the cultural Exchange, members of BAFUG and invited guests, *Ballet Folklórico Potosino Ollin Cuauhtli* from San Luis Potosi, MX, danced alongside members of BFSTC in our dance sets.

Members of BAFUG and their Director and Staff took the group sightseeing in many of their tourist attractions and throughout the many historic districts within Guanajuato.

Members of Ballet Folklórico South Texas College pose outside the steps of the University of Guanajuato's administration building, which is a historical building, dating back to the 1800s, and a tourist attraction.

Division: **Business & Technology**
Department: **Precision Manufacturing Technology**
Highlight: **5th Annual Manufacturing Career Fair and Exposition Day**

On **April 08, 2015**, South Texas College's Precision Manufacturing Technology Department hosted their **5th Annual Manufacturing Career Fair and Exposition Day** in the Technology Campus.

14 regional manufacturers and vendors from all over Texas gathered to discuss new products, current technology and have direct contact with students of the Precision Manufacturing Program. In attendance were **over 220 attendees** including high School and college students, educators, and community leaders. Also, available were exhibition tables.

Expo Highlights:
- Recruitment Opportunities
- Product Showcase
- Industry Presentations
- Manufacturing News
- Networking

Participating School Districts:
- Donna ISD
- PSJA ISD
- Sharyland ISD
- Progreso ISD
- Hidalgo ISD
- Rio Grande City ISD
- Weslaco ISD & ECHS

Local manufacturers and vendors attendees:
- Alamo Iron Works
- Alpha Mold XL
- Alps Electric
- Cinch
- CL Scales
- Engineering for Kids
- Express Employment
- Humanetics
- IAM
- MSC Industrial Supply Co.
- Regal Beloit
- Royal Technologies
- Vida
- Workforce Solutions

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **DEEA/DECSA/DECJA Trip**

On **April 9th and 10th, 2015**, The **Dual Enrollment Academies Office** took about 30 seniors from Dual Enrollment Engineering Academy (DEEA), Dual Enrollment Computer Science Academy (DECSA), and Dual Enrollment Criminal Justice Academy (DECJA) students on an **educational trip to visit the Alamo and the Toyota Plant in San Antonio, Texas.**

While on the trip, students had the privilege of visiting one of Texas' greatest historical sites, The Alamo. Students were able to stroll through the beautiful gardens of the Alamo, all while learning about how the Alamo was a crossroads in Texas's history.

In addition, students visited and toured the Toyota manufacturing plant in San Antonio. Upon arriving at the Toyota manufacturing plant visitor's center, students were shown video on the history of the Toyota family and plant. Afterwards, the students jumped on a trolley and were given a full tour of the Toyota plant in order to observe a first-hand look at manufacturing.

Division: **Math, Science & Bachelor Program**
Department: **University Relations, Transfer & Articulation Center**
Highlight: **Articulation Agreement Signing with South Texas College announcing the Bachelor of Science in Public Health**

On **April 09, 2015**, members of **South Texas College** leadership team gathered at the **Texas A&M Health Science Center** McAllen Campus to sign an articulation agreement with South Texas College announcing the Bachelor of Science in Public Health.

The agreement will facilitate the admission and academic transfer of students from South Texas College to the **Bachelor of Science in Public Health program** (BSPH) in the Texas A&M Health Science Center School of Public Health.

South Texas College students have the opportunity after completing their associate's degree to pursue a Bachelor of Science in Public Health program without leaving the Rio Grande Valley. The formal agreement between both schools will provide a pathway for a seamless transition towards a baccalaureate degree.

Division: **Liberal Arts & Social Sciences**
Department: **Child Development**
Highlight: **Week of the Young Child: Read a Book**

Pictured Above:
Students and Faculty from Child Development Program volunteering at Hidalgo County Head Start Program

In observance of the **Week of the Young Child (April 13–16, 2015)**, the **Child Development Department** coordinated with South Texas College students, faculty and staff to read a book to children from the Hidalgo County Head Start at their Annual Festival at the Pharr Civic Center on **Tuesday, April 14, 2015**.

The Week of the Young Child™ is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC).

Pictured: Child Development Program Students reading to children from Hidalgo County Head Start Program.

The purpose of the Week of the Young Child™ is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs.

Pictured: Cecilia Villagran from the Child Development Department ready to read!

The Child Development Department recruited and coordinated volunteer readers. Representatives from the Office of High School Program & Services, Child Development Department Students and Faculty **donated two hours of their time to read children books to well over 150 children ages 3-5.**

South Texas College Child Development Department supports community programs such as Hidalgo County Head Start who are dedicated to the economic and social well-being of children and families of Hidalgo County. By partnering with them we, too, make an impact on the lives of these children who will possibly one day become future South Texas College students.

Division: **Academic Affairs**
Department: **Distance Learning**
Highlight: **Student Success and Online Faculty Support Initiatives**

On **April, 17, 2015**, the **Distance Learning Department** provided Quality Matters Training for selected faculty in the Bachelor programs. **Quality Matters (QM) is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses.**

QM is a leader in quality assurance for online education and has received national recognition for its scalable, peer-based approach and continuous improvement in online education and student learning. It has rubrics and tools that support any organization with an educational mission or training unit that includes online delivery.

Community and technical colleges, universities, K-12 institutions, corporations, and government agencies are subscribing to the Quality Matters program to supplement their quality assurance efforts and improve the quality and effectiveness of their distance learning programs.

The training on April 17, 2015 was the **first of a series of training designed to provide professional development for online faculty at South Texas College**.

The **Quality Matters** processes will benefit both individual faculty and South Texas College in the following ways:

- Improved student engagement and learning outcomes
- Adoption of a systematic and comprehensive continuous quality assurance process that includes faculty training, course development, and course improvement processes that are aligned with accreditation standards
- Incorporation of new technologies and research findings
- Opportunity to engage in benchmarking activities with peer institutions
- Ongoing faculty professional development
- Opportunity for peer-to-peer collaboration and sharing across institutions
- Online courses that meet a consistent and widely-respected quality threshold

Division: **Academic Affairs, Student Affairs & Enrollment, and Library Services**
Department: **Mid-Valley Campus**
Highlight: **3rd Annual Pursuing Higher Education Fair**

On **April, 22, 2015,** the **3rd Annual Pursuing Higher Education Fair** was held in the Mid-Valley Campus in Weslaco. The Fair is a **community event aimed at fulfilling the college's goals of graduating existing students on time, and recruiting future students who will go on to help the community prosper.**

This year's fair was took place at the Mid-Valley Campus Library during their Open House festivities. The coordinator of the fair History faculty, *Rainlilly Elizondo*, along with the several college contributors (Public Relations, Student Activities, History Dept., and Mid-Valley Library) and participants have brought **each year over 500 people to visit the fair** booths.

The Fair included tables arranged between book stacks, forming two rows by department or service to assist current and prospective students with the following:

- Registration
- Select a major by meeting with faculty
- Learn about various academic baccalaureate options

2015 Participants:

STC Student Resources	STC Departments	Bachelor Programs
Outreach College Connections	Education	STC Bachelors Programs & Business Administration
Veterans Affairs	Healthcare Student Success	UTRGV
Financial Aid	Political Science	Texas Tech
CLE	History	Sul Ross
Open Labs	Elect & Computer Maintenance Technology	UTSA
	Biology	TAMU-Kingsville
	Human Resources careers	Texas State
	Admin Office Careers	College info table (colleges unable to send a representative to the fair are encouraged and often send literature to distribute to students)

Division: **Academic Advancement**
Department: **Office of Professional & Organizational Development**
Highlight: **Graduation Ceremony for FOCUS Academy**

On **April 24, 2015**, the **Office of Professional & Organizational Development** (OPOD) hosted a **graduation ceremony for the 4th cohort of the FOCUS Academy**. This year's graduation was held in the OPOD's brand new Active Learning Training Lab in the college's Pecan campus.

This day marked the completion of a **two semester-long academy** which consisted of 12 sessions and 1 FOCUS Academy kick-off event which began the journey on August 22, 2014. Throughout the Academy, participants were introduced to the six Common Instructional Framework Strategies, Blackboard Collaborate, and how to utilize active learning spaces effectively. In addition, **participants were able to build from each other's teaching tools and techniques through sharing and observations during the "Rounds" process.**

Pictured above is Office of Professional & Organizational Development new Active Learning Training Lab in Pecan campus building C-111.

In attendance was the Interim Vice President of Academic Affairs, Dr. Anahid Petrosian, who offered a sincere gratitude for faculty choosing to continue their professional development and the Academic Grants and Project Officer, Kristina Wilson, who delivered a brief presentation of some of the expectations with the new Active Learning Classrooms.

The Office of Professional and Organizational Development was pleased to **graduate a total of 36 faculty participants** by awarding them a certificate of completion.

Pictured above is FOCUS Academy 4th graduating cohort.

Division: **Liberal Arts & Social Sciences**
Department: **Mid-Valley Campus Child Development Center**
Highlight: **Artwalk/Open House**

On **Thursday, April 30, 2015**, the **Academic Cooperative Communication Arts** held at the Cooper Center Theater from 9:30am to 6:00pm the following event: **Communication Capstone Showcase– Speaker Series**.

The event involved 12 Advertising & PR and 6 Communication Studies under the direction of South Texas College instructors *Yanci Swenson* (Advertising & PR) and *Debra Wyatt* (Communication Studies). The event was established for student socialization and academic enhancement.

The event **showcased the importance of making positive campus experiences for the students as well as creating opportunities for the students to positively bond with each other in an interdisciplinary setting**. Also, a collaborative partnership was formed with STC Centers for Learning Excellence (CLE).

The Academic Cooperative Communication Arts Students (capstone class) in Advertising & Public Relations and Communication Studies **unified as "one event planning team" during the Spring 2015 semester; allowing Communication Arts students to experience firsthand event planning, preparing, promoting, and presentation**.

- ✓ **Planning:** The event allowed students to experience firsthand the planning, preparing, promoting, and presenting of a college-wide event designed to include students across all disciplines attending South Texas College and connect students with leaders in the community following various fields of study and careers.

- ✓ **Preparing:** Our Co-Op students used a plethora of the skills they attained over their STC careers such as: Conflict management; Interpersonal; Non-verbal's; Intercultural training; Listening & Responding skills; Advertising & Marketing skills; Graphic design skills; Public Relation communication tactics; and Verbal communication skills.

- ✓ **Promoting:** The marketing of the event was promoted to the STC student population through flyers, e-mail promotion to faculty, social media as in Facebook and Twitter and face-to-face sharing of the event details with classmates.

- ✓ **Presentation:** As a result, the **day-long event was successful with over 140 students and community patrons attending the presentation sessions of eight community leader speakers.**

Mario Reyna
Division Dean - Business & Technology

- On Monday, April 6th, I attended the Development Corporation Meeting held by the City of McAllen. I am serving on the board that oversees the ½ sales tax for the city.

- Presented the Written Testimony in support of HB 1887 relating to the establishment of a regional center for public safety excellence in the Rio Grande Valley at the Public Safety Hearing in Austin, Texas on Tuesday, April 7th.

- The Precision Manufacturing Technology Program held their Precision Manufacturing Technology Career & Expo on Wednesday, April 8th. The expo provides future and current students the opportunity to meet with potential employers. This also provides them with one-on-one advice on potential career possibilities in the manufacturing industry.

- On Thursday, April 9th, I held the Business and Technology Program Chair meeting to discuss the academic calendar 2016-2017, Dr. Paul Henley, Dir. of Institutional Effectiveness and Assessment presented on the IE Plan 2015-2017, and discussed information from administrative staff meetings.

- Attended the STC 2013 Bond Program – Technology Campus – Schematic Design Meeting at the Pecan Campus on Friday, April 10th.

- Attended the Planning and Development Council at the Pecan Campus on Friday, April 10th.

- The Culinary Arts Program held their Culinary Wars Competition on Monday, April 13th – April 17th. Culinary Arts students compete against one another in a series of competitions to demonstrate their skills and talents. Culinary Wars is a weeklong competition composed of different culinary categories.

- On Wednesday, April 15th, I attend the AACT Board Meeting and attended the STC 2013 Bond Program – Jimmy Carter Site Tour to discuss the project scope and to tour the campus on.

- Attended the STC 2013 Bond Program – Mid-Valley Campus – Workforce Addition Training Building to discuss addition to the workforce training building on Thursday, April 16th.

- Attended the American Association of Community Colleges (AACC) 95th Annual Conference in San Antonio, TX on April 18th – 21st. This conference brings educational leaders, international educators, representatives of business/industries and federal agencies to network, share, and learn from professionals in the fields of education, business and industry, and the government sector.

- Attended the Festo Evaluation Team Dinner Meeting scheduled by Carlos Margo for Festo certification on Wednesday, April 22nd.

- Participated in the Diesel Open House organized by Manuel Niño, Diesel Instructor on Wednesday, April 22nd. Students and their family are invited to attend an open house to meet with faculty and see the equipment and facility that is used to train students for this career.

- The Information Technology Program held their Information Technology Expo on Thursday, April

23rd. The purpose of the event is to bring awareness of local Information Technology opportunities and allow current students to meet and talk with IT professionals to learn about their education, career, job requirements, and internship and employment opportunities.

- Attended the Admissions Policy Review Committee held by Matthew Hebbard, Dean of Enrollment Services and Registrar to review and recommend changes to the Admissions Policy 3200 on Thursday, April 23rd.

- Held the Business and Technology Program Chair Meeting to discuss search committees, share information from administrative staff meetings and obtain reports from program chairs on Thursday, April 23rd.

- On Thursday, April 23rd, I met with Irma Rosales, CADD Instructor, and Coordinator of the College and Career Teaching Center to see how the programs and center are doing.

- Attended the Voter Registration Committee held by Elibariki Nguma at Pecan Campus, attended the Meeting with Superintendent Blaha, Hidalgo ISD and Dr. Reed, participated in the STC 2013 Bond Program – Technology Campus – Program Confirmation and attended the Planning and Development Council Meeting held by Dr. Reed on Friday, April 24th.

- Had a conference call with PSJA Superintendent Dr. King to discuss the Precision Manufacturing Academy and attended the Academic Affairs Council Meeting held by Dr. Petrosian to discuss important instructional issues on Monday, April 27th.

- Visited with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chair, at the College and Career Teaching Center to see how their programs are doing on Tuesday, April 28th.

- Attended the National Institute of Metalworking Skills (NIMS) Board Meeting in Santa Fe Springs, CA on Wednesday, April 29th – May 1st. As a board member, I help establish and refine skill standards, vote on certification of individual skills and accreditation of training programs.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- On **April, 17, 2015**, the Distance Learning Department provided Quality Matters training for selected faculty in the Bachelor programs. Quality Matters (QM) is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. QM is a leader in quality assurance for online education and has received national recognition for its scalable, peer-based approach and continuous improvement in online education and student learning.
  QM has rubrics and tools that support any organization with an educational mission or training unit that includes online delivery. Community and technical colleges, universities, K-12 institutions, corporations, and government agencies are subscribing to the Quality Matters program to supplement their quality assurance efforts and improve the quality and effectiveness of their distance learning programs. The training on April 17, 2015 was the first of series of training designed to provide professional development for online faculty.

- Initial discussion with Academic Partnership has progressed and a campus meeting has been scheduled for May 28, 2015. Academic Partnerships works with universities and colleges to increase access to higher education and to grow enrollment.
- Had a meeting with Blackboard representatives to review our storage quota and to discuss timelines for cleanup of inactive accounts in Blackboard.
- Had a web conference meeting with the GoArmyEd technology team to finalize data format for distance learning class schedules to be uploaded to the portal.
- Had a meeting with Blackboard representatives to discuss budget constraints and strategies to reduce cost.
- Participated in a meeting with representatives from National American University to discuss partnerships
- Met with the web team to evaluate mock-ups for the new distance learning website.
- Data validation for Cevitas analytics is on-going. Weekly meetings have been taking place to complete the validation of data for Illume application.
- Weekly meetings with the application development team has been on-going
- BASOL Gapware development project is now in the final testing phase. A tentative date for migration to production has been fixed for June.
- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. Purpose of the validation is to continuing the collaboration with Civitas to produce an application that will provide predictive analytics for STC administrators to make key business decisions based on historical trends and statistical analysis.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss Blackboard integration and technology needs of distance learning.
- Started the planning for 2016 Distance Learning Symposium.
- Weekly meetings to discuss distance learning website is on-going. The project is scheduled to complete on May 29.

Simon J. Rodriquez – Media Technologies

- Projects

- Blackboard Collaborate
  - Academic Affairs Council Presentation
    - Preparatory Mtg with Distance Education Staff April 24
    - Equipment set up and system check April 27
    - Presentation April 27
  - Met with Dr. Nandigam re: Bb collaborate session for online students April 9, 2015
    - Met to set up session April 10
    - Co-moderator – review session April 10
- FOCUS Academy Video
  - Met with Dr. Petrosian to discuss Focus Promo Video, April 7
  - Met with OPOD staff to discuss Focus Promo Video April 8
  - Videotaped Ledesma's Puente Class in C111 April 15
  - Videotaped Focus Academy participants interviews April 17
  - Videotaped Focus Academy graduation and two interviews April 24
  - Created Shot Logs for video footage
  - Videotaped Dr. Santiago in class – NAH April 27
  - Videotaped Sonya Sinsabox in class – MV April 28
  - Editing work on video

- Help Desk
  - Bb Collaborate
    - Faculty 2 calls
    - Students 4 calls
  - Blackboard
    - Students 2 calls
- Meetings
  - Individual meetings with faculty members to assist in implementing Bb Collaborate 7
  - Met with Rosemond Moore, Bb Collaborate Recordings
    - April 8
    - April 16
  - Met with Steve Morrison – BbC overview, for use with interview committee
  - Met with Dean of Enrollment Services and Registrar to discuss upcoming graduation ceremonies
  - Met with Director of Judicial Affairs and Conflict Resolution to schedule Bb Collaborate for that department
  - Met with Jayson Valerio on TWC Grant issues
    - Met with Jayson Valerio April 9
    - Sent email to TWC
    - Met with David Passero regarding grant deliverables
  - Met with David Passero regarding TWC grant for Precision Manufacturing April 10
  - Met with ART Faculty to discuss ideas for incorporating Bb Collaborate April 10
  - Met with Cynthia Sanchez to discuss Bb Collaborate Training for the Business Administration Department in May
  - Distance Education
    - Web Design
    - Department meeting
    - DE Symposium

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs. I also made contacts with and advised both walk-in and virtual students.

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

Type of Service	**Number of Students**
General Advising:	135
Academic Advising	0
Career Advising	81
Transfer Advising	10
Degree Plans:	16
Graduation:	21
Distance Education Walk-Ins:	9
Distance Education Chats:	25
Telephone Contacts:	173
Early Registration Reminder Email	791
Virtual Campus Advising Email	140
Total:	**1,401**

- April 9, 2015: Jag Fest 2015 11am-1pm
- Emailed 791 students for Early Registration Reminder for summer/fall 2015.
- April 14, 2015: Assisted with Priority Registration in Starr County.
- April 24, 2015: Attended Leadership Academy for elementary children at Cooper Center 11:30am-1pm on.
- Meetings:
  - Distance Education Departmental Meeting.– April 21, 2015

Aleida Hernandez- Distance Education Help Desk Specialist

- Managing par timers and work studies' work schedule with their school schedule.
- Work study hiring process
- Analyzing technical solutions mainly for students, but also for faculty and staff.
- Examined a variety of computer hardware and software related issues, by troubleshooting.
- Interacting via telephone calls, chats, emails and walk-ins with students, faculty and staff.
- Repairing and maintaining applicable and reliable sources in order for students to succeed in their Blackboard experience.
- Assisting in the development of working solutions, carrying out tickets through the Kayako system, by keeping the instructor well informed of the student's issue.
- Prepared and provided Blackboard student orientations.
- Scheduling orientations, meetings, appointments, etc.
- Tickets April 2015 Report – 196 total tickets
- Chats April 2015 Report – 186 total chats

  Tickets and chats include walk-ins, phone calls, chats, emails, student and faculty forwards, with the following issues:
  - Access Codes
  - Grades
  - Advising
  - High School Students
  - Assessments
  - Incompletes
  - Assignments
  - Issues Resolved Prior to Contact
  - Attachments
  - JagNet / IS&P
  - Browse /Favorites/Bookmark
  - Java
  - Blackboard Orientation
  - Log In Problems
  - Discussions
  - Registration/Admissions
  - Email
  - Reset Passwords
  - Financial Aid
  - Unaware Minimester
  - Firewall / Security Software
  - Unknown Password

- Unknown Username

Marisol Chavez – Distance Education Technologies Specialist

- Assisted both faculty and students by phone, email. Troubleshooting with both Technology and Course Design issues.
- Contacted and requested information from Canvas.
  - Set up a date for demo with the Regional Director.
  - Presented the demo on 3/17 at 3:30 for the Technologies Coordinator and other peers.
- Assisted Simon and Johnny with the Academic Affairs Council –BB Collaborate Presentation.
- Served as a judge in the selection of the video winner for the Student Services' Junior Jaguar Leadership Conference- Adopted Elementary Event.
- Started the Certification for Blackboard Collaborate.
- Meetings:
  - Weekly Meetings to redesign South Texas College Online Website.
  - First annual Symposium 2015 meeting.

Jessica Gonzalez - Course Development Specialist

- Faculty Support – provide continuous support via phone, email, and walk-ins
- Developmental Shells – creating developmental shells for instructors.
- Developmental Math MOOC – gathering information for designing/developing MOOC with Jacob.
- Attending webinars – gather resources/information to assist faculty
- Course Development – assisting faculty with the course development process (building their course).
- Academic Affairs Presentation – assisted and participated as a virtual student for the presentation.
- LMS Platform Research – gathered information of LoudCloud and have been in contact with LoudCloud Representative.
- LoudCloud LMS Demo – attended a virtual conference for the presentation of LoudCloud.
- Quality Matters Training – participated in training that involved the Quality Matters Rubric and Standards training.

Ana Peña
Coordinator – Distance Education Technologies

- **Banner Integration for eLearning (Stephen Crum)**
  Banner Integration on the Blackboard side it complete. The integration is already working on both the Blackboard and Banner staging/production servers. Benefits of integration are that student registration and withdrawals will be fully automatic to Blackboard. Also, faculty updates will be automatic to Blackboard, creating new courses or un-assigning shells when a course gets cancelled. eLearning has been stable for the month of April. Blackboard perform a patch and workaround in the system in order for the integration to work properly with the enrollments in a merge course. IS&P has been doing manual updates for Summer 1, 2, 3 and Fall terms, just to make sure we have the courses and enrollments up to date.

- **Blackboard Mobile**
  Blackboard Mobile has been stable for the month of April and upgrades on the building block have been applied. No issues with the Mobile app for the month of April.

- **Kayako – Helpdesk/Chat**
  Kayako has been stable for the month of April. IS&P is aware that Kayako needs to be upgraded to 4.69 which will fix improvements, security enhancements and including the following highlights:
  - Business hours SLA reporting - you can now run reports on your SLA metrics (such as your response times) with respect to your business hours, rather than just the 24 hour clock.
  - Improved search-as-you-type results in the support center (Instant Response System).
  - The latest security fixes and enhancements.

- **Blackboard Learn (Ana R. Peña)**
  Bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) have been occurring to discuss the projects they are assisting Distance Education. Blackboard Collaborate, Distance Education Call Center and BAS program integration with Blackboard have been the main projects IS&P is assisting with the department.
  Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard. Due to some known issues with the upgrade (October 2014 Release) on the Blackboard servers with Collaborate, we disregard the updates we had schedule for the staging server and production until there is a fix for the bugs. In the meantime, Tiffany gave us a temp clone (from production) with the October Release installed. It couldn't be placed in our staging server due to the TAB project in there. I have asked the Distance Learning staff to start testing the functionality especially with Collaborate since they said it was buggy with Collaborate. By the end of this year if we don't upgrade, Blackboard will no longer support Service Pack 14. So I would really want to install the October release before Fall begins. As soon as the TAB project is completed, the Oct. Release will be installed in our staging environment but in the meantime our temp clone will work. In the meantime, Tiffany created a close environment with the October release so that we can start testing all the collaborate sections before our staging server.

  BAS Program integration with Blackboard
  Our department has been working with Stephen Crum's department to successfully implement the requirements needed to create all the competencies inside Blackboard. Chris Frost was assigned to the project to develop the automation from banner to Blackboard. IS&P and I have been testing the whole month of February and is finally working. IS&P will still work with Chris to get all the

documentation changes. IS&P will also need to re-install the application in test since the consultant did the installation the first time. We will have to do another round of testing after we implement the new test installation. Once the new installation is tested, we can then proceed into production. Production timeline would be until summer; in the meantime Distance Education will continue to manually populate the courses and enrollments.
Building Blocks – most of the building blocks have been updated during the month of April which includes assessments, HTML editor and Pearson building blocks.

- Added new terms inside Blackboard which included: 201610, 201620, 201630, 201640, 520161, 520162, 520163 and 520164.
- I got a report from Blackboard with included 238 usernames in the system that don't match with the username that they have on their email. Cleaning up all users that have changed their username and is still not updated inside Blackboard.
- Installed EBSCO building block for the library inside Blackboard on April 21.
- Contacted Blackboard to start the process with the global template which is a standardized left menu which is control by the Distance Education admin only so that it locks the menu for professors.
- Started a data clean-up on the system since we are over our quota. I will backup courses from the following terms: 201220,201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage. A total of 9,566 courses will be removed from the system. Tiffany will archive the courses in those terms and send me a external hard drive with the information. Once I received the hard drive, she will remove the courses from the system. After completing this process, we were start with the user's cleanup since we have 89,239 users in the system. Removing users from the system will also help us with the storage.

Why Choose South Texas College Online?

- **Distance Education WebPage – ONLINE - Virtual Campus (Ana R. Peña)**
  Distance Education staff has been working with PR in the revamp of the Virtual Campus website. A mock of the new website has been established. The rollout date is set for May 30.
- Discuss with Laura Talbot the house cleaning that needs to happen inside banner for all online courses.
- This way students can get used to looking for their online course the same way and be consistent about the naming scheme. We want everything to say Online instead of TBA or Internet.

- **Distance Education Symposium**
  - Started planning the Distance Education Symposium that we have yearly.

- Meeting with the staff to discuss planning and schedule dates for August 20.
- Contacted Wade Fields from Blackboard so that he can be a presenter for the sessions of the event.

Instructional Designers – Distance Education

- Faculty Support – provide continuous support via phone, email, and walk-ins
- Developmental Shells – creating developmental shells for instructors.
- Developmental Math MOOC – gathering information for designing/developing MOOC with Jacob.
- Attending webinars – gather resources/information to assist faculty
- Course Development – assisting faculty with the course development process (building their course).
- Academic Affairs Presentation – assisted and participated as a virtual student for the presentation.
- LMS Platform Research – gathered information of LoudCloud and have been in contact with LoudCloud Representative.
- LoudCloud LMS Demo – attended a virtual conference for the presentation of LoudCloud.
- Quality Matters Training – participated in training that involved the Quality Matters Rubric and Standards training.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- The Dean met with the Mid Valley Campus Child Development Center Oversight committee to discuss matters concerning enrollment, the budget, travel needed for staff, staffing issues, opening hours over the Summer, and the upcoming graduation on May 8th. This Falls on a Friday.
- The LASS departments received Xtracs training. Most found the system very workable and already completed much of their plans. I did give a heads-up that we may need to add more once the Deans have met with the VP to decide on common goals.
- The Dean keeps interviewing candidates for Faculty positions. History, Criminal Justice, Drama, Sociology and Speech occurred this month.
- The Dean attended the articulation with Texas A& M's Health Science Center which provides an opportunity for South Texas College students to transfer an Interdisciplinary degree with selected science classes to Texas A&M for their Public Health Bachelors. While our own major Jim Darling and many high ranking officials from Texas & M and South Texas College attended, the real brokers of the articulated degree plans are pictured below: Dr. Marlynn May and Dr. Chris Nelson, who started the process about a year ago and, with great patience and respect for each other's curricula, were able to finalize a promising result that has great potential for the future of our communities and students' success .

- The Coordinated Operations Council met on Tuesday morning. The Kinesiology chair Dr. Rebecca de los Santos outlined the need for a new Kinesiology building that can house all those activities that now take place within community facilities, with great concern for security and transportation issues for students and faculty alike. This is one of our most growing programs and our 5th major and it deserves priority when it comes to future planning. A power point will be on the road for the coming months to make all aware of these needs and possibilities district wide.

- Other topics included a summary of all our planned designs for bond and non-bond projects. Dr. Plummer presented the assumptions for projecting enrollment. A short debate ensued over whether new facilities would have the potential to increase enrollment, which seemed to be the opinion of most instructional leaders present.

- The Dean attended the course repeaters' taskforce, where the discussion evolved around a possible change in policy with regards to advising repeaters. Wesley Jennings presented and explained a huge amount of data, that committee members will be able to study in anticipation of the next meeting.
- The Dean substituted for a Psychology faculty who teaches PSJN students and is on FMLA.
- A vacant position for a Senior Administrative Assistant for the Liberal Arts and Social Sciences Division was posted, applicant forms were picked up, and interviews were held this month. A recommendation will be submitted in May.

- A very nice thank you note reached the Dean's office on Veronica Rodriguez, who had completed peer review visits for the National Association for the Education of Young Children. They are extremely pleased with her work and grateful that we let her spend time and energy on this very important endeavor.
- The 95th AACC, this year held in San Antonio, was a huge success. Most interesting workshops were offered. The Dean attended the following workshops
  - One on our college completion goals, where notable college administrators such as Will Serrata and Kay McClenney expressed their views on what barriers and hopeful signs they experience. Much focus was on dwindling budgets and possible debilitating factors such as late registration.
  - From an interesting workshop on retirement issues, the dean then attended the hail and farewell luncheon with animated speakers on the four different generations.
  - Many of the workshops focused on college readiness, among which the "Tennessee Promise" an initiative that allows all community colleges to let their students go to college for free. This is paid for by the Lottery and "they" expect an influx in community college enrollment. They are hiring faculty and administrators in anticipation.
  - A workshop given by Mr. Austin, who is the President at Warren County Community College in New Jersey, enlightened us on a bridge program for potential students. By providing a 9-week refresher, originally designed by Kaplan for SAT testers, students' test scores improved significantly. He also mentioned that for some programs, a fresh look at credentials is worth it. Some of them are too challenging and unnecessary.

  - The Dean presented with Developmental chairs Florinda Rodriguez and Howard Price on "Pathways for ABE testing students". Attendees were all from Texas with similar experiences and an interesting discussion ensued.
  - After a spectacular big band performance during the GALA dinner, we caught a glance of San Antonio's festival.

- The Admissions Policy Review committee met and an interesting discussion occurred on how much detail should be entered in policy. In general this was about NAH and Technical Programs.
- The Classification committee met and committee members reviewed seven binders for aspiring assistant, associate, and full Professors. A brief discussion on whether MFA degreed faculty should be able to apply for Full Professor ensued, but most committee members are not in favor. The dean brought up that it would be nice to come up with a system that administrators who go back to teaching can pick up where they left when they stopped teaching or perhaps even get extra years for administrative duties counting towards their time of service.
- A Planning and Development Council was held with much discussion on the Assumptions of how environmental factors will affect enrollment, a presentation on the new Developmental Plan, and presentations on how to submit a request for technology or data.
- The Adjunct Fair was held. Moderate attendance was recorded with English and Education getting the most attention (10 and 11 attendees).

From the English Department:

- Richard Coronado and Chair Morrison attended the Adjunct Job Fair on Saturday, where we spoke to about ten prospective adjuncts. This was a great turnout--about 5x better than the fall fair!

- One of our dual enrollment instructors, Connie Guerra, proposed setting up a peer mentoring program in which experienced dual enrollment students would guide incoming students, who often have trouble with the transition to a college-style class and also need help navigating the STC environment (getting Jagnet IDs, calling the help desk for Blackboard problems). She is hoping to expand this to mentoring with writing as well. I told her this sounded like a fantastic idea—easily scalable to other schools (and even STC), and virtually free—and asked if she would run it in the fall as a pilot so we can see how it goes and iron out difficulties before we try to scale up.
- WILD held its annual screening of its film contest on Tuesday, 4-21.
- We held our department meeting on Thursday, focusing largely on the Cody Gregg's proposed switch from *smarthinking.com* to *Upswing*. After a webinar with *Upswing* reps, the department had a spirited discussion. We'll be having a live demo this Thursday, after which I'll send out an online survey to the faculty to see which platform they prefer.
- In that same survey, I'll be getting feedback for the CLE on what our faculty would most like the tutors to address when reviewing student essays (per the CLE's request).
- Richard Coronado, along with several other faculty (Silvia Herrera, Sharmila Nambiar, and on other person I can't remember) met with Isaac in the CLE to begin development of a basic checklist tutors could use to begin an evaluation of essays. This is a step in our efforts to provide greater training to the CLE tutors.
- The English hiring committee finished interviews last Friday, and we should be selecting finalists this week.
- Josh Chapa has begun an interdisciplinary committee seeking to develop lesson plans incorporating the "gamification" approach to education that can be easily incorporated into a variety of classes (not just English). Chris Nelson led the drive to recruit faculty from other liberal arts departments (history - James Barrera, philosophy - Sarah "Sally" Merrill, Spanish - Juan Silva). This is an exciting and somewhat recent pedagogical approach that involves, among other things, the "principle of expertise" (people advance only when they've mastered the material) and the "regime of competence principle," which suggest work should hover at the outer limits of students' abilities. The overall approach is designed to promote high student engagement as the initial basis of learning. Here's a link to one of a talk by James Paul Gee's, one of the major proponents of the field: http://jamespaulgee.com/node/9
- On Friday, April 10th, Richard Coronado attended the "Boys Day at College" organized by Jenny Chamberlain from sociology. He spoke at two sessions about the English major to 9th and 10th graders.
- Silvia Herrera tried to get a major fair set up at the McAllen Public Library, which was very receptive to the idea. However, the late start led to problems getting enough participants. However, now that we know the possibility exists we can hopefully get this going a bit earlier next time and produce something that not only promotes the departments, but the college as well.
- The Page Turners Literary Arts Society club at the Mid Valley campus had their annual book sale. The club is run by Carolyn Burks and Eva Masilamony, and this year sale raised over $600 to be used in the clubs next book donation. (pictures attached)
- Partly as a result of the meeting, Richard Coronado and Jessie Schnee are working with the CLE to develop a basic heuristic for tutors working with student essays designed to ensure certain elements common to virtually all assignments are fully and reliably addressed.
- (We are also likely going to help the CLE develop a set of online training modules—videos with supplemental material—to be used in a tutor training program. This is still tentative, though.)
- As per Art Montiel's request, we sent a one page flyer promoting the English department to Starr.
- WILD had a poetry reading in celebration of nation poetry month.

From the Art Department:

- Rachael Brown presented at the Focus Academy on Creative Wellness and at the Girls Day on the MV Campus. She also presented on the theme of creative wellness for MV Students and CLE Staff in April
- Phyllis Evans Leverich presented at the Human Sexuality MV Conference, The title of the talk was "Too Sexy for My Art Class"

- Tom Murray will be traveling to Florence, Italy in the summer
- TASA Board member Richard Lubben attended the Texas Association of Schools of Art Board meeting at Texas Tech University in April. The THECB proposed field of study in art revision was discussed and will be included in the October annual conference agenda.

- Richard Lubben transported and installed the STC Human Rights Art Permanent Collection to the International Cultural Center at Texas Tech University for an exhibit and symposium. He participated on a roundtable discussion regarding recruitment, diversity, collaborations and articulations. Photos below are from the opening art reception and the link is to the TTU eInvitation. http://www.depts.ttu.edu/international/events/2015/humanrightart1.php

- The 10th Annual Human Rights Art Exhibit closed at the Cooper Center in April. Below is a link to the Monitor full page review: http://www.themonitor.com/life/valley_life/surface-treatment-visual-opinions/article_56a31cb6-e468-11e4-af60-1b273c9840a1.html
- Chris Leonard: Three pieces of art were selected for inclusion in Putting the Pieces Together, National Juried Show at the Baltimore Clay Works, May 16 through July 4.

- Chris Leonard traveled to the National Council for Ceramic Arts Conference, Providence, RI
- Art dual enrollment/adjunct and FT art faculty met on a Saturday in April to improve relations with the department and to offer 3 hours of CPE continuing education credit. The symposium included faculty presentations, project shares, discussion on best practices and new syllabi and course content requirements. Each adjunct was assigned a FT faculty mentor who will visit their HS class in May for a recruitment and outreach activity.

- When the dual/adjunct faculty responded to a questionnaire given at the completion of the activities, 10 out of 13 participants reported that the activity had been extremely helpful, 7 out of 13 reported to have met 2-3 new colleagues, and all of them would like to see activities such as these repeated. Our department intends to continue this activity once a year to promote better communications and to encourage part-time faculty excellence.

Other Departments:

- On April 13 -15, 2015, the Psychology Department on the Mid Valley Campus hosted their fourth Human Sexuality Conference. This conference, which occurs in the spring semester (odd years only), consisted of nine STC faculty members from various disciplines presenting in G191 on the Mid Valley Campus. The only requirement for the presenters was that the topic must relate to human sexuality. Attendance for each presentation averaged 140 students, for a total of approximately 1300 attendees across the three day conference.
- Ms. Rainlily Elizondo organized the yearly Higher Education Fair.

- Boy's day in Weslaco: The day was a huge success with over a hundred attendees.

LASS events:

- The Starr County Psychology club hosted another talent show. An impressive group of judges was assembled:
  - Stand-Up Comedian: Raymond Orta
  - Singer of Grupo Solido: Ben De Leon
  - TV Hosts of Univision's Morning Show Alegre Despertar: Mayra Montoyo & Brian Lozano
  - La Voz Kids 2013 Contestant that aired nationally on Telemundo & La Grulla Native: Alexis Chapa
  - Grammy-Nominated Composer & Singer Roy Escobedo

- Sharon O'Leary performed the weekend of April 17 with Marika Kyriakos for a
- Vocal recital. Among the duets performed was Leo Delibes Flower Duet.

- William Buhidar conducted the OPUS Baroque concert on Friday April 24th, which he always does with great skill and obvious passion. Articles in the Monitor hailed his performance and that of Jaime Garcia, who performed Vivaldi's Concerto for Two Guitars.
- A new edition of Tierra Firme, a publication created under the leadership of Juan Silva and sponsored by the World Languages Department, was presented on April 23rd. The IX Edition was presented in D Auditorium, on Pecan Campus. The event started with the main speaker, Luz Yvonne Padilla, a spiritual coach. Padilla explained the complexity of human relationships and how one could lose integrity if we don't values ourselves. Following Padilla, STC students participated in an artistic poem reading including sound, images and dramatization. Audience was captivated by the interpretation of the students who recited the poems with different textures of voice. A romantic ballad and a bolero were sung by two students to conclude the event. There was also an art exposition by Mitch d' Arte.

Humanities Area

- Developmental English Department
- Completed the final (?) draft of the new Developmental Education Plan
- Launched the pilots of the NCBW offerings (student success data available mid-May)
- Developmental Reading Department
- Completed the final (?) draft of the new Developmental Education Plan
- Launched the pilots of the NCBR offerings (student success data available mid-May)

English Department

- Screenwriter David Carren, who has worked on movies and television shows, shared his experiences with Hollywood (and with British television), and discussed the structure of narrative and the role of serendipity in writing. The Monitor included an account of the visit: http://www.themonitor.com/news/local/utpa-professor-screenwriter-shares-hollywood-experience-with-stc-students/article_fb09fda0-bbce-11e4-8844-0f4b2f4cd00f.html
- The department continued to work with Cody Greg on the prospect of replacing *Smarthinking* with *Upswing*
- The search for two (2) new faculty hires in English is nearing completion

History and Philosophy Department

- History Instructor Rainlilly Elizondo had her students design a massive exhibit at the Mid-Valley Campus for Holocaust Remembrance Week
- The 3rd annual Pursuing Higher Education Fair was a great success
- History Instructor Laura Gomez helped in the coordination of the "Girls Day at College"
- Philosophy Instructor Aaron Wilson was the recipient of the annual "Charles S. Peirce Society Essay Prize"
- Philosophy Instructor Sarah Merrill was invited to participate in the 2015 NEH Summer Institute, "Development Ethics and Global Justice: Gender, Economics, and Environment"
- A new degree path was created in the Interdisciplinary Studies Program leading to the newly created Bachelor of Science in Public Health degree at Texas A&M Kingsville
- Monica Alaniz completed her first semester as acting coordinator of the Mexican-American Studies Program (complete activity report to be completed by mid-May)
- The search for two (2) new faculty hires in History is nearing completion

World Languages Department

- Helped secure the award of a U.S. Department of State's Gilman International Scholarship for student Maritza Aguirre to participate in the 2015 Study Abroad (details available here: http://www.iie.org/Programs/Gilman-Scholarship-Program)
- Study Abroad 2015 looks like a "go" …

Ali Esmaeili
Division Dean – Math, Science, and Bachelor Programs

April 1 -7, 2015

- Finalized Texas A&M University Health Science Center 2+2 Articulation Agreement. The agreement allows students, who complete an Associates of Arts in Interdisciplinary at South Texas College, to be accepted in Texas A&M's Bachelor of Applied Science in Public Health, College of Rural Public Health.
- Initiated Partnership Agreement with La Joya ISD. The agreement will assist the school district with the Professional Development Partnership rant for Advance Math and Science courses. South Texas College will provide training to three High School Mathematics and three High School Engineering teachers.

April 8 -14, 2015

- Participated in Articulation Agreement Signing with Texas A&M Health Science Center on 'Proclamation for National Public Health Week' with City of McAllen Mayor Jim Darling on April 8, 2015 at the Texas A&M Health Science Center McAllen Campus
- Presented at the 'Onboard for Success' South Texas College Jaguar Academy. New hires were encouraged to work as a team towards the continued effort of our college's transformation through successful programs shared with our local school districts and community partners.
- Attended Planning and Development Council meeting to discuss TASB training, planning assumptions for projecting/forecasting student enrollment for the next five years and review 2014 IPEDS report, Texas Higher Education Coordinating Board Accountability updates and Fall/Spring persistence rates.
- Reviewed the impact of the TSI placement scale changes for the fall and learned that the Coordinating Board has confirmed that colleges can continue to serve ABE students with developmental classes through the 2015-2016 academic year.
- Scheduled to participate in conversations regarding the co-enrollment of students with Texas A&M University-Kingsville in the field of Engineering
- Attend the UTRGV Leadership Alliance on Monday, April 13, 2015. Several UTRGV administrators shared information about the new admission criteria including Pathway for UTRGV students who are not yet college ready and UTRGV Jumpstart summer Bridge Program.

April 15-28, 2015

- Visited the Jimmy Carter Early College High School in La Joya, April 15, 2015. Discussed the scope of the STC 2013 Bond Program and toured the campus.
- Attended Schematic Design Meeting on STEM Building at Pecan Campus on April 17, 2015, to review the design for the science labs.
- Collaborated with PSJA ISD in faculty recruitment of their dual enrollment program in Spain. Advised the school district in faculty credential requirements to teach college courses at their school district.
- Met with Texas A&M University to discuss Co-Enrollment Project with South Texas College.
- Attended Emergency Response Training on April 17, 2015.
- Attended Schematic Design Meeting for Mid-Valley and Starr County Campus.

University Relations

- Held weekly visits from The University of Texas Rio Grande Valley (UTRGV), Fidencio Tamez & from Texas A&M Kingsville- Education Department, Dr. Gina Garza-Reyna, at the Pecan University

Relations Center, where each provided office hours and information sessions to student interested in transfer

- Held visits from UTRGV at the Starr Co. & Mid-Valley Campuses.
- Welcomed Texas A&M Kingsville-MBA program academic advisor, Ms. Kim London, at Pecan campus and held an information table in the Student Activities Building and visited STC Bachelors program classes, to provide transfer course information to students
- Coordinated visit from Texas A&M Kingsville Education Department – Ms. Lydia Landin at the Pecan campus. Ms. Landin provided testing services, advisement, & registration at the University Relations Center for current transfer students on March 5th & March 26th.
- Hosted Dr. Greg Sawyer from Texas A&M University Health Science Center was on-campus Thursday, March 5th to visit classes in the Bachelors program as well as to meet with department chairs to discuss possible collaborations
- Arranged Signing Ceremony to formalize a 2+2 Co-Operative Agreement with the University Of Houston College Of Pharmacy on Friday, March 27th. Sent invitation to all STC Administrators and University of Houston alumni (faculty)
- Hosted University of Phoenix representatives who held information tables on March 5th at the Mid-Valley campus & March 25th at the Starr Co. campus for students interested in transferring
- Held various Study Abroad in the United Kingdom meetings with Faculty Mentors, Robin and Liana Andreasen and planned summer 2016 program to England with Ms. Delia Magdaleno.
- Met with Texas A&M University – Kingsville Engineering Department staff, Dr. Nix & Director of Engineering Success Center Austin McCoy, March 18-19th, to help with recruitment for their new Engineering course offerings at the Citrus Center in Weslaco for fall 2015. Also assisted TAMUK representatives with information tables and dissemination of information regarding registration for the classes as well as transferability. Plans for an evening information session for students are in progress.
- Welcomed representative from University of Texas San Antonio, Mr. Jeff Driskill, March 24th at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- Welcomed a representative from Texas A&M Health Science Center, Mrs. Cyndi Beltran-Torres, on March 24th at the Pecan campus and held an information table in the Building K to provide transfer information to students.
- Welcomed Dr. Coral Noonan-Terry & Mrs. Vina Brown from National American University (NAU) Monday & Tuesday, March 23-24th, to visit classes in the Bachelors program as well as to meet with department chairs to discuss possible collaborations.
- Welcomed NAU representative, Valerie Gamez, who held a luncheon at the Nursing & Allied Health Campus on March 25th for prospective nursing students.
- Attended UTRGV Transfer Day on March 26th for students interested in transferring. Various departments were in attendance to assist students with admissions, advising, & financial aid help.
- Welcomed Dr. Patricia Longoria, OLLU, in University Relations Center and discussed continued collaborations between both institutions.
- Welcomed representative from Texas A&M Kingsville-College of Business, Ms. Cindy Longoria, on March 31st at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- Hosted UTRGV Monday, March 30th on the Pecan campus in the Student Activities Building (Building H) to provide transfer information to students
- Hosted Texas A&M University-Kingsville representative, Dr. Gina Garza-Reyna, who held weekly office hours (Tuesdays 3pm – 6pm) in the University Relations Center to provide information on transfer to their Education program
- Planned a study abroad meeting for Tuesday afternoon to discuss current plans and future plans for study abroad opportunities for STC students

- Hosted Texas A&M University – Kingsville Business program representative, Ms. Cindy Longoria, Tuesday, March 31st on the Pecan campus in the Student Activities Building (Building H) to provide transfer information to students

New Mathways Project

- Contacted all current NMP students currently enrolled in the Developmental Math Foundations course to schedule one-on-one meetings in order to begin enrollment into the Academic Statistics course for fall 2015.
- Conducted classroom visits at all 3 campuses in an effort to identify and contact all potential NMP students who are currently enrolled in Math 80, Math 85, or Math 100 to inform them of the program and its benefits.
- Continued coordination efforts with Dr. Aparna Ganguli, Dr. Mahmoud Fath El-Den, Mr. Mario Morin and Rene Zuniga as well as involved faculty members with the creation of the Fall 2015 NMP course schedule and offerings.
- Initiated fall 2015 semester recruitment, advising and assistance with registration. Scheduled travel to Starr and Mid-Valley campuses to provide information to Mathematics faculty and college advisors about recruitment efforts for the Mathways classes
- Continue effort to present Mathematics classes at Pecan, Mid-Valley and Starr Co and inform students of the opportunity to fulfill their college mathematics requirements via the New Mathways courses
- Collaborate with Willie Johnson, Nancy Garcia and other advising staff to communicate and answer questions regarding New Mathways advising efforts
- Create and send postcards to prospective NMP students to garner interest and provide information about the program to potential students
- Collaborate with UT Dana Center about on-going communication amongst the STC faculty and staff working-on this program
- Scheduled UT Dana Center researcher, Ms. Jennifer Dorsey, for a visit to STC this semester to gather data from STC faculty currently teaching the NMP courses. This visit will take place sometime in later April or early May

Bachelor Programs

Technology Management TGMT

- Provided Fox News TV highlights pertaining to STC Bachelor programs
- Attended National Honor Society LIVE broadcast on 3/17/2015 titled "Thrive." Adrianna Huffington, who founded The Huffington Post, spoke to STC Bachelor of Applied Technology students. Shared advice and spoke about redefining success and creating a life of well-being, wisdom and wonder. The students also used FACEBOOK and TWEET to direct questions to Ms. Huffington.
- Held Mock Interviews on Saturday, March 21, 2015. A total of 39 Bachelor of Applied Technology students were given the opportunity to participate in an interview format in front of an expert panel consisting of Mr. Arnoldo Canales from the STC Career and Employer Service. Mr. Canales offered feedback on student's cover letter and resume and answered student's questions about success in the workplace.
- Hosted Coral Noonan-Terry, Ph.D. who spoke to Bachelor of Applied Technology Management students regarding National American University during lecture classes on Monday, March 23, and Tuesday, March 25, 2015. She presented the requirements to be admitted to Graduate School at National American University and answered questions from Bachelor of Applied Technology Management students.

Computer & Information Technology CIT

- Participated in South Texas College Mid-Valley campus Annual Girls Day at College on March 27, 2015. Computer Science Instructors: J. L. De La Cruz and Nicolas Gutierrez (pictured far left and far right). The students pictured with their consolers (Melinda Sosa next to Mr. Gutierrez and Brianna Buenrosno not shown) are freshman from Mercedes High School.
- Mr. De La Cruz described how his computer science degree helped him attain his childhood dream of working on the space program. He discussed the importance of giving back to the community having served on the national board of directors of the Society of Hispanic Professional Engineers. He mention factories in the Rio Grande Valley producing products with 3D Printers. He discussed the manufacturing SpaceX rocket engine components through 3D technology and the impending construction of the SpaceX launch site in Brownville. Mr. De La Cruz conclude the presentation with a review of the 22 Most Powerful Women in Engineer, 20 of them with either degrees or direct links to computer science. The top women engineer is the president of SpaceX. Mr. Gutierrez presented a brief view in the fun activities students were engaged in as Computer Science majors at STC. These high level games showed the enthusiasm of the presenter as he demonstrated his game. Even though the games look high level, students must start from the beginning, so he then showed the type of projects students worked on in earlier courses, along with pictures of code and the console games they worked on. Mr. Gutierrez moved on to the next topic which was Robotics in programming. He starting with a video for block detection, which shows the excitement of the students as their robot must knock down all the blocks in a 3 minute time limit. He also demonstrated a video which was held in a programming tournament the year prior which showed 7 robots dueling each other in a sumo style competition while the students cheered for their robot. In conclusion, Mr. Gutierrez had the students ask questions about the robots, games, and the Computer Science field in general.

- Attended the 2015 Game Developers Conference (GDC) from March 2 – 5. The GDC attracts well over 24,000 attendees, most of which are programmers, artists, producers, game designers, audio professionals, business decision-makers and others which are involved in the development of interactive games. With over 400 lectures, panels, Tutorials and round table discussions by top industry experts, Dr. Wu and Mr. Gutierrez had a variety of choices on which sessions to attend.
- They both attended several conferences which provide an immersive learning experience by leaders of top industry companies such as Microsoft, Google, and Unity, and then split up to attend sessions which would best benefit them in their courses. The knowledge gained of the latest game design, programming, and technology will benefit our students in the classroom.

- Dr. Wu focused on the GDC smartphone & tablet games summit which focuses on bringing together the top game developers from around the world to share ideas, discuss best practices and to consider the future of gaming on mobile platforms which would include iOS, Android, and Windows mobile app. This summit provides a view into the game design and successful strategies which are specifically tailored to popular smartphones & tablets. Mr. Gutierrez focused on the GDC Educational summit which focuses on bringing forward the most innovative and exciting ideas in game education today. In this summit, the attendees can discover new experimental and inventive educational approaches which they can bring back to their faculty and classrooms. Educators from established game development

programs come together to discuss challenges they'll face in the next few years. This summit provides a great professional development opportunity to explore how new areas of game education will advance the field for the next generation of students.

- Visited Hidalgo and Starr County Dual Enrollment classes taught by South Texas College STEM Instructors, Mr. J. L. De La Cruz, far right top picture.
- Some school districts are large such as PSJA High School and provide a high school teacher, Mr. Michal Ledesma, rear, far left. Other school districts are small like Progresso Early College High School and have instructional facilitators and counselors such as Ms. Leticia Aguilar and Ms. Maria Castaneda, back row with Mr. De La Cruz. The high school teachers, counselors, and facilitators monitor the class room equipment and progress of the students. These students represent the top achievers in their respective class. In Computer Science COSC 1301, students learn about computer hardware, operating systems, networking, and microcomputer application software, including the Internet. Additionally, students produce a group project on Technology for their prospective careers.

<u>Science</u>

Engineering

- Professor Martin Knecht met with Dual Enrollment Program Academy, Kim Crawford, to plan Summer Waterbotics Camp on Starr County Campus. The Texas Workforce grant will be instrumental in the effort to attract 9th and 10th grade students in the Rio Grande City and Roma areas. The camp is scheduled for the first week in August and up to 60 students are expected to participate. The success of the event will help determine the possibility of a Dual Enrollment program in Starr County.

Physical Science Department

- The Physical Science department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a small portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College.

Outreach/Community Service: The faculty and students of the Physical Science Department make a significant contribution to our community on a regular basis throughout the academic year. In the month of April:

- The Chemistry Club at South Texas College lead by Dr. Ludivina Avila and Dr. Joe Studer continued to be an extremely active student organization. This month the traveling chemist assisted STC's outreach program by performing chemistry demonstrations on campus for Liberty Middle School and Junior Jaguar Leadership Conference. Additionally, the chemistry club celebrated Earth Day (April 24th) at Perez Elementary as well as Nano and Technology Day (April 2nd) day at Robert E. Lee Elementary.
- The Chemistry Club participated in the STC's Club Olympics and won 1st place- Champions!!!!!! The club competed against other clubs on campus in various events such as tug of war, tricycle races trivia and much more.
- Mr. Louis Lee participated in the Korean School Sponsorship Gold Tournament in Edinburg.
- Mr. Alberto Alvarez updated the Knights of Columbus Roma chapter on the progress of the new Health & Science building at the Starr Campus.

Committee/College Service: College Service hours are maintained by the faculty by participating in departmental, college-wide, and external committees. In the month of April:

- Dr. Khalid Mirza, Dr. Ludivina Avila, Mr. Martin Knecht, Dr. Pramod Lamichhane, and Dr. Saiyid Wahid promoted the Chemistry, Physics, Pre-Pharmacy, & Engineering programs to PSJA 9th and 10th graders at the Declare a Major Event held at STC Building D Auditorium.
- Dr. Enriqueta Cortez and Mr. Martin Knecht worked with the STC grant office (Ms. Maricela Silva),Texas A&M—Kingsville (TAMUK), and Laredo Community College (LCC) to identify areas within the Engineering program that need to be strengthened in order to include these items in a Title V STEM grant proposal due in May. Additionally, Mr. Martin Knecht and Dr. Enriqueta Cortez met with Dr. Stephen Nix from TAMUK to develop 2+2 articulation agreements between the two Engineering programs.
- Mr. Martin Knecht continued his work on the Water Shed project partnership with TAMUK. South Texas College students are closely monitoring the effectiveness of a bio swell system installed in parking lot 14 at STC Pecan Campus and meeting on a weekly basis with Mr. Martin Knecht and TAMUK graduate students.
- Dr. Ravindra Nandigam & Dr. Subrata Mandal attended DTLA Committee meetings.
- Dr. Nandigam also attended meetings held by the Open Resources committee, and the College-Wide Curriculum committee.
- Mr. Alberto Alvarez, Dr. Subrata Mandal, & Dr. Enriqueta Cortez, members of the Chemistry faculty search committee, met to begin the candidate review and interview process. The committee expects to complete the candidate interviews by April 30th. A faculty recommendation will be submitted before the faculty go on break.
- Mr. Martin Knecht, Dr. Guanghua Xu, & Dr. Enriqueta Cortez, members of the Engineering faculty search committee, completed the candidate review and interview process. Mr. Knecht is in the process of completing reference checks so the committee can make recommendations.

UTeach

- Student recruitment efforts for the fall 2015 term are in progress. In the month of April,
  Dr. Cortez, Dora Meza, and Karina Cantu worked to develop a post card flyer to advertise and promote the program. The flyer was distributed throughout the campus and Mr. Ivan Camara mailed the flyer to current Math & Science declared majors. Meet and greet sessions were held March 26th, March 30th & April 22nd at Building H to provide information for students interested in learning more about the program. UTPA visiting instructors Patricia Mendiola and Stacy Solis gave an overview of the requirements, expectations, benefits, and answered student questions.
- Dr. Cortez met with Ms. Stacy Solis and Ms. Patricia Mendiola to discuss relocation of the class and their office to G Building. Additionally, Dr. Cortez observed a model lesson given by Ms. Mendiola and completed the faculty evaluation process.

Developmental Math

- April 17, 2015: Faculty members participated in Departmental monthly professional activity. The speaker was Mr. Richard Getso and the title of his presentation was, "Providing Students with Progress Feedback by Linking Microsoft Excel Data with Microsoft Word." The presentation generated a lot of interest and discussion regarding providing the feedback to the students about their progress in timely manner.
- April 20 – 30, 2015: The department collaborated with Center for Learning Excellence (CLE) for tutoring. All faculty members conducted TSI Review Sessions for students in CLE.

Biology

- Dr. Edwin Tamayo participated as program director and primary lecturer for the preparation and implementation of the 2015 Health and Wellness Seminar-Workshop. The community outreach held every first Sunday of the month January to December 2015 at Edinburg Community Center in Edinburg, TX. Seminar series held throughout the year include the TRUTH ABOUT CANCER March 24 – April 28. Areas of discussion will be Modern Medicine and the Cancer Pandemic; Your First Line of Defense; and Eliminate These "Dirty Dozen" to Prevent Cancer.

Melba Treviño
Division Dean – Nursing and Allied Health

Dean's Activities:

- **April 28 – 29, 2015 –** Visit to Simulation Sites NAH Dean Melba Trevino, staff, and ERO Architects traveled to Blinn College and Sam Houston University to see their simulation sites and functionality to incorporate some of these in our new NAH Building.

Division Activities

- **April 6, 2015** – Dr. Robert Gonzalez was asked to be part of a panel the in the EMS Education Agenda for the Future—a document from 2000 that has lead EMS education to where we are now. This panel will be interactive with the audience.
- **April 9, 2015** – Doctors Hospital at Renaissance held and Alzheimer's community volunteer activity that our Patient Care faculty and students attended. Program Chair, Ms. Sharon Rice, assisted in its coordination and students played an active part in greeting visitors, assisting registration tables, while also soaking up the valuable information in regards to this disease.
- **April 15, 2015** – Nursing & Allied Health is working with PR to market our programs through Pandora, magazines, and New Videos to highlight students who have benefited from our programs.
- **April 27, 2015** – The results are in for the licensure pass rates for our programs. We are very proud of all of our nursing & Allied Health faculty and students! Here are the results:
    - OTA - 100% Radiology – 100%
    - A.D.N. – 99% PTA – 100%
    - EMT – 87% PTCA – 99%
    - VN – 88% Respiratory Therapist – 95%

Tours Conducted: Nursing & Allied Health Secretaries toured the following students:

- April 10: High School Equivalency Program (HEPA) - 20 students
- April 16: Donna 3D Academy - 10 Students
- April 23: La Joya Memorial Jr. High - 99 students
- April 30: La Joya Memorial Jr. High – 99 students

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Advisory Committee**
  Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus
- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - SGA Kick Off Meeting – every Thursday at 4pm
  - Student Leadership Academy – Every Wednesday at 4pm
  - SGA Meeting – Every Tuesday at 4pm
  - Hoop It Up – Every Thursday at 10am
  - Gamer's Day – Every Monday at 10am
  - Fitness Academy – April 1st, 8th & 22nd
  - Students Helping Students Clothing Drive – April 14th & 28th
  - Ping Pong Tournament – April 15th
  - Dual 2 Degree FYC Registration – April 18th
  - Tie Dye Shirts – April 21st
  - Garden Clean Up – April 22nd
  - X Box Tournament – April 23rd
  - Indoor Soccer – April 23th
  - Karaoke @ Club Jag – April 29th
  - Texas Hold 'Em Tournament – April 30th
  - Club Olympics – April 30th
- **Active student organizations at Mid-Valley Campus**
  Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
  - Criminal Justice Club – Meet every Wednesday at 1pm
  - Baptist Students Ministry – Meet Tuesdays and Thursdays at 1pm
  - Literary Arts Society – Meets every Thursday at 4pm
    - Page Turners Book Sale – April 7-9th
  - Latinas Club Meeting – Meet every Thursday at 4pm
    - Boy's Day at College – April 10th
  - Brazilian Jiu Jitsu Club – every Monday, Wednesday and Friday at 3pm
  - Social Work Club – Every other Tuesday at 1:00pm
- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Ms. Rebecca De Leon. Students gain valuable information from the workshops and presentations.
  - Senior Trip Meeting – April 14th & 28th
- **Counseling and Center For Learning Excellence Departments**
  Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.
  - Community Awareness Fair – April 1st
  - Alcohol Awareness Screening – April 8th
- **Continuing Education at Mid Valley Campus**

Coordinate with MET Corporation to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month Cont. Ed. in cooperation with MET Corporation held classes for:

- Customer Service
- Welding
- Entrepreneur Program Skills
- Farm Labor Skill Training

- **Library Services**
  - Guest Speaker George Diaz "Border Contraband" – April 6th
  - Guest Speaker Nathaniel Weber "America's Most Important War" – April 9th
  - Holocaust Remembrance Day – April 16th
  - Open House – April 22th
  - Capstone Student Art Exhibition –April 29th
- **Student Outreach Department**

  Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.
  - Weslaco High Clearance Event – April 16th
  - Donna High Clearance Event – April 17th
  - Dual 2 Degree Fast Track Event – April 18th
  - Edcouch-Elsa High Clearance Event – April 23rd
  - Progreso High Clearance Event – April 24th
- **STC Departmental Trainings and Workshops**

  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Psychology Department – Dr. Blake Armstrong
    - 3 Days of Sex – Sexuality Conference – April 13-15th
  - History Dept. – Rainlilly Elizondo & Laura Gomez
    - Round Table Discussion for Capstone Students – April 6th, 20th & 27th
    - Holocaust Remembrance Week Photo Wall– April 13-17th
  - Valley Scholars Student Meeting – April 24th
  - Phi Theta Kappa
    - Teleconference Meeting – April 21st
  - Distance Learning – Blackboard Training – April, 15th, 22nd
  - Career & Employer Services Dept. –
    - Resume and Interviewing Workshop – April 9th
    - District Wide Resume Days – April 28th
    - Career Expo – April 29th
  - University Relations Dept. –
    - UTRGV Transfer Information – April 8th & 22nd
  - Biology Dept. –
    - Biotechnology Workshop – April 10th
  - Arts Dept. – Creative Wellness Workshop – April 16th
  - Office of Judicial Affairs –Information Table – April 6th
  - MVC Child Development Center –
    - Parent Workshop – April 10th
    - Dia del Nino – April 30th
  - Curriculum and Student Learning Dept. – Pride Training – April 10th
  - BCIS Information Technology Program – Digital Forensics Workshop – April 9th
  - PASS Program – Pass out books – April 6th

- Criminal Justice Dept. – Breaking Barriers in the Texas Rangers-Speaker James Blair – April 14th

- **The STC Mid-Valley Campus - Meeting location for many local organizations to host their events:**
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - Educate Texas holds meeting for various ISDs – April 27th
  - VIDA Counseling Sessions for Nursing students– Every Monday 10am-5pm, Wednesday at 12pm, Tuesdays at 12pm
  - Texas Health Steps Medical Expert Forum – April 10th
  - Hidalgo County Sheriff's Office Tactical Medical Training – April 20th through May 8th
  - STAR Counselors Meeting – April 23rd
  - Texas Ethics Commission Ethics Training Symposium – April 18th
  - Tru Fit – Distribution of 3 Day Guest Passes – April 14th & 28th
  - South Texas Psychology Club Meeting – April 30th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Meeting w workforce solutions for academic needs and training for jobs in the Starr County
- Discussion w executive director of economic growth for jobs promotion in Starr County
- Meeting w faith-based community leaders to plan more events for J building
- Meeting w Starr County Judge regarding new buildings and increased enrollment
- Meetings coordinated w superintendents and principals for signing of MOU-preliminary
- Coordinating w cafeteria operations to offer more on the menu
- 1000 mail outs going to RGCCISD "register Now" call to action
- Newspaper ads featuring "Register Now" add for town Crier and Enlace newspapers.
- Securing seat on stage for local high school graduation day
- Coordinating w Sanchez Elementary to establish partnership for EDUC Department
- Working w ISD Counselors to finalize STC scholarship
- Confirmed seat at RGCCISD graduation ceremony as stage guest
- Confirmed presence at Roma ISD graduation
- Visit Roma ISD Pre-Puente event with coordinator
- Visit Roma HS Counselor to help place students developmental students
- Meet with former Starr Campus student for motivational speaking event
- Continue work with faith-based leaders to plan events

Campus Events

- Border Contraband book signing library 4-7
- National Alcohol Screening 4-7
- Student Government Association lecture 4-7
- Student Leadership Association Environmental event 4-8
- Resume Writing Workshop 4-8
- Sexual Assault Awareness 4-8
- Conflict Awareness event 4-8
- Counseling Workshop 4-9
- Talent Show Orientation 4-9
- Dual Enrollment Ethics in Leadership 4-10
- Criminal Justice Guest Speaker Auditorium 4-13
- Fashioning our Future event auditorium runway 4-14
- Minority Health Awareness "hypertension" screening building E lobby 4-14
- Student Government Association regular meeting 4-15
- Career Expo Spring semester 4-15
- Student leadership Association presentation "social intelligence" 4-15
- College Bound Presentation 4-15
- ADA Awareness Transition Fair 4-17
- Dual Enrollment Work Shops 4-17
- Fast track enrollment fair 4-17
- National Library Week event all week 4-20
- Understanding & Moving through depression-Counseling Department 4-21

- Phi Theta Kappa event 4-21
- Minority Health Awareness Month (cholesterol check) 4-22
- Law Enforcement Training Rio Grande City 4-22
- Starr County Got Talent Show 4-23
- Law Enforcement Training 8-5 pm RGC 4-24
- Valley Scholars meeting 4-24
- Rio Grande City HS campus visit and recruiting session 4-24
- Campus lecture "breaking silence" auditorium 4-27
- Faculty Senate Meeting 4-28
- 6th Career Inspirational Seminar auditorium 4-29
- Student Government Association Executive Meeting 4-30

Facilities Related

- Welding shop request for equipment and material
- New printer for Administration and faculty building
- Networking printers for faculty & staff
- Search Committee convene for custodian lead III position
- Attended Bond Construction meetings Pecan Friday
- Southside Building E water leak-work order submitted
- Water leak Building F – work order submitted
- Building E water leak faculty office – work order submitted
- Building E water leak – work order submitted
- Meet new Contracts Manager from maintenance Department
- Submitted concern by student for report of Jag Bus schedule
- Meeting w Grulla Principal recruiting
- Bond construction site visit 4-22
- New Dual enrollment staff start work 4-22-office assigned E building
- Mail outs to Roma HS
- Phone calls to current students who have not registered for Summer or Fall 2015
- Enlace ad running this week "register now"
- Work orders documents and sent to Operations & Maintenance Department
- Visit from VP Elizondo & Gerry Rodriguez – preliminary construction visit
- Request to Planning & Construction for campus lobby furniture
- Monitoring landscaping company to ensure service for lawn care
- Monitoring vending machines for service and maintenance
- Continue meeting Planning & Facilities Department for bond construction

Yvette Gonzalez
Project Manager - Academic Advancement

Academic Affairs Highlights

- Assist with presentation development for the following proposed presentations in Academic Affairs, conferences, and Education & Workforce Development Committee meetings:
  - EWDC: Pathway to Baccalaureate Degree; Women In Technology; Center for Mexican American Studies;
- Academic/Campus Booklet Development - Assist with booklet development for following areas:
  - Academic Affairs Comprehensive Plan; Nursing and Allied Health Division.
- Assist with development of Academic Affairs related highlights for current and upcoming month. Highlights recognize academic division/program/campus events and accomplishments which are presented to Cabinet and included in the Academic Affairs website.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with email distribution for scheduled course evaluations for Spring 2015 through online service provider.
- Communicate with Reporting Team regarding Spring 2015 course evaluation period schedule and other matters related to online course evaluations.

Meetings/Trainings/Communication with programs

- Attended three training sessions held by Help Desk on April 16 and 23, 2015.
- Attended Academic Affairs Council meeting April 27, 2015.
- Meeting with Campus Administrator Dr. Montiel to discuss proposed Starr County Campus Flier/booklet
- Meeting with CMAS Coordinator Victor Gomez to review EWDC presentation for May 2015.
- Attended Art Department Capstone Student Exhibition Part I April 30, 2015
- Attended Academic Excellence Phi Theta Kappa Induction Ceremony April 30, 2015.

Honors Program

- Verified 5 Honors Program graduates for spring 2015, and 7 Honor Program Graduates for Fall 2014, both groups of students have been invited to participate in the upcoming Academic Excellence Graduation Banquet on May 08, 2015.
- Updated list of Summer and Fall 2015 Honor course offerings in Honors Program Website.
- Processing NOE stipends to participating Honors program Instructors for Spring 2015 who submitted required documentation. Documentation sent to instructors who haven’t submitted after the deadline to facilitate documentation submission.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – Continued working with PR to update ANWTS website. Held fundraising meeting with Irma Garcia to discuss potential contacts for the 10th ANWTS. Received list of contractors and followed up with Business Office about 2015 vendor list. Donations received in April: Cash - $7,250.00; In-Kind - $0; Pledged - $1,000.00.
  - **Recruitment –** Followed up with school districts about mailing list requests for top 10% students to recruit applicants for the Program. Reviewed Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed.
  - **Retention –** Held Valley Scholars meeting at each campus on April 24, 2015 to update students on upcoming events and opportunities. Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate. Followed up with UTPA regarding Valley Scholars Transfer Scholarship to UTRGV. Continued contacting students flagged as "in need of academic assistance" from the Early Alerts sent to faculty and discussed support services available at South Texas College.
  - **Graduation –** Verified 18 Valley Scholars graduates from December, May, and August 2015. The students were invited to participate in the Academic Excellence Graduation Banquet which will be held on May 8, 2015.
- **Phi Theta Kappa**
  - **Meetings –** Held April General Meeting and Officer Meeting on April 21, 2015 to discuss upcoming events and scholarship deadlines. Held Officer elections for 2014-2015 Academic Year.
  - **Conventions –** Two advisors and one student attended the Phi Theta Kappa Texas Regional and International Convention in San Antonio from April 15 -19, 2015. Beta Epsilon Mu received several awards including earning Five Star Chapter Status and the Honors in Action and College Project Participation Award. Four officers were named to the Texas District V Hall of Honor and one student reached the five star level in Competitive Edge.
  - **Induction** – Held Spring 2015 Phi Theta Kappa Induction Ceremony. 88 new members were inducted into Beta Epsilon Mu.
  - **Retention** – Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate.
- **Honors Program (Yvette Gonzalez)**
  - Verified 5 Honors Program graduates for spring 2015, and 7 Honor Program Graduates for Fall 2014, both groups of students have been invited to participate in the upcoming Academic Excellence Graduation Banquet on May 08, 2015.
  - Updated list of Summer and Fall 2015 Honor course offerings in Honors Program Website.
  - Processing NOE stipends to participating Honors program Instructors for Spring 2015 who submitted required documentation. Documentation sent to instructors who haven't submitted after the deadline to facilitate documentation submission.
  - Hosted an information table at the Pecan Library Open House on April 23, 2015 to answer questions about the Honors Program.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins Grant**
  - Received requests for additional information for the Perkins B-Annual Report. Followed up with area leaders as needed.
- **HSI Title V Grant (Department of Ed.)**
  - Met with David from the Grant Compliance Office to review current status of HSI grant budget. Developed list of items that need to be approved by the Program Officer.
  - Met with David from the Grant Compliance Office to review unused grant funds for Year 1. Explored feasibility of offering a small stipend to faculty who participate in the FOCUS Academy. Prepared draft of letter to the DoE program officer.
  - Co-lead the Faculty Advising Steering Committee Meeting on April 10. Participants made suggestions for the faculty advising training models for new faculty advisors training models for new faculty advisors, existing faculty advisors, and adjust/dual enrollment faculty. Discusses the possibility of assigning students to faculty advisors. Discussed how to successfully transition students between advisors.
  - Facilitated a meeting on the Active Learning Classrooms for Fall 2015 on April 10. It was suggested that building G101serve as the first active learning classroom at the Pecan Campus. It was also suggested that the rest of the ALCs on the Pecan Campus be built in Building T. Other pending items were discussed.
  - Met with Dr. Petrosian, Laura Sanchez, and Chris Nelson to identify active learning classroom spaces throughout the five campuses on April 22.
  - Attended the FOCUS Academy graduation on April 24. Spoke to program graduates about the active learning classrooms in development and the need to observe their classroom strategies as part of the HSI grant.
  - Co-lead the Faculty Advising Steering Committee Meeting on April 24. Discussed how best to transition students from general advisors to faculty advisors.
  - Updated the letter to the program officer which solicited approval for the following changes: an additional Lead Faculty Advisor, reallocating funding for Instructional Coaches, providing stipends to participants in the FOCUS Academy.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Reviewed drafts of the Advisory Board Feedback form in preparation for submission by April 2.
  - Met with Maricela Silva and Dr. Esmaeili to review the feedback received on the Advising Board Feedback form on April 8. More details were requested regarding the plan: specifically how many faculty members would participate in training would benefit from the activities, etc.
  - Submitted information to Maricela regarding how HSI grant may provide stipends to faculty for FOCUS Academy Participation. Requested additional information from UTPA on their PD programs and from PSJA on their T-STEM high school programs.
  - Met with Patricia Gandy from Region One on April 17 to learn more about the professional development programs available for STEM K-12 faculty.
  - Met with Maricela on April 27 to review a rough draft of the grant proposal and to determine next steps.

Grant Development

- **Recently Awarded: 1 Grants**

- RAND & THECB TSI Study (US DOE – Institute of Education Science)
  - RAND & THECB are partnering to study the implementation of TSI.
  - STC will participate in the ABE portion of the study. Letter of commitment has been submitted.
  - Grant will award STC $20K per year for 4 years ($80K total) for coordinator and administration costs including: travel, on-site meeting and focus groups data collection & analysis.
  - Grant to officially begin July 1, planning meeting will take place beforehand

- **In Preparation for Submission: 3 Grants**
  - Texas Regional STEM Degree Accelerator – Phase 2
    - STC hosted a regional meeting on March 2 in partnership with Educate Texas and other grant partners. Regional workforce data was reviewed and the participants identified ideas for student success strategies.
    - The Advisory Board Feedback form is due April 2.
    - The application is due May 11.
  - Building Strong Pathways to Retail Careers Initiative (ATD)
    - Roz Moore has expressed interest in pursuing this grant.
    - Review of RFP is currently in process.
    - Application due May 5.
  - Latino Americans: 500 Years of History (NEH)
    - Grant seeks to engage communities about history of Latinos in the United States; Partnership between STC's Library Services and Mexican American Studies program.
    - Grant awards up to $10,000.
    - Due May 1.

<u>Academic Projects</u>

- **TSI Committee**
  - Made updates to the Developmental Educational Plan and the TSI scale based on feedback from the TSI committee. Sent the update drafts to the committee for further review and comment.
  - Met with Deans and Program Chairs to review and update TSI Placement scale on April 13. The Coordinating Board had confirmed that colleges can continue to serve students placing into ABE levels with developmental coursework. The placement scale was updated accordingly.
  - Participated in a conference call with RAND on April 15 regarding the new grant award and RAND's plans to study our interventions for ABE students.
  - Participated in a TSI Update Webinar hosted by the Coordinating Board on April 22.
  - Presented the updated Developmental Education Plan at PDC on April 24.
- **Miscellaneous**
  - Attended the Digital Signage Committee Meeting on April 7.
  - Attended the Distinguished Leadership Academy Session on April 10.
  - Attended the PDC meeting on April 10.
  - Facilitated submission of Excelencia in Education award nominations.
  - Attended the American Association of Community Colleges (AACC) Conference in San Antonio, TX from April 18-21.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - CLE manager provided Academies MVC CLE usage update to Academies Director on 3/30/15.
  - CLE was closed 4/2/15 to 4/4/15 for semester break.
  - CLE tutor staff participate in monthly tutor training.
  - Manager attended Student Lingo Implementation Online Presentation.
  - Manager and part-time staff hosted Digital Forensics workshop at Mid-Valley.
  - CLE staff conducted 11 workshops/presentations.
  - Testing Techs proctored whole-class (Nursing) on 4/14/2015.
  - Hosted "Creative Wellness" workshop on 4/16/2015.
  - Manager will attended Emergency Response Training at Pecan Campus on 4/17/2015.
  - Testing Techs conducted three whole class proctoring sessions.
  - Staff conducted/hosted two student success workshops.
  - Participated in the Library Open House and Pursing Higher Education Fair
  - CLE is providing 22 hours of TSI Review Workshops.
  - Manager attended Mid-Valley Advisory Committee Meeting.
  - Manager submitted CRLA records for staff certification.
  - Manager provided Academies Student Usage update to Academies Director.
  - Manager completed writing staff performance evaluations for spring 2015.
  - Manager completed writing direct-wage staff NOEs for summer, Tutor Training Day, and first week of fall 2015.
  - Manager met with Interim Director on April 28, 2015.
  - CLE provided 25 hours of TSI Review Workshops April 27 thru May 1.
  - MVC CLE staff conducted Dosage Calculations reviews for nursing students April 28 thru May 4.
  - Manager will conducted performance evaluations April 27 thru May 1.
  - Testing Techs conducted 5 whole class proctoring sessions for nursing students.
- Nursing
  - Beginning to brainstorm and plan for SLA/LA Training Day.
  - Having staff create and develop more content specific workshops for students.
- Pecan Campus
  - Held meeting to discuss preparations for SLAMS.
  - Held two CLE tours for students visiting the campus.
  - Welcomed two additional Humanities Student Learning Assistants and began their tutor orientation.
  - Held Math Workshop covering Probability and Statistics Techniques
  - Prepared for an Essay Calibration training, in collaboration with English instructors, for the English tutors.
  - Staff attended webinar series "Intrusive Tutoring" From Innovative Educators.
  - Staff attended webinar series "Using Cognitive Psychology in Academic Support Meeting" from the University of North Texas Health Science Center.
  - CLE Staff hosted tours for 120 visiting high school students and provided a STEM activity and presentation encouraging students to pursue higher education.
  - CLE Staff hosted a meeting with Mario Morin and Math Instructor Maria Munguia to discuss training Math Tutors over the New Mathways Project and new techniques for tutoring Statistics.

- CLE Humanities Student Learning Assistants, attended an Essay Calibration training with English Instructor Laura Mohsene.
- Prepared for an Essay Calibration training, in collaboration with English instructors, for the English tutors.
- Attended the Emergency Building Responder Training on April 17.
- Pecan CLE Staff held a meeting to discuss preparations for Junior Jaguar Leadership Academy that will be held on April 24.
- Pecan CLE Staff held a meeting to discuss plans for Student Leadership Academy for Migrant Students (SLAMS).
- CLE Humanities Student Learning Assistants, attended an Essay Calibration training with English Instructor Jessica Schnee.
- Prepared for an Essay Calibration training, in collaboration with English instructors, for the English tutors on April 24.
- Staff is preparing for fall Tutor Training Day to be held in August.
- CLE Staff is building a training to improve and continue offering excellent customer service skills at the CLE.

➢ Starr
- On Tuesday April 7, 2015, the Starr CLE presented to the La Grulla High school on the CLE Services offered at the campus.
- The Starr CLE continues to promote the department, distributing brochures to students and other departments.
- The CLE will have a former English Student Learning Assistant return to the Starr county campus CLE.
- The Starr CLE had a total of 178 hours delivered of services offered at the campus. And 102 tutor contact hours during the week. An increase due to final weeks of the spring 2015 semester.
- The CLE Presented to the ADA event students on Friday April 17, 2015. It was an overview of what the department offers at the Starr County campus. Promotional items were sent to the event for students to receive.
- The CLE got invited to the Library Open House that was held on Monday April 20, 2015, to promote the CLE.

➢ Tech
- The Technology CLE continued the spring 2015 edition of our Manual J Workshop Series with the fourth workshop held on Tuesday, March 31st. The Manual J Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester to assist HVAC students with the comprehensive residential load calculation process. This will be a six-part workshop series.
- The Technology CLE completed the spring 2015 edition of our Manual J Workshop Series with the fifth and sixth workshops held on Tuesday, April 7th and Thursday, April 9th. The Manual J Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester to assist HVAC students who are enrolled in the Air Conditioning Systems Design (HART 2445) course with the comprehensive residential load calculation process. In total, the six-part Manual J workshop series had 42 attendees.
- HVAC/CLE – "Spaghetti Board Review" Workshop Series:
- CLE HVAC tutors began the spring 2015 edition of our "Spaghetti Board Review" Workshop Series with workshops held on Friday, April 10th and Friday, April 17th. The "Spaghetti Board" is a hands-on simulation trainer that allows students the opportunity to practice the comprehensive wiring of an air-conditioning system. The "Spaghetti Board Review" Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester to assist first semester HVAC students who are enrolled in the Basic Electricity for HVAC (HART 1401) course. This will be a four-part workshop series.
- HVAC/CLE – "Refrigeration Pump Down" Friday Review Session:

- CLE HVAC tutors began the spring 2015 edition of our "Refrigeration Pump Down" Workshop Series with workshops held on Friday, April 10th and Friday, April 17th. The "Refrigeration Pump Down" is a hands-on simulation trainer for first semester HVAC students who are enrolled in the Refrigeration Principles (HART 1407) course. The "Refrigeration Pump Down" Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester. This will be a four-part workshop series.

Jagtrax Data (April 2015)						
	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	11300:15	2779:49:00	2506:32:00	631:13:00	1938:35:00	3444:04:00
Independent Study (**D**uplicated)	2112	164	933	26	930	59
Independent Study (**U**nduplicated)	682	106	288	12	241	35
Lab Visits(**D**)	28113	17025	3053	1099	6300	636
Lab Visits (**U**)	5141	3332	594	252	771	192
Proctoring	195	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	3163:14:00	1682:55:00	523:33:00	374:28:00	93:07:00	489:11:00
Tutoring Visits/Sessions (**D**)	6441	3139	1011	384	248	1659
Tutoring Visits/Sessions (**U**)	2117	1161	374	145	164	273
Workshop Attendance	758	350	274	92	0	42
Workshops Hosted	41	14	13	6	0	8

- Director's Meetings:
  - 4/2/15: Meeting at H.R.; Search Committee Meeting; Personnel Meeting.
  - 4/6/15: ISP&SI Leadership Team Update Meeting.
  - 4/7/15: Digital Signage Committee Meeting; Course Repeaters Task Force Meeting.
  - 4/8/15: Personnel Meeting.
  - 4/9/15: Meeting to Discuss ALA Latino Americans Grant Opportunity; CLE Transition Planning Meeting.
  - 4/10/15: CLE Staffing Meeting; Steering Committee Meeting.
  - 4/13/15: Library Services Group Meeting.
  - 4/14/15: Bond Program Planning Meeting; SmartThinking and CLE Meeting.
  - 4/16/15: Bond Program Planning Meeting.
  - 4/17/15: Drama Instructor Interviews.
  - 4/18 – 4/21/15: AACC Conference in San Antonio.
  - 4/22/15: Upswing Meeting.
  - 4/23/15: Meeting to discuss reorg; meeting to review proposed NAH floor plans; Upswing presentation.
  - 4/24/15: Conference Call; Perkins Planning Meeting; PDC.

- 4/27/15: Academic Affairs Council Meeting.
- 4/28/15: Bond Program Planning Meeting; Personnel Meeting; Pecan CLE Staff Meeting; MV CLE Staff Meeting.
- 4/29/15: Starr County CLE Meeting; Latino Americans Grant Meeting.
- 4/30/15: Personnel Meeting; ACTA Presentation.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  THECB approvals were received in April for all workforce programs revisions submitted for certificates and AAS degrees.

  College-Wide Curriculum Committee meeting was held on April 21st. The committee approve the Music Department revisions to reduce to 60 SCH, which was the last pending item for Fall 2015. The committee also reviewed the 2015-2016 and the 2016-2017 Academic Calendars.

- **THECB Submissions**
  The Precision Manufacturing Fast Start Certificate was submitted to the THECB in April and approval was received. Approval is still pending from SACSCOC.
- **Program Development**
  The Voice and Data Technician Certificate was approved by the Planning and Development Council in April. It will go to the EWD Board Committee in May.
- **Online Student Evaluations**
  Evaluation period for the long Spring Term will began April 10th and goes through May 8th.

Student Learning Outcomes and Assessment

- **Data Submission**
  JagPRIDE was made available for Spring 2015 reporting. The deadline for adjuncts is May 18th and is June 30th for Full-time faculty. Twelve JagPride trainings were provided in April for faculty.

Course Scheduling

- **Schedule Development**
  The Spring 2016 schedule was created in Banner and send to the Department Chairs for their first review, due back on May 11th. The schedules are being entered as they are submitted by the Chairs.
- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to Spring, Summer and Fall 2015 schedules, process classroom reservation requests, and update flyers for minimesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure accuracy for CBM reporting, and worked with the Supplemental Instruction Coordinator to schedule rooms for SI courses for the Fall semester.

Academic Affairs Activities

- **Meetings/Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of April:
  - Presented with Dr. Petrosian and the American Associate of Community Colleges Annual Convention in San Antonio on the Stackable Credentials-Pathway to the Baccalaureate on April 20th.
  - Presented the Voice and Data Technician Certificate to Planning and Development Council on April 24th.
  - Presented to Academic Council on April 27th on the following: Academic Calendars for 2015-2016 and 2016-2017, Guided Self-Study Procedures, and proposed changes to the Student Admission Policy 3200.
- **Taskforces**

The Associate Dean convened the 2nd meeting of the Student Attendance Taskforce, which is reviewing the current attendance policy and developing recommendations for Academic Council to review.

The Associate Dean convened the 3rd meeting of the Open Educational Resources (OER) Taskforce, which is monitoring the current pilot of Open Educational resources in Spring 2015 courses, and developing procedures for approval of OER's. The group finalized a draft survey to be given to student in the pilot classes.

Institutional Activities

- **Accreditation Activities**
  The Associate Dean prepared the Fall 2015 substantive Change Notification Letter which was submitted to SACSCOC on April 9th.

  The Associate Dean met with representatives from McAllen Memorial on April 6th to review necessary information for a Substantive Change prospectus that must be submitted for the site by June 1.
- **TSI Planning and Information Committee**
  The Associate Dean of Curriculum and Student Learning participated in the TSI Planning an Information Committee on April 22nd. The Committee viewed a THECB webinar which provided updates to the State Developmental Plan and TSI implementation.
- **Degreeworks Implementation**
  The Curriculum Staff continue to develop the Student Educational Planner templates for 2015-2016.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  At the April Meeting of TACTE, Laura Boyer Sanchez officially assumed her responsibilities as the President of the associate. This is a two year term commitment. TACTE is the premier Texas Higher Education association for Workforce Education.

Professional Development

- **Texas Associate of College Technical Educators Spring Conference**
  Laura Sanchez, Christina Cavazos and Kandee Wickboldt, along with several faculty, attended the Spring TACTE conference. Several session related to workforce education curriculum issues were available as professional development, as well as legislative updates from the Texas Association of Community Colleges (TACC), and updates from the Texas Higher Education Coordinating Board (THECB). TACTE and the THECB co-sponsored a nationally known Perkins expert to provide a pre-conference ½ day session on the new Perkins Grant regulations.
- **Ambassadors Leadership Academy**
  Three staff from the Curriculum and Student Learning Department (Christina Cavazos, Kandee Wickboldt, and Joanna Saucedo) were selected to participate in the Ambassadors Leadership Academy and attended the seventh meeting in April. Each individual is meeting with a smaller team of participants within the Academy to plan an institution project as part of the Academy.

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs:**
  - This past week, we held a meeting with Narciso Garcia and Jessica Garcia from PSJA to address the summer schedule. Please see the attached summary of the meeting.
  - Alejandra and Laura Talbot have been working with Mission Collegiate, who is moving to a new site, and McAllen Memorial on SACS approval for offering more than 50% overall, and Spanish, respectively.
  - The summer 2015 schedule is almost completed. We have held several meetings with PSJA as they have decided to place all dual sections at PSJA HS to save money. They submitted an additional number of course requests, which we are still working with.
  - We met with Tony Matamoros on the summer schedule and identified many schools that are ready for the enrollment process to start.
  - During the ACCC, Anahid and I met with the people from West Virginia interested in our dual program. We are tentatively scheduled to present our dual programs while there during the first week of June.
- **Academies:**
  - The Academy student application deadline is April 17th. The staff presented at most all high schools, and for the first time in a very long time, did so at BETA and Science Acad.
  - TexPREP interviews for instructors and program assistants taking place this week.
  - Mr. Leonardo Cardenas has accepted the position of Academy Specialist at the Mid-Valley campus. His start date is April 27th. This is most welcomed since the staff has been covering the needs of those students, as well as those from the Starr Campus, with a limited staff. The Starr campus ECHS/Academy Specialist position that was recommended has not been finalized by HR.
  - The new Mid-Valley Academy Specialist, Leonardo Castaneda is to begin work on April 27th. We've been without a permanent person since January, so this is much welcomed, and will negate traveling and monitoring activities by our Pecan personnel.
  - DEMSA seniors will take an educational trip to Houston to visit the Health Museum, and participate in a cell lab and a dissection activity while there.
  - Academy new student selection from all applicants, is taking place this week for incoming junior students. Committees comprised of the Academy Director, Coordinator, and chairs from the various departments, will start reviewing all applicants.
- **Early College High Schools:**
  - The ECHS Director and Coordinators presented on the CTE ECHS partnership with South Texas College at TACTE Conference in Austin last week.
  - ECHS Director and Coordinators met with all ECHS campuses in conjunction with TEA Coaches to ensure compliance with the new TEA Blueprint requirements.
  - The ECHS Director attended a TEA State Board of ECHS Meeting in Austin that was designed to assess the ECHS program and to provide recommendations for improvement.
  - We are so excited to announce the winners at our First ever Dual Enrollment PMT Competition. The following places were won by our very own WISD CTE Early College HS students.
  - Blueprint Reading – 1st, 2nd, & 3rd place
  - Machine Math – 1st & 3rd place
  - Making it a total of 5 medals won by Weslaco ISD CTE Early College High School. We are so proud of Precision Manufacturing Students!
  - The ECHS Director was part of a team presenting at this year's AACC Conference in San Antonio.

- The ECHS Department is proud to announce the addition of Alyssa Villarreal to our wonderful team as an ECHS Specialist to be stationed in Starr County. She will be providing support to the Dual Enrollment Middle College Academies, as well.
- Senior DEMSA students went visit Health Museum where they toured the facility, participated in a cell lab, and dissected a sheep's heart
- 130 graduates with Associate's degrees from the Academies and 41 with certificates from the SCADE Academy:
  - DEMSA-74
  - DECJA-16
  - DEEA-23
  - DECSA-17
  - SCADE Electronic Health-4
  - SCADE Welding-37

  - Roma-12
  - Rio-2
  - PSJA-27
  - La Joya-10
  - Mission-12
  - McAllen-6
  - Sharyland-5
  - Edinburg-1
  - Valley View-3
  - La Villa-5
  - Progreso-7
  - Mercedes-21
  - Edcouch Elsa-5
  - Donna-3
  - Weslaco-11
- Selection process for incoming juniors underway: 204 completed applications were submitted
- 17 SCADE welding students and 6 SCADE electronic Health Records students were selected to begin Summer 2015

➢ **Meetings/Events/Conference Phone Calls**
- 4/08/2015 – Dual2Degree Counselors session
- 4/08/2015 – Bachelor of Science in Public Health at Texas A&M Health Science Ctr.
- 4/08/2015 – PSJA Meeting for Summer Schedule
- 4/09/2015 – Presentation at Palmview HS invited by Gracie Lopez
- 4/10/2015 – PSJA Summer Schedule Premiliry Meeting
- 4/10/2015 – Planning and Development Council Meeting
- 4/13/2015 – Alliance meeting at UT RGV
- 4/14/2015 – Meeting with auditors Mary Elizondo Team.
- 4/16/2015 – Dual Enrollment taskforce Steering Committee
- 4/17/2015 – PMT Completion
- 4/17/2015 – 2016 – 2017 Academic Calendar Committee
- 4/17/2015 – Sharyland Presentation on CTE
- 4/20/2015 – Presentation on Dual Programs at the AACC
- 4/21/2015 – PSJA i3 Leadership Cabinet Meeting
- 4/23/2015 – Sharyland ISD PLTW Partnership Team Meeting

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with Principal from McAllen Memorial and Laura Sanchez to discuss prospectus for fall 2015.
  - Attended graduation meeting with Director of Admissions to discuss cord distributions and campus visits to pick the Regalia.
  - Attended the Dual Enrollment update.
  - Meet with Principals from La Joya HS, Palmview HS and Juarez-Lincoln HS to discuss Dual Enrollment updates.
  - Meet with Asst. Superintendent from PSJA ISD to discuss summer schedule.
  - Attended STECC meeting at Southwest ECHS.
  - Presented to Teachers from Sharyland ISD on CTE certificates.
  - Meet with Tony Matamoros on summer schedule.
  - Attended a department meeting with Mr. Nick Gonzalez. Gave an update on the summer and fall schedule.

- **DE Scheduling and Planning**
  - Created two new art sections for Edcouch HS and ECHS for summer I
  - Moved all sections for PSJA ISD to PSJA HS for summer I & II.
  - Requested and created a speech section for Edinburg North ECHS for summer I.
  - Requested new sections of English, computer science and speech for PSJA HS.
  - Weslaco HS requested a new art appreciation or sociology for summer. Program chair couldn't staff the sections.
  - Created new sections for Sotomayor ECHS for summer I with their own HS teachers.
  - Changed all the Span 1311 to Span 2313 for fall 2015.
  - Changed the times for La Joya teaching center for summer I
  - Requested and created two new Spanish sections for Monte Alto ECHS.
  - Created four new sections of government 2305 for Southwest ECHS for Fall 2015.
  - Called Progreso HS to discuss new PMT sections for fall 2015.
  - Created new history and computer science sections for Edinburg North ECHS for fall 2015.
  - Requested two biology sections for summer II for PSJA ISD. Pending approval from chair.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  Dual Enrollment Faculty applications are now being accepted. I have received a total of 31 interested candidates who have the qualifications to teach dual enrollment courses. These 31 candidates have been contacted and plan on moving to the next step in our approval process.
- **Dual Enrollment Faculty Interviews**
  One interview for dual enrollment faculty was conducted in April. Mr. Jose Cardenas for Spanish was interviewed and approved for Spanish courses at Edcouch Elsa ECHS. During the month of April, arrangements were made and interviews were scheduled for May 1st.

- **Dual Enrollment Academies**
  Workshops for our Dual Enrollment Academy students were finalized for remaining Fridays. I arranged for a University representative to present to our mid valley campus students. Later in the week I visited our Starr campus students to present to them on resume and interviewing skills. Towards the end of the month we took our Dual Enrollment Medical Science Academy senior students on a trip to Houston, Texas. While on this trip they visited the San Jacinto battlegrounds and the Health Museum.

- **Dual Enrollment Textbook List**
  Textbooks for dual enrollment courses have been updated. High schools have requested information for the upcoming school year and have received textbook information regarding new courses. Updates to the textbook list are made as soon as I am informed of changes.
- **High School Programs and Services Meeting**
  Before the end of the month we had a department meeting to introduce new team members and received information regarding the summer and upcoming fall semester.

Dual Enrollment: Minna Montalvo

- Conferences/Workshops/Meetings
  - Attended TACTE Conference in Austin, TX
  - Staff Meeting with Dual Enrollment Academies Team
  - Reviewed SCADE Program Applications for Mission Welding
  - Reviewed SCADE Program Applications for Mission ELHR
  - Attended Meeting with Weslaco CTE Campus - Construction
  - Attended CTE Networking Meeting
  - Attended Jaguar Academy
  - Attended Meeting with Progreso ISD
  - Attended SCADE Program Meeting with Parents
  - Attended meeting with La Grulla ISD
  - Assisted in the CTE tour to 8th graders from Weslaco
- Reviewing prospective DE High School Graduates list.
- Screening Dual Enrollment Instructors for Fall ’15.
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD’s in regards to CTE courses.

Carol Woods – Dual Enrollment Faculty Liaison

- Attended the last Faculty Senate meeting of this academic year. The meeting was held on Tuesday, April 28, 2015. The Faculty Senate subcommittee reported on the progress of the development of a faculty climate survey that looks like it will be part of a joint survey with Academic Affairs. This is the faculty survey that is referred to on the Action Plan for the Dual Enrollment Taskforce.
- Help coordinate Dual Enrollment Taskforce subcommittee activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership as subcommittees hold meetings.
- Updated the 2014-2015 DE Taskforce Charges/Action Plan with input from Dual Enrollment Taskforce subcommittee chairs in preparation for the Taskforce meeting that was held on April 16, 2015. The final report on Action Items will be due in July 2015.
- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Following up on Textbook Subcommittee issues in keeping with established timeline for updating DE textbook adoption list and in anticipation of meeting textbook needs for spring 2015, summer 2015, and fall 2015 dual enrollment classes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Main contact for textbook issues at PSJA is Debra Pingel, PSJA Advanced Academics/College Readiness Instructional Coach. PSJA plans include centralizing

textbook access for the district's schools, how PSJA students attending STC on-campus summer classes would be issued textbooks, and how STCs open source materials pilot study in spring 2015 might impact textbook access.

- Continued follow up with HSPS on updates needed to webpages:
- Requested door sign from OPOD with new STC logo and font. The STC "Partnership Sign" also needs logo update. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The 2012-2013 version of the Reference Guide for Adjunct & Dual Enrollment Faculty is still posted at the High School Programs website. HSPS has requested PDF of guide from OPOD. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- There is no Reference Guide for STC Faculty Teaching Dual Enrollment courses posted at the HSPS website. The online version of the guide should include the ISD calendars for faculty convenience. HSPS requested the PDF of guide from OPOD.
- Current "MOU - Principals Agreement - Signed by Principals" is posted on HSPS webpages. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- HSPS has requested a copy of the current Dual 2 Degree Manual so it can be posted on the "Manuals/Reference Guides Page" at http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The FAQs were added to the "FAQs" button under "Quick links" at HSPS Homepage (April 2015). http://academicaffairs.southtexascollege.edu/highschool/index.html
- Principals' Summit 2015 date of August 5, 2015, is posted at HSPS website. Updated summit information will be posted when available. Currently, the information is from August 2013. http://academicaffairs.southtexascollege.edu/highschool/pdf/summit/Web_Form_Contact%20information%20%20High%20School%20Programs.pdf
- All programs under HSPS will be reviewing and updating their webpages again this summer with new partner schools added, updated activities and information.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Case Management for students failing in any class
  - Academies Program recognized on the Texas House Floor by Representative Sergio Munoz
  - TexPREP instructors and most program assistants hired for upcoming summer session
  - AACC Convention Presentation about High School Programs
- **Workshops:**
  - Texas A&M Corpus Presentation
  - Financial Management Workshop
  - Scholarship Presentation
  - Resume Writing and interviewing skills
  - A&M College Station Presentation
- **TexPREP:**
  - TexPREP selection letters were sent to students
  - New incoming TexPREP cohorts selections held
  - Data for incoming students input into the database
  - Speakers and field trip planning is taking place
- **Academy Programs:**
  - Senior trips taken by DEEA, DECSA, DECJA, and DEMSA
  - DECA's submitted for current junior students
  - Current juniors have been registered for summer courses
- **McCCTI Program:**
  - Credit Recovery for students underway
- **Recovery Program:**
  - Two schools took campus tours of Technology campus and Nursing Allied Health campus
- **Grants:**
  - School districts have been contacted for recruitment presentations
  - All marketing materials have been submitted and printed
  - Project timeline items are being ordered
  - Camp schedule to be completed
- **In Progress: Projects and Major Activities**
  - Senior Graduate Cord Ceremony to be held
  - New Academy Cohort selection committees underway
  - Graduation ceremony to be held at the arena

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators worked with Student Services to ensure that all potential graduates were identified and successfully RSVP'd for commencement ceremonies.

- ECHS staff has delivered graduation regalia and cords to all students participating in commencement ceremonies.

- Summer ECHS Registration is underway and near completion.

- ECHS Director and Staff (Coordinators and Specialists) have been present at all ECHS recruitment meetings with parents and students.

- Coordinators are currently working on Fall registration.

- Coordinators are conducting degree audits for rising Juniors to ensure they are on track to complete coursework on their degree plan.

- ECHS Director presented alongside VP Academic Affairs and Admin for HSPS at AACC in San Antonio.

- ECHS Director and Coordinators attended meetings with TEA Coaches and their respective schools to ensure compliance with TEA Blueprint.

- ECHS Director attended President's Administrative Staff and Academic Council meetings.

- ECHS Director attended State ECHS Advisory Board Meeting in Austin.

- ECHS Director read and scored several applications for ECHS from around the State for ECHS Designation.

- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for May 27 in the morning. Weekly one on one meetings are held.

- Communication with ECHS Partners (ECHS Coordinators & Director)
  Daily Communication with ECHS Partners via email, phone, text and personal visits is continuous and essential to the success of the program.

Lee Grimes Etheridge
Associate Dean - Office of Professional and Organizational Development

Academies:

- **Ambassadors Cross-Training Academy (ACTA)**
  The OPOD kicked off its 16th Cohort of ACTA on February 5th. A total of 3 sessions were held with 31 active participants. Presenters have been confirmed.
  - Session 7– April 9, 2015
    Institutional Effectiveness & Assessment – Paul Henley
    Research & Analytical Services – Serkan Celtek
    Operations & Maintenance Tour – George McCaleb
  - Session 8 – April 16, 2015
    Student Activities & Wellness – Eli Nguma
    Judicial Affairs & Conflict Resolution Center – Karey Barnes
    Board of Trustees – Andrew Fish
  - Session 9 – April 23, 2015
    Public Relations & Marketing – Daniel Ramirez
    Continuing, Professional & Workforce Education – Juan Carlos Aguirre
    Counseling Services & ADA Services – Graciela Sanchez
  - Session 10 – April 30, 2015
    University Relations – Mario Morin
    Distance Education – Jacob Guerra
    Instructional Technologies – Cody Gregg
- **Jaguar Academy**
  The OPOD kicked off its 16th Cohort of ACTA on February 5th. A total of 3 sessions were held with 31 active participants. Presenters have been confirmed.
  - Session 7– April 9, 2015
    Institutional Effectiveness & Assessment – Paul Henley
    Research & Analytical Services – Serkan Celtek
    Operations & Maintenance Tour – George McCaleb
  - Session 8 – April 16, 2015
    Student Activities & Wellness – Eli Nguma
    Judicial Affairs & Conflict Resolution Center – Karey Barnes
    Board of Trustees – Andrew Fish
  - Session 9 – April 23, 2015
    Public Relations & Marketing – Daniel Ramirez
    Continuing, Professional & Workforce Education – Juan Carlos Aguirre
    Counseling Services & ADA Services – Graciela Sanchez
  - Session 10 – April 30, 2015
    University Relations – Mario Morin
    Distance Education – Jacob Guerra
    Instructional Technologies – Cody Gregg
- **Distinguished Leadership Academy (DLA)**
  The DLA was held on April 10th for a combined session with ALA for a presentation on organizational skills and goal setting. The presentation was given by Dr. Barbara Baggerly-Hinojosa from Leadership Empowerment Group.
- **Ambassadors Leadership Academy (ALA)**

The ALA was held on April 10th for a combined session with DLA for a presentation on organizational skills and goal setting. The presentation was given by Dr. Barbara Baggerly-Hinojosa from Leadership Empowerment Group.

- **FOCUS Academy**
  The OPOD held its FOCUS Academy Cohorts 1 & 2. There are currently a total of 45 active participants and a total of 2 session held in April, with ne being the graduation ceremony.
  - Session 13 – April 17, 2015
    Reflection of the Rounds Process – Sandra Ledesma
  - Session 14 – April 24, 2015
    Graduation Ceremony – Sandra Ledesma and OPOD Team
    Expectations for the Active Learning Classrooms – Kristina Wilson & Anahid Petrosian

Special Events:

- PD Trainers presented at the American Association of Community Colleges on "STC's Leadership Pipeline"
- PD Trainers presented at the 5th Annual STC Junior Jaguars Leadership Conference on "What is Leadership"

Programs in Development:

- **Online Modules for Dual Enrollment Faculty**
  The OPOD is partnering with Distance Education and Assistant Dean of LASS (Dr. Chris Nelson) to create online modules for dual enrollment faculty.
- **Customer Service Training**
  The OPOD is currently working on a customized Customer Service Training for the Cashiers Department.
- **Academies for Academic Year 2015-2016**
  Marketing material is currently being updated to promote all OPOD academies.
- **Major Events in August**
  The OPOD is currently working on reserving and updating marketing material for all major events held in August.

Design & Publications

- Child Development Conference Marketing Materials
- Great Teachers Retreat Wrap-up Booklet
- Reconstructing department photo catalog
- Re-designing website banners for web pages
- Junior Jaguars Leadership Conference Cover Design
- Emergency Response Training Event Flyer
- FOCUS Academy Certificate Re-design

HSI Grant: STC in FOCUS Implementation

- Staffing
  - Hiring of Assistant Director for Innovative Instruction has been placed on hold
  - Faculty Advising Coordinator Position in progress
  - Faculty Development Trainer has been re-posted and closes on May 1st.
- Tier 1, Year 1 Active Learning Classrooms have been identified at all 5 campuses and are currently being designed
- Tier 1, Year 1 Active Learning Classrooms furniture requisitions have been submitted to the Purchasing Department for Board approval
- First Faculty Advising Steering Committee is on track for the development of a revised and updated program.

Irma Rosales
Site Coordinator – STC-Pharr College & Career Teaching Center

STC-La Joya Teaching Center

- Held discussion with LJJC ECHS Principal Sepulveda in regard to use of STC resources, library staff and equipment. Agreed that she would contact me with any ongoing concerns and requests to utilize our library equipment during the times that library staff were not available.
- STC Bond Program Meeting and Walk-through to establish project objectives to include creation of chemistry and physics lab in Jimmy Carter building leased space and design and build of welding lab to be located adjacent to existing CTE building. Preliminary layout to be developed by STC design team.
- Meeting held with Ms. Noemi Garza, Director of Library Public Services to discuss ongoing challenges with unauthorized use of STC equipment and resources by LJJC personnel.
- Printer toner replacement completed. There is now a working printer in LJJC computer lab 236

STC-Pharr Teaching Center

- Dual enrollment Information Security-Digital Forensics cohort to continue with second semester classes and new proposed cohort to begin in June.
- Dual Enrollment HVAC&R class to continue with second semester classes this summer and new cohort to start in the fall.
- Held blood drive for United Blood Services on April 8, 2015, from 9:00am-1:00pm.
- Attended CCTA Dropout Recovery Consortium and presented to attending entities information on technical and workforce programs currently offered at the PCCTC.
- Attended Dr. King's PSJA ISD meeting to discuss internship and mentorship opportunities with industry leaders, discussed the necessity to develop enough program pathways to offer 2300 incoming PSJA ISD sophomores.

Other Activities

- Assisting with coordination of this year's Kids College-The World of CSI and Technology scheduled to be held at both the Technology Campus and Pharr Teaching Center. Will be assisting participating faculty with modular curriculum development. (4/6)
- Attended Business & Technology PC meeting. (4/23)
- Attended Academic Affairs Council (4/27)
- Meeting with PR Specialist to coordinate Kids College media promotion events (4/28)
- Attended PSJA ISD Doedyn's Elementary School Career Fair. (4/30)
- Continued working on Technical programs information booklet.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report for April 2015

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Electronic appointment letters project will be launched in production May 4, 2015. The module will be going live for faculty only and consists of posting and approving annual appointment letters on JagNet. SIG consultants provided a two-week training and consultation on Salary Planner settings during the month of April. The implementation and testing phase is now completed and the HR team will begin using the module features for the 2016-17 staffing process.

College Scheduler

The College Scheduler go live date was rescheduled for the month of May due to DegreeWorks dependencies. Although the DegreeWorks data was included in the College Scheduler application and approved and finalized by the implementation team, the DegreeWorks Student Education Plans will not be a part completed by students/advisors. Appropriate parties were made aware of this DegreeWorks data dependency resulting in no data available for College Scheduler to use to for populating course availability for registration. The extra time before deployment will give Advisors the time needed to populate the data required in the SEPs.

JagMobile 3.0

The Applications team continues to work on the TouchNet upgrade and other AR in-house processes that require modifications before completing the TouchNet mobile application implementation. The new TouchNet mobile application will allow students 24/7 mobile access to bills and online bill payments.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

The Technology Resources team continues researching the possibility of creating a data center in Rio Grande for Disaster Recovery purposes. TR and the Facilities and Construction staff met with designers to go over Rio Grande building D blue prints and to discuss the addition of a gas generator for power backup to the second floor in case of disaster. The TR team began researching other Disaster Recovery options such as cloud services regarding which the team had an initial-discovery conference call with Amazon representatives. Faculty and staff email will also need to be migrated to the cloud as recommended by the BIA assessment. The TR team has been working on a plan to migrate faculty and staff email accounts to Office 365. The plan will follow a go-live phased approach where a total of 100 accounts will be migrated and tested during this summer. The rest of the accounts will be migrated in several subsequent phases throughout next year.

Technology Support and Client Services

Infrastructure Improvements

The TR team continues working on re-configuration settings as recommended by the Network assessment performed by Insight consultants. The acquisition process for network switches has been completed and the team

will proceed to plan installation; new fiber optic equipment will also be installed as a result of the same assessment.

Computer Replacement

The third set of 100 computers were imaged and deployed as planned by the end of April. A total of 650 computers will be deployed as part of the 2015 computer replacement cycle. The process will continue throughout the rest of the fiscal year - configuring and deploying 100 computers per month and should be completed by August 2015.

Pharr and La Joya Teaching Centers (CCTA)

Internet and wireless connections are ready and functional at the La Joya teaching site.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 4/1/2015: Bond Construction Meeting
- 4/6/2015: Project Update Conference Call
- 4/7/15: Digital Signage Committee Meeting
- 4/10/2015: Web checkout Training
- 4/13/2015 – Project Update Conference Call
- 4/15/2015: NAH and Mid Valley Campus Visit
- 4/17/2015: April Team Meeting
- 4/20/2015: Review applications
- 4/21/2015: Interview IT candidates
- 4/22/2015: NAH Meeting
- 4/23/2015: Bond Program
- 4/24/2015: Instructional Designer Interviews

SOUTH TEXAS COLLEGE

Monthly Special Events by Comparison:

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	154
July	87
Aug	89
Sept	169
Oct	241
Nov	188
Dec	84

2015	
Jan	99
Feb	156
March	141
April	219
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2014	
Jan	105.5
Feb	373.75
Mar	174.75
Apr	363.5
May	75.25
June	82.75
July	103
Aug	101.75
Sept	240
Oct	488.5
Nov	348.5
Dec	319.65

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: April-2015

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	32	18	0	85	10
Data Projector	8	0	8	9	0
Laptop	90	7	13	1	0
PA System	6	2	10	5	1
CD Player	0	10	7	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	1	0	0	0
Video Camera	4	2	0	0	0
TV	1	0	3	0	1
Microphone	109	12	12	6	5
Direct Box	3	1	2	0	0
Digital Camera	0	3	0	0	6
Speakers	7	18	1	81	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	1	4
Headphones	0	0	0	0	6
HH Voice Recorder	0	0	0	0	0
Screen	12	0	6	2	0
Document Camera	196	18	65	0	12
DVD/VCR Player	11	0	1	1	20
Wireless Lab	0	28	0	0	0
Keyboard/Mouse	10	0	15	0	10
Sympodium	44	18	24	0	0
Hard Drive	0	0	0	0	4
USB Hub	11	23	0	0	4
CPS	0	0	0	0	6
Mixer	17	4	2	2	0
Tripod	6	2	0	0	2
WebCam	11	5	0	0	8
Computer	0	0	0	0	0
Portable Table	16	2	3	0	10
Microphone Stand	6	12	2	0	2
HD Video Streamer	0	0	0	0	0
Polycom Phone	5	5	0	0	3
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	25	54	0	0	0
TOTAL	*630*	*245*	*174*	*193*	*114*

Victor M. Gonzalez, CISO
Information Security

Migration to Next Generation Perimeter Firewalls
We purchased 2 Dell SonicWall firewalls. The devices have been received and are currently in the process of being configured. The staff that will manage the devices are going through vendor training and certification. We are revising the existing firewall rules as we migrate technologies.

Secure Remote Access / VPN
We are purchasing a Dell SonicWall SRA appliance to replace our existing VPN solution. The proposal has been submitted for the Board of Trustees May 2015 meeting.

Information Security Budget FY 2016
We prepared the budget for fiscal year 2015-2016. It was review by Interim VP, Dr. Plummer, and submitted for board review.

Information Security Advisory: Risk in Disabled Host Firewalls
We issued a new advisory to Technology Resources regarding a risk in having our client computer firewalls disabled. Having the host firewalls enabled will protect our laptops when they are outside of our network and will help reduce the impact of malware wanting to spread within our network.

Dr. Paul T. Henley, Director
Institutional Effectiveness & Assessment

IE Related Activities:

- Developed 2015-2017 IE Plans with the following Departments:
  - Dean of Business & Technology Division
  - Starr County Campus Administrator
  - LASS Division Dean and LASS department heads
  - Mid-Valley Campus Administrator
  - IE Plan training for Business & Technology Division
  - Food Services 2015-2017 IE Plan
  - Business Administration and Bachelor of Applied Science: Organizational Leadership IE Plan
- IE Plan department organization in Xitracs

Evaluation and Assessment of Interventions:

- Finished data for Puente Project

IEA Reporting Analyst's Activities:

- Data collecting, analyzing. and provided the CTN-Puente Project reports
- Worked on the DPRA Assessment data analysis
- Supported the Setting Up Planning meeting
- Updated the IEA website – IE Plans and Reports
- Coordinated with RAS for the BA re-accreditation data needs
- Worked on the IEA/RAS ACTA presentation slides update
- Updated the IEA website – IE Plans and Reports
- Coordinated with RAS for the BA re-accreditation data needs
- Worked on the Major/Program data collecting and analyzing
- Worked on the IEA Data Calendar updating

Factbook Related Activities:

- Updated the SENSE Student Services Results - 2014 for internal STC Factbooks
- Worked on the Non-Traditional Enrollment by Workforce Programs report
- Updated the Data Release Timeline
- Coordinated with RAS for the STC Factbooks updating
- Posted the Business Administration program's re-accreditation data
- Updated the 'Access' for internal STC Factbooks
- Updated the internal STC Factbook website appearance
- Coordinated with RAS for the Non-Traditional Enrollment by Workforce Programs report updating
- Posted the Business Administration program's re-accreditation needs data
- Posted the Enrollment by Major for both internal and external STC Factbooks
- Posted the Graduate Awards by Major for external STC Fact book
- Worked on the Enrollment: County, District, Campus High School Graduates Enrolling in Texas Higher Ed and the Texas HS Graduates to Texas Higher Education by High School reports updating
- Coordinated with the Facilities Planning and Construction for the Facilities Inventory report updating

Meetings and Trainings:

- IS&P Leadership Team meeting
- Review of PSJA Consolidated Reports
- Presented at ACTA
- PDC
- Comprehensive Plan Discussion
- IE Staff Meeting
- AERA Conference
- ATD Annual Reflection and Leader College Application Meeting
- Appeals meeting
- CTN-Puente Project Conference call
- Building Responder Training

Miscellaneous:

- Handled data requests through DRIP
- Retooled office technology and software (partial)
- Coordinated with TR for desktop computer software update
- Attended the following webinars:
  - THECB - Academic Course Guide Manual (ACGM) Advisory Committee Meeting
  - THECB - Texas Higher Education Strategic Planning Committee Meeting
  - THECB - Two-Year Institution Accountability Meeting
  - U.S. Department of Education (ED)'s First in the World Program webinar
  - THECB - Board Meeting
  - THECB - Agency Operations Committee Meeting
  - Inside Higher Ed's 2015 Survey of College and University Presidents Webinar
- Worked with IS&P Helpdesk for the software updating

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 4/2/15: Meeting at H.R.; Search Committee Meeting; Personnel Meeting.
- 4/3 – 4/5/15: Semester Break.
- 4/6/15: ISP&SI Leadership Team Update Meeting.
- 4/7/15: Digital Signage Committee Meeting; Course Repeaters Task Force Meeting.
- 4/8/15: Personnel Meeting.
- 4/9/15: Meeting to Discuss ALA Latino Americans Grant Opportunity; CLE Transition Planning Meeting.
- 4/10/15: CLE Staffing Meeting; Steering Committee Meeting.
- 4/13/15: Library Services Group Meeting.
- 4/14/15: Bond Program Planning Meeting; SmartThinking and CLE Meeting.
- 4/16/15: Bond Program Planning Meeting.
- 4/17/15: Drama Instructor Interviews.
- 4/18 – 4/21/15: AACC Conference in San Antonio.
- 4/22/15: Upswing Meeting.
- 4/23/15: Meeting to discuss reorg; meeting to review proposed NAH floor plans; Upswing presentation.
- 4/24/15: Conference Call; Perkins Planning Meeting; PDC.
- 4/27/15: Academic Affairs Council Meeting.
- 4/28/15: Bond Program Planning Meeting; Personnel Meeting; Pecan CLE Staff Meeting; MV CLE Staff Meeting.
- 4/29/15: Starr County CLE Meeting; Latino Americans Grant Meeting.
- 4/30/15: Personnel Meeting; ACTA Presentation.

Library Services Data:

Library Services Data: 4/1/2015 -4/30/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	105	0	122	n/a	15	0	242
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1036	12320	12449	40376	670	3290	2900	73041
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	982	270	1515	n/a	40	25	2832
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1555	549	3024	n/a	229	196	5553
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	17	1	26	n/a	2	2	48
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	485	51	875	n/a	314	44	1769

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Worked on the update to the Library narrative for the SACS prospectus for the Dual Enrollment programs.
- Worked on narrative sections for various parts of the library annual report.
- Began cleaning up the audio that was recorded and searching for a royalty free song to use in the library promotional video.
- Continued working with EBSCO and Ana Pena concerning issues with Curriculum Builder in Blackboard.
- Tested the inventory laptops to identify issues with wireless access.
- Working with EBSCO concerning issues with broken Britannica Online links and the EBSCO administration interface.
- Continued researching and testing MarcEdit features and functionality.
- Began working through the non-EBSCO databases in Discovery to be sure the correct indexes are being searched.
- Continued working on the Annual Report 2014.
- Continued working on the Library promo video.
- Added records for newly received items to workflows along with adding items processed to the system.
- Searched and imported records for newly received items using WorkFlows, LC, and OCLC and assigned item barcodes to MARC records in WorkFlows.

Collection Development Balances:

- Library Acquisition……. $ 20,599.00
- BAT & BAS/TMGT Materials- …… $ 264.00
- BAT & BAS/CIT Materials- …….. $ 25.00
- BAT & BAS/MHSM Materials- …….. $ 3, 768.00
- BAT & BAS/OL Materials- …….. $ 2,004.00

Information Commons and Open Labs:

Highlights:

- Lynda.com trainings are being completed by several employees.
- Microsoft Project was installed on several computers at the Technology Campus.

April 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,176	12,209	12,837	25,246
Pecan Internet Café	918	2,699	4,160	10,894
Pecan T. Info. Commons	771	1,924	1,210	7,372
Mid-Valley Open Lab	1,542	6,556	7,710	
Mid-Valley Open Area	601	1,247	1,270	
Mid-Valley G-144	177	295	158	
Starr County Open Lab	413	1,834	1,938	
NAH Open Lab	1,061	4,808	2,924	
Technology Open Lab	683	2,460	1,935	
Technology Internet Café	210	502	537	

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,317	9,582	9,897
Pecan Testing Room F-228	38	63	93
Mid-Valley Info. Commons	1,250	3,594	4,255
Starr County Library	448	1,695	2,165
Technology Library	286	917	1,052
District Total:	**5,339**	**15,851**	**17,462**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	639	930	900
Pecan F-130 Group Stations	116	156	138
Mid-Valley Library Group Stations	228	334	389
Mid-Valley Open Lab Group Stations	23	33	50
NAH Group Stations	590	1,656	977
District Total:	**1,596**	**3,109**	**2,454**

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

- 04/06/15: Traveled to the Technology and NAH Campuses to oversee the lab operations.
- 04/10/15: Attended an STC 2013 Bond Program for Mid-Valley and Starr Campus Libraries kick off meeting.
- 04/14/15: One employee participated in the "Fashioning our Future" event at Starr County; met with in regards to our End of the Semester Customer Service training.
- 04/16/15: Met with Dean of Library Services for their bi-monthly meeting.
- 04/17/15: Attended a 2016-2017 Academic Calendar meeting; held an Information Commons and Open Labs Leadership meeting; attended the Building Responders Training.
- 04/23/15: Held interviews for the vacant Open Lab Technician position.
- 04/27 – 04/30/15: Attended the "Computers in Libraries" conference in Washington, DC.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings as well as the following:

- 4/8/15: Grant Discussion Meeting.
- 4/9/15: STC Bond Program; LAG Steering Committee.
- 4/14 – 4/17-15: TLA Conference.
- 4/20/15: Starr Campus – National Library Open House.
- 4/21/15: Meeting with Irma Rosales.
- 4/22/15: Mid Valley Campus- National Library Open House.
- 4/23/15: Pecan Campus – National Library Week Open House.
- 4/27/15: Grant Meeting.
- 4/29/15: Grant Meeting.

Current Exhibits:

Pecan Campus Library Art Gallery brings Ricardo Benavides Carrasco

The exhibit opens, Thursday, February 5, 2015 and will be on view through May 15, 2015.

Starr Library Art Gallery brings Victor Alvarez's artwork

Lecture on Monday, February 16th at 1:00 pm. The exhibit opens Thursday, Feb. 5th and will be on view through Monday, May 4th, 2015 at STC's Starr County Campus Library Art Gallery.

Conceptualization, Expression and Feelings
When: Feb 12 - May 15, 2015
Where: Mid-Valley Campus Library Art Gallery

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- Analysis
- ATD Annual Reflection - Data Section
- ATD leader college certification
- CBM002 Fall 2014 Revision for Resubmission
- IPEDS (Fall Enrollment)
- IPEDS (HR, Libraries, Finance)
- Licensure Report
- NSLDS File Submission Project
- Repeat Course Policy Data
- Texas Success Initiative Report – CBM002

Surveys

- CCSSE Survey
- Chair Evaluations Survey
- Digital Signage Survey
- Faculty Climate Survey
- Faculty Senate Elections
- Gender Studies Program Interest Survey
- IAM Survey
- OER Pilot Survey
- PTA Graduate Follow-Up Survey
- Puente post Survey
- SOSE pilot (Online student survey from CCSSE)
- Student Needs Assessment
- Textbook Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- AAWCC focus Group
- Digital Signage
- LibQual focus groups
- Orientation focus groups

Data Request

- Awards by Major 0 External Fact Book
- Employment rate (Source:THECB)
- Enrollment by Major - External Fact Book
- Enrollment Trend (Summer 2014-Fall 2015)
- Historical graduate count
- NAH Campus Historic Enrollment
- Non-Traditional Enrollment by CIP/Program Fall Terms
- Non-Traditional Enrollment by Program
- Performance Indicator Data Immigrant Student Historic
- Region One high school graduates longitudinal data

- Sign Language program data (AAS)
- Spring 2015 Dual Faculty Teaching Traditional Contact Hrs
- Spring 2015 online students count (duplicated)
- T-STEM Grant Data

Data Analysis

- BAT - CAAP data analysis
- CLE JagTrax data, Fall 2014
- Contact Hour Capacity Review, Fall 2015
- National Student Loan Data System (NSLDS) Data Sources

Meetings

- ACTA Meeting
- ACTA Presentation
- Ambassadors Leadership Academy
- ATD Annual Reflection
- Conference call with RAND
- Conference call: Review of STC immigrant data
- Enrollment Projections Meeting
- Immigrant Data Meeting
- ISP&SI Leadership Team Meeting
- Metrics Taskforce (TACC. Austin)
- NSLDS Meeting
- OER Taskforce Meeting
- PDC (CLE Analysis Presentation)
- PDC Meeting
- PSJA Reports Review Meeting
- PSJA/STC Data Team
- RAS weekly Meeting
- RGV Focus Data Support Council
- SSG Meeting
- THECB Two-Year Institutional Accountability (phone call)
- TSI Update Webinar

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- IS P&SI Leadership Team Update Meeting
- Bond Meeting
- Coordinated Operations Council
- Texas Completes Team Lead Call
- PAS Meeting
- EAPA Meeting
- Strategic Initiatives Group
- Institutional Effectiveness (ATD)
- Voter Registration Committee

ACTIVITIES

- Completed Planning Assumptions for Traditional Enrollment Forecasts
- Completed and Submitted IT Project Management Training proposals
- Continued work on ATD Annual Reflection Narrative
- Continued work on ATD Re-Certification Application
- Texas Competes Assignment
- Planning and Advising Survey Assignment
- Ad Astra Information Systems Assignment

JAG ACADEMY

- Graduated from Jaguar Academy

TRAININGS

- Completed Mandatory HR Training: Child Abuse and Molestation Awareness and Prevention in
- Texas Completed Code of Conduct for Higher Education
- Completed Mandatory HR Training: Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Faculty and Staff
- Completed Mandatory HR Training: Unlawful Harassment Prevention for Higher Education Staff
- Reviewed PMO Handbook: The Complete Project Management Office Handbook (3rd Edition).
- PMP_PDU Status: A total of 52.75 of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification Expires 12/10/2016.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

From: Carlos Margo
Interim Associate Dean for Industry Training and Economic Development

CM

Date: May 21, 2015

Subject: April 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Met with Salt Shaker project team 3) Participated in conference call with Texas Workforce Commission 4) Met with IAM Summer Camp Committee 5) Presented at TWC Workforce Forum in Austin 6) Conducted Festo certification planning workshop 7) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9) Met with STC Facilities and Planning Department regarding Technology Campus expansion. 10) Presented at STC AA Roundup 11) Met with Festo Certification Audit Team 12) Conducted and attended Festo Audit closing dinner ceremony 13) Attended STMA monthly meeting 14) Participated in Manufacturing Institute Education Council Webinar.

Summary of Activities for April 2015:

- Met with Mike Willis, South Texas Manufacturers Association Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects. We meet every first Monday of the month to discuss topics relevant to regional manufacturing.
- Attended conference call with Texas Workforce Commission regarding my TWC Workforce Forum Presentation.

- Presented at the TWC Workforce Forum conference in Austin. I served as a panelist before an audience of approximately 100 attendees from a variety of community colleges across the state. My presentation centered on Skills Development Fund grant implementation.
- Met with working committee to plan first-annual IAM Summer Robotics and Automation Camp.
- Met with McAllen Economic Development Corporation and Priority Tooling Solutions to further execute Salt Shaker project.
- Met with STC Planning and Facilities department to discuss design of Technology Campus expansion to West Building.
- Hosted the Festo Certification audit team from Germany as they conducted their final review of STC IAM to become a Festo Certified Training Center (FCTC).
- Presented at the STC AA Roundup session. I was asked by session coordinators to present information related to commonly misused words and phrases.
- Participated in Manufacturing Institute Education Council Webinar. I serve and represent STC on this Council, which is part of the National Association of Manufacturing (NAM) and The Manufacturing Institute.
- Met with staff to advance progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.
- Met with Dr. Miguel Gonzalez, Dean of College of Engineering, UTPA, to discuss manufacturing initiatives, NAAMREI plans and grant opportunities.
- Met with Leticia Flores, The Governor's Regional Representative, to discuss economic development trends, workforce topics, NAAMREI initiatives, and other business and industry initiatives.
- Met with personnel from TSTC-Harlingen Corporate Training Office to discuss NAAMREI, Festo Grant Announcement Ceremony and other partnership opportunities.
- Continued working with IAM staff and FESTO company executives to further develop the proposal to have STC become a FESTO Authorized Training Facility.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitors IAM enrollment and contact hour reports.

- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.