SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

March 2016

Board Meeting

April 26, 2016

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STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **April 26, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **March 2016 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:

  - Mary Elizondo, Vice-President of Finance & Administrative Services
  - Dr. Shirley A. Reed, President of South Texas College & Matt Hebbard, Dean of Enrollment Services
  - Miguel Carranza, Associate Dean of Student Financial Services, Testing & Veteran Affairs
  - Tina Atkins, Administrator Region One Center for Excellence in Career & College Readiness
  - Tony Matamoros, Director of College Connections & Admissions for Dual Enrollment
  - Karey Barnes, Director of Judicial Affairs & Conflict Resolution Services
  - Nancy Garcia, Director of Comprehensive Advising & Mentoring Services
  - Andres Alcantar, Chairman of Texas Workforce Commission in Austin, TX

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

Attended:

- Weslaco EDC Board meeting
- South Texas College-La Joya Teaching Center Advisory Committee meeting
- Selective Admissions Policy-Catalog Review meeting
- LRGVDC Board meeting
- Bond Construction staff planning meeting
- Achieving the Dream Coaches visit Executive Team
- Achieving the Dream Coaches visit discussion on Dual Enrollment Student Success Metrics
- Achieving the Dream Coaches visit wrap up
- RANDS Site visit Kick-off
- 5th Year Report Peer review
- Veterans Program & Best Practices meeting for grant
- South Texas/Region One SureScore Design

Participated:

- Edinburg CISD Strategic Progress Committee meeting
- South Texas Bond Program meeting in La Joya, TX
- Adult Education & Literacy Advisory Committee meeting in Austin, TX
- Initial Grant Development meeting
- T-Stem Scholarship – THEBC Application meeting
- Salary Savings Training meeting with all the Student Affairs & Enrollment Management Directors, Executive Administrative Assistant and Senior Administrative Assistant

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer 2016 and Fall 2016 semesters on March 1, 2016; to date, **3,798** students have registered for Summer I & III sessions, **1,866** students have registered for Summer II session, and **3,075** students have registered for Fall 2016 semester, after their required documents were processed and they were cleared to register by OAR.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean & Directors, BUGs, Commencement Committee, Data Standards Committee, Enrollment Team and SACS accreditation.
- Director and Coordinator of Records ("Coordinator") worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Director attended SureScore Design Team meeting held at Region One in Edinburg on March 11, 2016.
- Attended various meetings/events to work on special projects, such as ATD Coaches visit, CBM002 transition to Student Assessment Center, Enrollment Appeals Committee, incorrect end date in Banner for Summer I 2016 session and salary savings training.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students; STC has **113** international students enrolled for the Spring 2016 semester.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed *Reinstatement After Census Date Forms* for **8** students during March 2016.
- Processed *Change of Grades* for **68** students during March 2016.
- Processed *Schedule Change Forms* for **1,249** students during March 2016.
- Downloaded, reviewed and verified **3,755** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during March 2016.
- Processed **1,917** high school and **397** college/university transcripts during March 2016.
- Evaluated **204** transcripts from other colleges and universities during March 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,486** STC transcripts during March 2016.
- Scanned and indexed **4,532** documents submitted by students during March 2016.
- Processed **159** online *Course Substitution Forms* during March 2016.
- Director, Coordinator and Graduation Analyst identified **3,839** students, who will meet graduation requirements by the end of the Spring 2016 semester; **3,638** of them met the March 4 deadline, consisting of additional requirements, and received an invitation to participate in the Commencement Exercises to be held at State Farm Arena on May 13 & May 14, 2016, via MarchingOrder, web-based software designed to facilitate planning, implementing and receiving data on graduation ceremonies.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Staff assisted with Telemundo 40 phone bank, during the news hours we were answering phone calls regarding the financial aid process
- Office of Student Financial Services at Starr, Pecan and Mid-Valley held the Super Saturday event that is promoted through RGV Focus
- SFS Veteran Affairs assisted current VA students with their upcoming summer benefits, and will be hosting a Veterans Fair next month
- SFS Staff assisted with 22 Financial Aid presentations throughout the month of March

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report March 1st – March 31st, 2016					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**203**	**109**	**101(93%show)**	**TSI EXAM**	**2177**
		35*	**35(100%show)**	**CAAP**	**207**
Mid- Valley Campus	**72**	**39**	**36(92%show)**	**TSI EXAM**	**1299**
Starr Campus	**104**	**24**	**24(100%show)**	**TSI EXAM**	**559**
Pecan Plaza	**219**	**168**	**157(93%show)**	**GED/ PEARSON**	**699**
		44	**33(75%show)**	**TSI EXAM**	**943**
TOTAL:	**598**	**419**	**386(92%show)**		**5884 – All Campuses YTD**

*CAAP List is provided by Bachelors program, no reservations are required on Marketplace.

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Continuous work with Admissions, TR on CBM002 Fall2015 reporting
- Presentations on the Student Assessment Center were provided to ACTA and to the Faculty Advising Training
- Testing Coordinator and Testing Specialists attended the 2016 TACTP Conference in Austin, TX
- Continuous work on TSI compliance to update current student status in Banner

Assessment Center cont.

TSI Notifications mailed out to students for TSI noncompliance March 1st- March 31st 2016							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/24/2015	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/24/2015	YTD Number of Students not TSI Complete Weekly	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	25	639	7	262	18	336	0
Nursing	0	114	0	89	0	51	0
Technology	2	257	0	81	2	198	0
Starr	3	151	0	76	3	85	0
Mid-Valley	0	202	0	96	0	110	0
Total	30	1363	7	604	23	780	10

TSI Placement Report

TSI Scores: by placement score March 2016			
READING			
Monthly (03/01/16 - 03/31/16)		**Year To Date (08/24/14 - 3/31/2016)**	
College ready (351+)	48	**College Ready** (351+)	2323
Holistic Placement (349-350)	6	Holistic Placement (349-350)	601
Developmental Ed (342-348)	36	Developmental Ed (342-348)	2398
ABE Level 6 (Developmental Ed)	6	ABE Level 6 (Developmental Ed)	669
ABE Level 5 (Developmental Ed)	23	ABE Level 5 (Developmental Ed)	1594
ABE Level 4	4	ABE Level 4	421
ABE Level 3	0	ABE Level 3	50
ABE Level 2	1	ABE Level 2	41
ABE Level 1	0	ABE Level 1	5
Total	**124**	**Total**	**8102**
MATH			
Monthly (03/01/16 - 03/31/16)		**Year To Date (08/24/14 - 03/31/2016)**	
College Ready (350+)	26	**College Ready** (350+)	1417
Holistsic Placement (348-349)	5	Holistic Placement (348-349)	507
Developmental Ed (336-347)	45	Developmental Ed (336-347)	3067
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	44	ABE Level 5 (Developmental Ed)	1940
ABE Level 4	17	ABE Level 4	1145
ABE Level 3	0	ABE Level 3	162
ABE Level 2	1	ABE Level 2	30
ABE Level 1	0	ABE Level 1	16
Total	**138**	**Total**	**8284**
Writing			
Monthly (03/01/16 - 03/31/16)		**Year To Date (08/24/14 - 03/31/2016)**	
College Ready (363 & 4+ Essay or 5+)	50	**College Ready** (363 & 4+ Essay or 5+)	2758
Holisitc Placement (361-362 & 4 Essay)	2	Holistic Placement (361-362 & 4 Essay)	157
Developmental Ed (350-362 & 0-4 Essay)	42	Developmental Ed (350-362 & 0-4 Essay)	2024
ABE Level 6 (Developmental Ed)	6	ABE Level 6 (Developmental Ed)	614
ABE Level 5 (Developmental Ed)	3	ABE Level 5 (Developmental Ed)	258
ABE Level 4	4	ABE Level 4	406
ABE Level 3	3	ABE Level 3	152
ABE Level 2	0	ABE Level 2	43
ABE Level 1	1	ABE Level 1	23
Total	**111**	**Total**	**6435**
Data retrieved from College Board Accuplacer			

Dual2Degree

DUAL ENROLLMENT ADMISSION & REGISTRATION SUPPORT:

- **Dual Enrollment Reconciliation Requests:**
  - 17 Requests Received and Processed (Current Term)
  - 70 Dual Enrollment Appeals Approved and Processed (Prior Term)

**Reconciliation is defined as the process by which roster errors are corrected by the Dual2Degree Department for current and prior terms.*

- **Enrollment Document Retention:**
  - All Schools
- **Admission Application Drive:**
  - Juan Diego Academy
  - Donna North HS
  - Edcouch-Elsa HS/ECHS

DUAL ENROLLMENT SUPPORT SERVICES & ACTIVITIES:

- **Student Success Workshop:**
  - BETA HS
  - Donna HS
  - Donna North HS
  - Economedes HS/ECHS
  - Edcouch Elsa HS/ECHS
  - Edinburg HS/ECHS
  - Edinburg North HS/ECHS
  - Juarez-Lincoln HS
  - La Joya HS/ECHS
  - Lamar Academy
  - Mercedes ECHS
  - McAllen HS
  - McAllen Memorial HS
  - Mission HS (2)
  - Mission Veterans HS
  - Monte Alto ECHS
  - Nikki Rowe HS
  - Palmview HS
  - PSJA CCTA ECHS
  - Rio Grande City HS
  - Rio Grande City ECHS
  - Robert Vela HS/ECHS (3)
  - Sharyland HS
  - Sharyland Pioneer HS
  - South Texas HS for Health Professions
  - Valley View HS/ECHS

Total Students Served: Approximately 750

- **Parent Orientation:**
  - La Grulla HS (2)
  - La Joya HS
  - Palmview HS
  - South Texas HS for Health Professions
  - Weslaco HS

Dual2Degree cont.

- **Dual Enrollment Student Orientation:**
  - Juan Diego Academy
  - Mission HS (*SAP Orientation*)
  - Rio Grande City HS/ECHS
  - Weslaco East HS
- **Distribution of STC IDs to Students:**
  - All Schools

COLLEGE-BOUND EVENTS:

- **Events:**
  - FAFSA Drive:
    - Mercedes Academic Academy
  - Senior Fast Track Event Support:
    - Mid Valley Campus
  - College Fair Support:
    - Donna North HS
  - Other:
    - Tablet Set Up: Vanguard Academy

MEETINGS AND PRESENTATIONS:

- **Meetings with Schools/ISDs:**
  - La Grulla HS Counselor Planning Meeting
  - McAllen ISD Planning Meeting
  - PSJA ISD Summer Enrollment Planning Meeting
  - PSJA North HS Planning Meeting
  - Weslaco HS Meeting RE Online Dual Student Registration
  - Weslaco ISD ECHS Program Meeting
- **Presentations:**
  - Region One GED Presentation
  - UTRGV Talent Search Sophomore Day Dual Enrollment Student/Parent Presentation

DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Dual Enrollment Deadlines Poster Development (PR and Dual2Degree Department)
  - Meeting with PR on Dual Enrollment Information Video Production
  - Online Registration Planning Meeting (Dual2Degree, TR, Admissions, ECHS)
  - Meeting with ECHS and HPS on Program Re-Alignment
  - MyRegionOne Planning Meeting

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Ambassadors Cross Training Academy
  - Distinguished Leadership Academy
  - Financial Managers Training Workshop
  - Jaguar Academy
  - STC Supervisory Symposium

Dual2Degree

The Dual2Degree Upcoming Events for April Include:

- Prospective Dual Enrollment Student Orientation – All Schools for Fall 2016
- Dual2Degree HS Senior & Parent College Day (4/9, 4/16, 4/23) – Pecan, MVC, Starr
- Dual Enrollment Update – Pecan (4/27)

PICTURES OF EVENTS, ACTIVITIES AND INITIATIVES

Parent Orientation at Weslaco HS (3/10/16) 70 Parents Attending

Collection Connections

- **Call Center**

Phone Calls	
March 2016	6,605 Inbound Calls
JagChat	
March 2016	541 Chats
Web Leads	
March 2016	137 Emails

- **Campus Tours**

Campus Tours	
Pecan Campus	348 visitors
Mid-Valley Campus	78 visitors
Starr Campus	20 visitors
Nursing & Allied Health Campus	378 visitors
Technology Campus	438 visitors

- College Connections & PR Summer Fall Recruitment Planning
- Ambassador Leadership Academy
- South Texas Area Recruiter Network Summer Planning Meeting
- Fast Track: Senior Transition Day
  - Lamar Academy
  - McAllen High School
  - McAllen Memorial High School
  - Sharyland High School
  - La Villa High School
  - Edcouch-Elsa High School
- Recruitment Events
  - Donna North High School - Senior Presentation
  - Region One: I AM Conference
  - Nikki Rowe High School - College Bound Presentation
  - Roma High School - Table Set Up
  - San Isidro High School - College Bound Presentation
- High School College/Career Fair
  - Hidalgo Early College High School
  - IDEA Mission
  - Donna North High School
- Elementary & Middle School College Connection Events
  - Munoz Elementary
  - Central Middle School
  - Emiliano Zapata Elementary
- Financial Aid Day/Night
  - Mid-Valley Academy
  - Mercedes Academic Academy
- Dual Enrollment Support
  - Donna North High School – Apply Texas
  - Weslaco East High School – Orientation and Tour

Collection Connections cont.

Upcoming Spring 2016 College Connection Events

- May 20 – 3rd Annual Junior Jaguar Leadership Conference
- April 16 – Jaguar Parent Leadership Academy
- Fast Track New Student Enrollment Orientation & Registration
  - April 1 – Nikki Rowe High School
  - April 1 – Edcouch Elsa High School
  - April 7 – Monte Alto High School
  - April 8 – Donna High School
  - April 17 – Weslaco East High School
  - April 15 – Weslaco High School
  - April 19 – PSJA North High School
  - April 20 – PSJA Southwest High School
  - April 21 – PSJA Memorial High School
  - April 22 – Progreso High School
  - April 27 – PSJA Early College High School
  - April 29 – PSJA Thomas Jefferson Early College High School
  - May 2 – Donna North High School
  - May 4 – PSJA Southwest Early College High School
  - May 5 – PSJA Memorial High School
  - May 6 – PSJA Early College High School
  - May 17 – Mercedes ISD
  - May 17 – PSJA High School
  - May 20 – PSJA North High School

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
91	Student Contacts & Outreach
268	Student & Alumni Registered on CCN
15	Student & Alumni Resumes Revised/Uploaded on CCN
88	Employer Contact and New Employer Registered on CCN
22	Jobs posted to CCN
7,310	Total Students Registered to date
3,317	Total Alumni Registered to date
2,811	Total Employers Registered to date

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

- 1 Resume Writing & Interviewing Skills presentation, DESMSA Academy, Starr County Campus, Alyssa Gonzalez
- 1 Resume Writing & Interviewing Skills presentations, Human Resources, Ricardo Olivares
- 2 Resume Writing & Interviewing Skills presentations, Continuing Education, Rosalinda Kyger
- 2 Resume Writing & Interviewing Skills presentations, Communications; Irma Garcia
- 1 Resume Writing & Interviewing Skills presentations, Kappa Beta Delta; President Deidra Flores
- 1 Resume Writing presentation, Radiologic Technology/ Sonography program, Eunice Sauceda
- 2 Resume Writing & Interviewing Skills workshops, Marisa Taylor, English Program
- 2 Resume Writing & Interviewing Skills workshops, Communication, Marisa Taylor
- 5 CBP/BP classroom presentations, Criminal Justice
- South Texas Health System Hiring Event, NAH Campus, 116 students
- Assisting South Texas Health System Hiring Event, March 30th
- Coordinating "Women in Technology" Runway Show; contacting and recruiting models for runway show
- Coordinating Dallas Police Department Visit
- Coordinating and planning for "2016 Spring Career Expos"; sending registrations for exhibitors; logistics meeting with PR, McAllen logistics planning meeting
- Coordinating FBI Information Sessions-Pecan Campus; Mid-Valley Campus, Starr County Campus
- Coordinating CBP/BP classroom presentations, Criminal Justice
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee
- Job Development (Abasto Corporation; Course Hero, Inc.; Frost Bank; Hillsborough County Public Schools; iSoftStone; Language Success; Royal Technologies; State Auditor's Office; Texas Impact; TYMAR Universal One point, LP; Cheddars; Univision; City of Alamo; Course Hero, Inc.; Desta; Houston Independent School District; Library of Congress; Select Staff; Cinch Connectors Inc.; City of San Juan; Fort Worth Independent School District; Gift of Life Bone Marrow Foundation; Regency Integrated Health Services; Skaggs & Guerra; TCI/JCTS; Dallas Police Department).
- Manage Social Networking pages.
- **Please see Photos below**

Office of Judicial Affairs: Conflict Resolution Center

CRC Student Cases for the month of March 2016				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		115	37	78
*Mediation		15	0	15
Title IX: Requesting Pregnancy Accommodation		152	29	123
Title IX: Victim Advocacy Support		18	4	14
Written Complaints/Maxient Referred to Human Resources Student to Employee		27	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**312**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of March 2016		
		YTD Cases
Pecan		151
Nursing & Allied Health		57
Technology		9
Mid Valley		55
Starr County		17
Internet		21
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**312**

Complaints Student Violating Student Code of Conduct for the month of March 2016			
	Active YTD Cases	Closed YTD Cases	YTD Cases
	77	50	**127**

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

Student Conduct Cases per Campus for the month of March 2016		
		YTD Cases
Pecan		71
Nursing & Allied Health		17
Technology		12
Mid Valley		18
Starr County		4
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**127**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of March 2016		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	0	63

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

Human Resources	**NEW**	**YTD**
Cases Reviewed	0	1

Police Department	**NEW**	**YTD**
Cases Reviewed	0	6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	24	0	10	0	17	0	6	0	0
Human Resources	0	0	0	0	0	1	0	0	0	0
Police & Security	0	0	0	0	0	0	0	2	0	1

Student Activities & Wellness

- Coed Softball League (Pecan)
- Coed Volleyball League (Mid Valley)
- Six on Six Soccer League (Pecan)
- 2016 NIRSA Regional Basketball Championship Space City Shootout (Houston)
- Student Leadership Academy students participated in Walk Across Texas sponsored by Texas AgriLife Extension Service (Starr)
- Spring Break Blitz events (District Wide)
- Flag Football Registration Promo (Pecan)
- Student Government Association students attended conference on Student Government Association at College Station
- Flag Football League (Pecan)
- Frisbee Golf Tournament (Starr & Technology)
- Frisbee Gold Tournament Early College High School (Starr)
- Classroom presentations promoting Student Activities and Wellness programs (Pecan)
- Student Government Association Meetings (District Wide)
- Student Leadership Academy Workshops (District Wide)

Student Activities & Wellness cont.

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2159
Weslaco	667
Rio Grande	360
Tech	348
Total	**3534**

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	**368**	**133**	**72**	**59**	**33**	**208**	**42**	**915**
Weslaco	**29**	**2**	**19**	**32**	**338**	**33**	**400**	**853**
Rio Grande	**20**	**3**	**4**	**22**	**29**	**13**	**1**	**92**
Tech Ctr.	**15**	**50**	**56**	**0**	**4**	**13**	**0**	**138**
NAH	**7**	**6**	**12**	**2**	**2**	**1**	**15**	**45**
Total	**439**	**194**	**163**	**115**	**406**	**268**	**458**	**2043**

Meetings/Consultations

- Counseling/Student Disability Services Meeting at Pecan – NAH/Starr/Tech/MVC
- Project HIRE monthly meeting – Tech
- Advisory/Safety Committee meeting – Tech
- Pop Culture meeting – MVC
- Medication Implementation meeting – Pecan
- Laughter Yoga Club meeting – Pecan
- Social Work Celebration meeting for UTRGV Interns – Pecan
- BIT Meeting/Care Team – Pecan
- ADA Awareness Day meeting – Pecan
- Hope FHC Board meeting – Pecan
- CSDS meeting – Pecan
- Medicate Implementation meeting – Pecan
- Supervision of UTRGV Interns – Pecan
- RGVHT Coalition meeting – Pecan
- Staffing of Cases Meeting at Pecan Campus – Pecan/NAH/Tech/Starr/MVC
- Appeals Committee Meeting – Police department – Pecan
- NASW LRGV Branch SW Celebration Conference – Pecan
- Pop Culture Club Social – MVC

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

Workshops/Presentations

- "Community Social Services Awareness" Information table – Tech
- "Safe Spring Break Awareness" Information table – Tech
- Safe Spring Break Blitz Activity/Information table – MVC
- Super Saturday Event – Pecan/MVC
- Video Game Bash – MVC
- Workshop: Love Thy Body – NAH
- Workshop: Muscle=Man=Myth – NAH
- Community Awareness Fair – MVC
- Workshop: Psychological Benefits of Humility – Starr
- Workshop: Discover Your Learning Style – MVC
- Workshop: Goal Setting – MVC
- Workshop: Choosing a Career – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: Wellness, Health, and Nutrition Workshop – Pecan
- Workshop: Body Size, Diversity and Acceptance Workshop – Pecan
- Workshop: Stress Management – Pecan
- ACTA Session #4, #5 and Presentation on CSDS – Pecan
- TPPC Event – Pecan
- Lunch and Learn at Hope FHC – Pecan
- Laughter Yoga Sessions for Faculty and Staff – Pecan

Professional Development

- 2016 RGV Sexual Assault Awareness & Prevention Conference – Pecan/Tech
- DLA Monthly Session – Starr
- Deeply rooted: The Origins of Gender Based and Sexual Violence – Pecan

Comprehensive Advising & Mentoring Services:

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort McAllen ISD High Schools; seven training dates were confirmed, facilitated, and scheduled from March 28, 2015 through April 6th, 2016; 31 presentations were scheduled for the cohort; campus visits were planned for April 1st at the Technology and NAH Campuses; Planning also began for 2nd cohort for spring semester which would begin (April 25th through May 4th) for scheduled MISD (McAllen) cohort, training agenda has been approved; second cohort TBD**;**
- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors; mentors currently assigned to Starr Campus; programs reports have been submitted; four screening interviews were held for new mentees, two have been identified for new hires, one accepted appointment ,the other declined. High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School; NOE's for mentor is complete to start working once orientation is done ; 16 screenings of work-study applicants and 9 interviews were completed for new hires in March; conducting ongoing references checks;

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

- **Monitoring Beacon Mentor Program** – Meeting with Beacon mentors and planning activities; communicated with mentors and participating faculty; second and third visits were completed during the month March. Fourth visit will be held in April in the next week. Emails have been ongoing between Mentors and Faculty to plan for next class visit; Early Registration began in March. Mentors worked on schedule visits with faculty input; fall, 2016 cohort will attempt to recruit 5 new mentors for this term; 20 sections are being considered for mentors;
- **Monitoring Carl Perkins -** participated in meetings with PASS Program staff to review program guidelines and practices; reviewed dates for reporting periods for new FY 2015-2016 Carl Perkins program year; have completed most of the data gathering, only one area needed to forward to Ms. Garcia for review before March 7 deadline to complete report

B. Participated in the Following:

- **Faculty Advising Steering Committee -** participated in meetings for development of faculty advising guidelines and best practices as part of faculty advising plan;
- **Digital Signage Steering Committee** – participated in meetings for development of implementation of new equipment on digital signage representing Nancy and the department; next meeting TBD
- **Search Committees** – participated in meetings for search committees of new faculty and staff

C. Preliminary Forms:

- Reviewed/Approved, time cards, other forms for THECB work-study staff; CATP & Beacon Mentor Programs related training documents;

D. Follow Up Status:

- Review of documents for THECB work-study reporting, CATP & Beacon Mentor schedules, Carl Perkins/PASS programming;

PASS

Student Contacts:

- Provided services to the following # of students:

Campus	***# of Students***
PASS Program	**348**
Total	***348***

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Technology Division Meeting
- Sergio Corrales Web Design Specialist

B. Participated in the Following:

- Mid-Valley Community Awareness Day
- Priority Registration Technology Campus
- AA Round-Up-Pecan Campus

PASS cont.

C. Coordinated the Following:

- Update students files degree plans/case notes
- Issue out monthly childcare attendance forms Spring 2016
- Updated Obsolete Book List
- Send out emails to participants for Summer 2016 application dates
- Lend out textbooks for Spring 2016
- Make arrangements for off campus site visits
- Setup dates for site visits for Summer 2016 applications
- Set up dates/deadlines for upcoming semester (Summer 2016)

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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TO: Dr. Shirley A. Reed
President

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

DATE: April 14, 2016

SUBJECT: Activity Report for Finance & Administrative Services
March 1, 2016 through March 31, 2016

The following is a summary of activities from March 1, 2016 through March 31, 2016 for the Division of Finance & Administrative Services.

Finance & Administrative Service
Mary Elizondo, Vice President for Finance & Administrative Services

- 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, Planning and Development Council, and President's Administrative Staff 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 as follows:**
  - Human Resources:
    - EEOC Statement, Licenses and Certifications, Code of Conduct and Conflicting Policies on Faculty Holiday Leave with Director of Human Resources
    - Policies with Director of Human Resources and Attorney
  - Facilities Planning and Construction:
    - Bond Budget and Draws with Senior Facilities Planning and Construction Project Manager and staff
    - Bond construction projects, budgets, and activities with Broaddus & Associates and Facilities Planning and Construction staff

- New Webpage for the 2013 Bond Construction with Senior Facilities Planning and Construction Project Manager and staff
- SACS with Senior Facilities Planning and Construction Project Manager, and Risk Manager
- STC Bond Program on La Joya Teaching Site Program Discussion
- Unexpended Plan Funds with Senior Facilities Planning and Construction Project Manager

- Business Office:
  - Demonstration of TimeClock Plus with HR and BO staff
  - Items for Board meeting with Comptroller and staff, and Valley View Consulting
  - Salary Savings Report with Comptroller
- Purchasing:
  - Purchasing items with Director of Purchasing
- Accountability Department:
  - Hiring and budget control workflows with Director of Accountability Services and staff
  - Review pre-audit performed by Accountability Services with Director of Accountability Services and staff
  - Swim lanes and reference check information with Director of Accountability Services
- Department of Public Safety:
  - Policy #6313: Vehicle and Body Cameras with Chief Administrator for Department of Public Safety and Risk Manager
- Operations and Maintenance:
  - Moves review with Director of Facilities Operations and Maintenance and staff
- Risk Management:
  - Different items with Risk Manager
- Other Meetings:
  - ACFE Webinar: Managing Client Emotions
  - ATD Coaches visit with Administrators
  - Continuing Education items with Dean of Continuing Professional and Workforce Education
  - Finance and Percentage Increases with College leaders
  - I.T. items with System Analyst and staff
  - Ideas for Achieve ECHS with College President and leaders
  - Interviews for FAS Support Specialist Temp
  - It's on US Video with Dean of Student Affairs and College Leaders
  - McAllen Achieve Early College High School Facilities with College President and staff
  - Pharr Regional Center for Public Safety Excellence with College President
  - Ribbon Cutting Ceremony for the new Pecan Campus Ceramic Kiln building
  - SACSCOC 5th year report Peer Review
  - Salary Savings Training with College Leaders
  - Staffing Requests for Bond with the College President
  - Title IX meeting with committee members
  - UNT Law Conference – 2 days training on Denton, TX

- **Worked on the following items**:
  - Board Policies:
    - New Policy #3215: Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding
    - Policy #6313: Vehicle and Body Cameras
    - Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses

- Budget and Financial:
  - Action Plan for Board Approved FT Staff Positions
  - Add two banks for investment purposes
  - Budget FY17 and FY18
  - Budget Timeline
  - Budget vs Actual by VP
  - Investment Strategies
  - Position Vacancy Report FY2015-2016
  - Staffing Plan FY17 and FY18 and motions
- Bond:
  - Bond Construction Program Master Schedule
  - Bond Construction Timeline
  - La Joya Teaching Site and Pharr Site
  - MOU between TDPS and STC
- Other:
  - 12 Risk Factors for Sexual Violence on College Campuses
  - Cafeteria purchases by VP
  - Continuing Education Enrollment Audit by the CB and timeline
  - Continuing Education Formula Funding Audit
  - Culinary Art Food Sales
  - EEOC Statement
  - Fire drills' report
  - HB 699 Implementation
  - Internal Reference Check Process
  - Licenses and Certifications
  - Name change from Police Department to Department of Public Safety
  - Proposed LEAN Enterprise HR Hiring Procedures
  - Sex Gender Definition
  - South Texas College Foundation Update
  - Student Organization Travel Authorization Forms
  - Time Adjustment Report FY 2016
  - Title IX Reports
  - Title IX Trainings
- Worked on the following items for Committee and Board approval:
  - March Board Meeting
    - ⇒ Auction the Technology Campus Chillers
    - ⇒ Award of Proposals, Purchases, and Renewals
    - ⇒ Policy #5120: Investment Policy
    - ⇒ Position Vacancy Report - FY 2015-2016
    - ⇒ Proposed New Bond Staff Positions for FY 2016-2017
    - ⇒ Proposed Salary Adjustments for Faculty and Non Faculty Personnel for FY 2016-2017
    - ⇒ Proposed Salary Adjustments/ Reclassifications for FY 2016-2017
    - ⇒ Revision of Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds

  - April Board Meeting
    - ⇒ Finance and Human Resources Committee Meeting
    - ⇒ Facilities Committee Meeting

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - Art exhibit contract, child care development center management responses, compliance management overview, continuing education formula funding review, internal review #6, lean training, and reference check guide with the Accountability Services staff
  - Continuing education audit with Dean of Enrollment Services
  - Continuing education formula funding review with Director of Student Accounts and Bursar, Dean of Continuing Professional and Workforce Education, Continuing Education Operations Officer and Interim Training Manager
  - Hiring workflow action plan, salary savings budget reports, reference checks guide, and internal review #6 with VP FAS
  - Management responses with Child Care Center Manager and Program Chair
  - President Administrative Staff Meeting

- **Worked on the following items**:
  - Art Exhibit Agreement
  - Continuing Education Formula Funding Review
  - Faculty Credential Review
  - Hiring Workflow for FT Staff Board-Approved Positions
  - Internal Review #6
  - Lean Manual
  - Mid-Valley Child Care Center
  - Reference Check

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - "It's On Us" Committee
  - Art Exhibit Agreement with Legal Counsel
  - Bond Application & Premium Reimbursement on Starr County Tax Assessor
  - EHS Webinar – "Management Systems for EHS"
  - Facilities Committee Meeting
  - Facilities Narrative with VP FAS and Senior Facilities Planning and Construction Project Manager on SACS-COC
  - International Insurance with Risk Manager, Insurance Agents and Interim Associate Dean for Industrial and Economic Development
  - Owner Controlled Insurance Program (OCIP) Board Motion with Carlisle Insurance and Risk Management Consultant
  - President's Administrative Staff
  - SACS-COC – 5th Year Report Peer Review
  - South Texas All Hazards Hurricane Conference
  - Title IX Committee
  - Title IX matters with Director of Judicial Affairs
  - With VP FAS to discuss various items

- **Worked on the following items:**
  - Title IX
    - Determined speaker & scope of the trainings
    - Memo to Admissions & Records
    - Prepared action plan for Title IX Committee Meeting
    - Prepared faculty/staff news e-mail on upcoming webinars
    - Reviewed cases in Maxient
    - Student pamphlet
    - Updated website

  - Other
    - Compiled responses on HB699
    - Finalize Facilities Narrative and evidence items on SACS-COC
    - Insurance RFPs processes and procedures (Student Insurance & Property Insurance)
    - Miscellaneous tasks and requests
    - Owner-Controlled Insurance Program (OCIP) and accompanying documentation Board Motion
    - Prepared Loss Run Letters on insurance
    - Presented All Hazards Emergency Plan to President's Administrative Staff
    - Researched on Texas Colleges information on police cell phones/radios
    - Researched police vehicle & body cameras
    - Reviewed insurance cases/claims

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - Implementation of New Credit Card Merchant Conversation Conference call with BBVA and STC representatives
  - New methods of financial reporting for the Food Services Department with Comptroller
  - STC 2013 Bond Construction Program Cafeteria progress concerning Equipment and Small wares with Senior Facilities Planning and Construction Project Manager and staff

Security & Police Department
Paul Varville, Chief Administrator for Department of Public Safety

- **Attended or held meetings as follows:**
  - Jag Express Shuttle Bus Stop and Passenger Shelter - On February 24, 2016, the Chief Administrator of the South Texas College Department of Public Safety met with Mid Valley Campus Administrator and Valley Metro Transit Director to identify the most effective location for the Jag Express drop off/pickup and installation of a passenger shelter at that campus. It was determined that the safest and most practical location was to the east of building H.

- **Worked on the following items:**
  - Shuttle Bus GPS System - On March 7, 2016, the DoubleMap Company installed a GPS mapping system in six South Texas College shuttle buses. DoubleMap permits students, faculty, staff and system managers to view the location of the shuttle buses, receive an estimation for

time of arrival, and read messages posted on the site advising of schedule changes and other events. The instructions for access to the GPS will be posted in the buses and the College website.

- Fire Evacuation Drills - Fire evacuation drills required by Federal law were conducted at the Starr County, Nursing and Allied Health, and Technology campuses during the week ending March 5, 2016. The city fire departments conducting the drills were pleased with the evacuation times and commented that the students and employees were orderly and followed the evacuation procedures. The fire departments noted a few equipment issues that were forwarded to the College operations department for necessary action.
- Emergency Management Presentation - On March 4, 2016, College instructors hired for the academic year were provided information on responding to emergencies, and other crisis situations. The instructors were also taught in the techniques for "Hands Only" CPR and the use of Automated External Defibrillators (AEDs).
- Police Sergeant Recommendation - On March 2, 2016, interviews were conducted for police sergeant. Recommendation to hire had been made. Pursuant to Board policy, in person reference checks are being conducted, as well as polygraph, medical, and psychological examinations prior to employment.
- Shuttle Bus Driver Interviews - On February 13, 2016, interviews were conducted for shuttle bus drivers. Two applicants were selected for recommendation to hire and subsequent to reference checks, were forwarded to Human Resources via People Admin.
- Shuttle Bus Air Conditioning Repairs - During the Spring break, air conditioning systems on the shuttle buses leased from the LRGVDA continued to malfunction after initial repair and were returned for additional work. The buses were returned prior to the resumption of classes and service schedules were not impacted.

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - New state required 1295 form with the Purchasing staff
  - Participated in the pre-proposal conference for RFP 15-16-1058 Pecan Campus Infrastructure for Portable Buildings – Phase II
  - Participated in the pre-proposal conference for RFP 15-16-1061 Pecan Campus Resurfacing East Loop Road
  - Procurement process and requirements with the Furniture Consultant for the Bond Program
  - Provided the required audit documents for the TWC Fiscal Desktop Review
  - Receiving thirteen (13) 1295 Forms form the Board Approved Vendor Contracts/Purchases
  - Reviewed and Negotiated changes to thirteen (13) contracts/agreements

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - Prepared RFP:
      - ⇒ 15-16-1061 Pecan Campus Resurfacing East Loop Road
      - ⇒ 15-16-1062 Student Insurance
      - ⇒ 15-16-1063 Metal Products for Welding Programs
      - ⇒ 15-16-1064 Distance Learning Lab AV Upgrade
      - ⇒ 15-16-1065 Cooper Center Conference Rooms AV Upgrade
      - ⇒ 15-16-1066 Science and Engineering Labs – Analog to Digital AV Upgrade

- ⇒ 15-16-1067 Audio Visual Equipment and Parts – I
- ⇒ 15-16-1068 Audio Visual Equipment and Parts – II
- ⇒ 15-16-1069 Audio Visual Equipment and Parts – III
- ⇒ 15-16-1070 Pecan Campus – Upgrade of Fencing Along 31st Street
- ⇒ 15-16-1071 Diploma Covers
- ⇒ 15-16-1074 Library Discovery System
- ⇒ 15-16-1075 Temporary Personnel Services

➢ Public Bid Openings:

- ⇒ 15-16-1057 Technology Campus – Building B Flooring Replacement
- ⇒ 15-16-1058 Pecan Campus Infrastructure for Portable Buildings – Phase II
- ⇒ 15-16-1059 Food and Related Non-Food Products
- ⇒ 15-16-1061 Pecan Campus Resurfacing East Loop Road

- The Purchasing Department processed in excess of five hundred ninety seven (597) purchase orders, approved five hundred sixty six (566) requisitions, disapproved two hundred (200) requisitions, processed change orders for goods and services and completed seventy three (73) travel authorizations. A total of one hundred seventy three (173) new vendor W-9 forms were verified and entered into Banner Finance and sixteen (16) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since February 2016. The asset review process was completed as follows:
  - ➢ Fixed Assets approved sixty one (61) assets through March 15, 2016
  - ➢ Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed three hundred eighty four (384) deliveries (purchase orders and complimentary books) and a total of three thousand two hundred seventy seven (3,277) packages/boxes. A total of four hundred fifty seven (457) purchase orders were posted received in Banner. A total of three thousand twenty two (3,322) items were transferred/relocated as per move/set up request forms. A total of twenty nine (29) faculty or staff moves were completed in March.
- The Mail Services/Copy Center processed the following mail and copy request:
  - ➢ Library - $45.72, Student Affairs - $155.69, and Cashiers - $1,110.85.
  - ➢ A total of one hundred sixteen thousand eight hundred fifty five (116,855) copies were completed at the copy center for the month of March.
  - ➢ A total of twelve thousand five hundred sixty seven (12,567) letters were mailed out and one hundred ninety (194) letters were returned to South Texas College due to bad addresses.

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - Academic Affairs Council Meeting
  - ACTA meetings
  - Active projects report with VP FAS
  - Employee Relations Officer attended the Title IX Presentation for the Teaching and Learning Academy on behalf of the Human Resources Director
  - Gateway to College with Dean of Continuing Professional and Workplace Education
  - Group Manager Utilities demo with IS&P staff
  - Hosted the two events for 2016 Spring Supervisory Symposiums

- Human Resources and Finance Committee Meeting
- New security controls from TAC 202 with Chief Information Security Officer
- PeopleAdmin Classification and Staff/Faculty updates with staffing personnel
- Personnel matters with Employee Relations Officer
- Personnel Policies with VP FAS and legal counsel
- Preliminary Roll-Over Meeting
- Presented at the two events for 2016 Supervisory Symposium
- President's Administrative Staff Meeting
- Reference checks with the Director of Accountability Services
- SHRM-RGV Chapter's monthly meeting on Texas Open Carry & Workplace Violence
- Staffing inquiries with VP FAS
- The CoHesion Dallas 2016 Committee Planning Meeting
- Time Clock Plus Meeting with the Business Office
- Title IX Meeting with VP FAS
- Xitracs update and data load process with Technology Resources

- Trainings:
  - IRS AIR Webinar, hosted by the Internal Revenue Service

- **Worked on the following items:**
  - Audit of Previous Year Vacation (FY2014-2015) leave forms
  - Cabinet Items:
    - Equal Employment Opportunity (EEO) Statement
    - Policy #4919 Standards of Conduct
    - Policy #4911 Disciplinary Procedures
  - FY17 Staffing Requests/Pay Plan
  - Hiring proposals review and compensation on PeopleAdmin
  - Inventory of Argos access
  - Network/Investigation files
  - PeopleAdmin Onboarding: meetings, testing, and modification
  - PeopleAdmin: finalization of classification changes
  - Policy revisions:
    - Policy #4205 Equal Education and Employment Opportunities
    - Policy #4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct
  - Reference check templates
  - Report Development:
    - Active Projects report, for Director of Human Resources
    - CBM008 - Faculty information, for Coordinator of Compliance of Office of Enrollment Services
    - Credential Evaluation Report, for Accountability Services
    - Current Employee Class Count, for HR Administrative Assistant
    - Current Employee list, for Distribution Services
    - Current staff report, for Benefits
    - Fine and Performing Arts Faculty as of March 3, 2016
    - FTE report, for Associate Comptroller
    - Full Time Temporary – Years of Service, for Vice President of Academic Affairs
    - Health Insurance Offer Coverage (PDRHIOC) table report, for Benefits
    - IPEDS 2015 Supplemental Employee Data
    - Liability Insurance Applications: HR-related information, for Risk Management
    - Listed users with Banner NBIJLST, for Director of Human Resources

- Medical Support Order (two)
- Spring 2016 Faculty Headcount, for VP of Academic Affairs
- TRS/ORP Employee State Count Report (1,418 count)
- Vacant Faculty Report, for HR Staffing (Faculty) Specialist
- Workplace Answers data exchange reports, for Director of Human Resources

- Research Org chart software - Requested demos
- Researched Dashboard software - Requested a demo
- Revised all New Hire forms used for New Hire Orientation
- Trained HR Department's Direct Wage, Work Study and Temporary Agency staff regarding front desk and application procedures and processes
- TSA 403B Booklets completed & distributed (2,508 booklets)
- Updated the Human Resources website to include information on Adjunct Hiring

HR Staffing	
Staff Position w/ Job Description Requests processed	16
Positions posted to HR Website	17
Advertisement of Staff Positions placed	2
Search committees assigned/searched committee forms requested	27
Hiring Proposals reviewed and approved	20
Job offers/New Hire paperwork completed	23
Vacancy Reports completed	3
Faculty/Staff resignations processed	10
Educational supplements processes	2
Notices of Employment (NOE's) Processed	
Direct Wage NOE's processed	44
Trainer NOE's processed	109
Transcripts entered into Transcript database	43
HR Faculty Staffing	
Adjunct Faculty Applications Processed	5
Transcript Reviews (PeopleAdmin)	
Faculty	2
Staff	20
Transcripts Entered into Transcript Database	5
Positions posted to HR Website	3
Advertisement of Faculty Positions Placed	12
Search Committees Assigned/Search Committee Forms Requested	3
Hiring Proposals Reviewed and Approved	2
Job Offers/New Hire Paperwork Completed	0
Vacancy Reports Completed	3
Educational Supplements Processed	1
Notices of Employment (NOE's) Processed	
Adjunct	11
Overload	56
Dual Enrollment	0
Benefits	
New Hire Orientation	12
TRS Records reported	240

Internal Transfers	5
Benefits Credits/Collections	1
Benefits Eligibility Reviews for Adjunct Faculty	52
Exits	
Full Time	6
Part Time	0
FMLA	
New Claims	9
Closed Claims	11
Workers Compensation	
New Claims	7
Closed Claims	2
Tuition Grant Applications	
Employee	1
Dependent	1
Tuition Reimbursement Applications	
Employee	0
Leave Forms	
Exempt	484
Non-Exempt	2,000
Payroll	
Notice of Employment	
Direct Wage (DW)	44
Work Study (WS)	29
Adjunct	11
Overload	56
Dual Enrollment	0
Trainers	109
PeopleAdmin Requisitions/Transactions	
Approvals	5
Hiring Proposals	16
NOE/Staff/Faculty Payroll Worksheets	20
Direct Deposit Transactions	23
PDR Notifications	155
Cell Phone Stipends	0
Exits/Resignations	65
Texas Office of Attorney General (TXOAG) Reporting	3
Under Hours/DOC Worksheets	20
HR Support	
Application Processing	
Staff applications	228
Faculty applications	16
Part-Time applications (DW/PT/AD)	48
Verification of Employment	
Forms processed	34
Letters sent	2
Phone Calls made	35

New Hires/Rehires/Transfers processed	55
Temporary Agency Employee Requests	1
Workplace Answers: New Hire Registrations Processed	31
Records Technician	
Termed files prepared for Xtender	650
New Hire/DW/WS files prepared	38
Termed files processed	30
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	519
Fingerprints, Total FTYD	174
Fingerprints this month	19
DPS Driver's Eligibility Checks, Total FYTD	210
DPS Driver's Eligibility Checks, Total for month	2
TWC Claims, FYTD	37
TWC Claims this month	4
Open Records Request, Total FYTD	5
Open Records Requests this month	2

Facilities Planning & Construction
Ricardo De La Garza, Senior Facilities Planning and Construction Project Manager

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Bond budget and draws with VP FAS, Business Office and Broaddus staff
    - Business Development BBQ with Broaddus and CMR's to review Wage Scale Determination Survey process with subcontractors
    - Flooring products with Mohawk representatives
    - Furniture, Fixture and Equipment (FFE) Kickoff meeting with project team and College staff
    - Future computer labs for all Bond buildings with Broaddus, Media Services and Technology Resources
    - La Joya Teaching Site - Attended meeting with La Joya ISD and College Administration to discuss future College programs; and with Broaddus, EGV Architects and College staff to review status and requirements of the project
    - OCIP update meeting with Broaddus, College staff and Carlisle representatives
    - Pecan Campus STEM/SAB and NAB Buildings – Provided information to Instruction; received equipment information from faculty
    - Pecan Campus Student Activities and Cafeteria – Attended a preliminary color board presentation by the architects
    - Pecan Campus Thermal Plant – Attended the bi-weekly construction meeting; a concrete pre-construction meeting and coordinated the gas service with College staff and Texas Gas Company
    - Pharr Regional Center for Public Safety Excellence – Attended project Kick Off and negotiation meetings with Architects/Engineers; and with President, STC staff, and Broaddus to review project scope and budget
    - Weekly update meeting with Broaddus & Associates

- Other:
  - Achieve Early College High School - Met with College Administration and McAllen ISD representatives to review future facility options for the program
  - Budget for the Unexpended Plant Fund with FAS VP and Business Office staff
  - Discussion on the status of hiring temporary FPC Project manager with HR
  - District Wide ADA Improvements Phase II – Attended the pre-construction meeting with Contractor and Engineer; and with Dannenbaum to discuss changes to the scope of work
  - February & March Facilities Committee and Board Meetings
  - Nursing and Allied Health Campus Parking Lot 2 Resurfacing - Met with Perez Consulting Engineers to review scope and schedule
  - Nursing and Allied Health Campus Parking Lot Expansion – Met on site and coordinated location of the handicap signs with Texas Cordia and Perez Consulting Engineers
  - Open forums for the Auditor and the FPC Director positions
  - Pecan Campus Student Services Building K Enrollment Center - Met with Boultinghouse Simpson Gates Architects to review possible project budget and options for reducing cost
  - Presented at the Presidents Administrative Staff meeting, FAS Directors meeting, Coordinated Operational Council meeting, Tech Campus Advisory Committee Meeting and FPC staff meeting
  - Review project updates with VP FAS
  - Review status of SACS information with VP FAS
  - Review the move process with VP FAS
  - Ribbon Cutting Ceremony for the Pecan Ceramics Arts Covered Area
  - Video conference for a possible space management software

- **Worked on the following items:**
  - 2013 Bond
    - La Joya Teaching Site - Worked on design options for marquee sign with FPC staff and vendor. Contacted TXDOT to request highway signage
    - Nursing and Allied Health Campus Parking and Sitework - Received partial survey from engineer needed for access to the Texas A&M Health Science Center property
    - Pecan Campus Thermal Plant - Worked on general notification for gas shut-off; Texas Gas completed the relocation of the gas service; building pads in progress; conducted site visits; verified site utilities with maintenance and contractor; coordinated with maintenance to shut down cooling towers during Spring Break
    - Pharr Regional Center for Public Safety Excellence - Worked on a project schedule with Broaddus; Visited the property to become familiarized the site conditions
    - Reviewed invoices from various architects and engineers
    - Various bond projects – Received and reviewed design development and construction drawings from architects and engineers; update the overall bond project schedule; and budget projections for current and future construction projects

  - Other:
    - Achieve Early College High School – Worked on preliminary construction estimates and project program
    - Assisted Maintenance with information from product submittals needed for existing buildings
    - District Wide ADA Improvements – Conducted site visits and attended a construction meeting
    - FPC Warehouse - Met at site to perform inventory of existing furniture

- FY15-16 Capital Improvement Proposals - Compiled and forwarded proposals to committee for evaluation
- La Joya Teaching Site – Worked on signage with FPC staff
- NAHC Subdivision Plat - Received final document needed for the final recording of the plat
- Pecan Campus Infrastructure for Portable Buildings Phase II – Received construction documents from engineer; Worked on RFP and newspaper advertisement with Purchasing; Conducted a pre-proposal conference- Received bids on March 23rd
- Pecan Campus Library Compact Shelving and Furniture – Reviewed quotes and status of project with Library staff
- Pecan Campus Portable Building 1 – Worked on inventory of furniture in preparation of auctioning of portable building
- Pecan Campus Sports Field Lighting – Met with Musco representatives to make lighting adjustments as needed
- Pecan Campus Student Services Bldg. K Enrollment Center – Attended a Bid opening with Purchasing and received 5 proposals from interested contractors; Participated in the evaluation committee, reviewed plans and specifications; Proposals were rejected by Facilities Committee
- Pecan Campus Upgrade of Fence Along 31st Street – Worked on advertisement and Request for Proposal (RFP) document
- Professional Service Agreements to various Engineers for different projects
- Received and reviewed CIP proposals from College staff
- Received and updated Non-Bond Equipment and Furniture lists for New Facilities from College staff
- Reviewed request for additional Active Learning Classrooms at Pecan Campus for Summer 2016 with HSI Grant staff, TR, IT, and Maintenance staff
- Technology Campus Building B Flooring Replacement – Worked on advertisement and Request for Proposal packet with Purchasing; met at the site with a potential vendor; provided RFP documents for Purchasing to distribute; met at the site with a potential vendor; received four proposals; evaluated bids on March 30
- Technology Campus Entrance & Conference Room – Schematic Design meeting with Architect to review design status
- Updated project schedules for various on-going projects
- Worked on compiling information needed for SACS pertaining to the FPC department
- Worked on March/April Facilities Committee agenda and motions
- Worked on researching additional space management software programs

Facilities Operations & Maintenance
George McCaleb, Director of Facilities Operations and Maintenance

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Bond Construction Program Planning Meeting
    - HPG Designs Furniture Concepts
    - La Joya Teaching Site - Program Discussion
    - Mid Valley Campus Library Expansion and Renovation - Cost Review
    - Mid Valley Power and Gas Coordination meeting
    - Mid Valley Thermal Plant and Mid Valley Site - Draft GMP Discussions
    - Pecan Campus Cafeteria & Student Activities Building - Color Board presentation and cost estimate

- Pecan Campus Thermal Plant Expansion Progress Meeting
- Regional Center for Public Safety - Scope and Budget - Discussions with Architect and Civil Engineer
- With Adriana Winfrey, Mohawk Representative

- Other:
  - Coordinated Operations Council Meeting
  - Discussed moves with VP FAS
  - Discussed the Mediation Preparation with Employee Relations Officer
  - EHS Webinar Training - Management Systems for Environmental and Health and Safety Management
  - Mediation at the HR Department
  - Presented in the ACTA training - Operations & Maintenance Tour
  - President's Administrative Staff Meeting
  - Qube Space Manager Demo for South Texas College - Session 2

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ Mulch was delivered to all campuses
    - NAHC
      - ⇒ Meeting with drip line system contractor has been set up
    - Pecan Campus
      - ⇒ Building B Fire Alarm scheduled for repaired
      - ⇒ Crushed granite was added to area outside Building E
      - ⇒ Oil leak repaired on Chiller #1 at Pecan
      - ⇒ Pecan Culinary Ansul System repaired
    - Pecan Plaza
      - ⇒ Carpet replaced at 2607 Pecan Plaza; working with contractor to correct an issue
    - Starr
      - ⇒ Roofer returned to Starr Campus during Spring Break to fix Bldg E. Continue monitoring
    - Tech Campus
      - ⇒ Tech Campus Ansul System repair is scheduled

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	127	$4.280.19
Electrical	103	$3.685.69
Energy	69	$402.74
HVAC	310	$4.969.36
Locksmith	68	$864.09
Painting	50	$354.93
Plumbing	109	$1.819.91
Plant Services	3	$2.907.39
Total Cost		**$19.284.30**
General Preventative Maintenance	711	
Total Work Orders	**1,550**	

- Maintenance Department Work Orders and Expenditures

Work Orders Created	1,679
Work Orders Completed	1,550

- Custodial Department

Set-Ups	244
Moves/Relocations	31

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Bond funds draw schedule for 2016-2018 with Construction and Broaddus staff
  - Management Reports with the Accounting Group Managers
  - Regent 8 demo
  - CE enrollment audit with Student Services
  - Student Services Director/Deans meeting
  - President's and Administrative Staff Meeting
  - ERS Payments
  - Discussed the status of the new CE fund conversion
  - On-line Emergency reconciliation review
  - On-line Emergency loan Touchnet Reports and Argos Reports
  - Internal Controls - Investment
  - Student refund processing with Higher One staff
  - Conference call with UT – El Paso to inquire on the use of Aceware software to maintain the Continuing Education program
  - Report and Reconciliation reference training with Associate Comptroller
  - Position Control roll-over process with Payroll staff
  - Faculty Percent Increase meeting with the VP FAS and the VP for Academic Affairs
  - Different items with the Director of Food Services
  - Participated in the teleconference with the Interim Starr County Tax Assessor Collector
  - Discussed the deconversion effective May 1, 2016 with US bank

  - <u>Trainings:</u>
    - Blackboard Collaborate
    - How to Report and Understand Fund Balance & Net Position - Webinar
    - Teamwork Fundamentals

- **Worked on the following items:**
  - Campus Receivable Collections (CRC) upgrade – Scheduled for April 2
  - Cashiers generated and called daily on the unpaid list for B1, N8 and N13 minimesters
  - Cashiers sent out letters and emails to students with a missing social security number on the 2015-1098T transmittal file to the Internal Revenue Service
  - Extended hours of operation to assist students with installment due date

- Finance Motion on the roles of the Investment Officers, Investment Committee, and Investment Advisor and to request feedback on quarterly investment committee meetings with the Investment Officers and Investment Advisor
- Financial transparency – Provided first version for verification and received confirmation
- Internal Controls
- Provided Institutional Support Performance Measure data for FY 2015 and FY 2016 to Research and Analytical Services
- South Texas Community College Education Foundation - Form 802
- TimeClock Plus – Completed a process mapping meeting, we are scheduled to meet forward as planned, waiting on confirmation for live go date.
- TRS & ERS Benefits
- Updated the Hidalgo and Starr County Tax Assessor and Collection fee motion
- Worked on the bank and the Investment Advisor on the wording for a proper safekeeping agreement

- Budget
  - Created the FY 2017 proposed faculty step plan based on proposed salary increases
  - Preliminary FY 2017 distribution of expenditures by function and classification
  - Provided an updated FY 2017 budget timeline to the VP FAS
  - Salary saving report – Business Office continues to document steps necessary to archive end result
  - Updated the FY 2017 preliminary staffing plan according to the staffing requests submitted by the Vice Presidents
  - Updated the motions for the preliminary proposed faculty and non-faculty salary increases

- 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.

- Checks Processed as of March 31, 2016:

Bank No.	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16
01 E&G	760	670	543	725	682	538	627	576	637
01 Direct Deposit	113	84	93	98	89	60	85	88	105
03 Student	1,898	10,334	11,596	922	134	84	18,044	2,479	339
12 I&S Taxes	1	-	-	-	-	-	1	-	-
16 I&S Bond	1	-	-	-	-	-	1	-	-
17 Plant	11	19	24	8	15	11	11	7	9
32 AP Card	339	359	500	420	430	279	455	461	422
38 Unexp-LT Bond Series 2014	8	13	11	2	17	7	20	14	16

- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	11	642
01 Direct Deposit	5	105
02 Payroll	10	937
02 Direct Deposit	3	1,803
03 Student	4	339 (US Bank)
12 I&S	0	0
16 I&S	0	0
17 Plant	4	9
38 Bond Series 2014	4	16
Total	41	3,851

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	6
Bank Transfers between Bank Accounts	15
Wire Transfers for Benefits	6

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	1
Approval Queues	9
Bank Reconciliations	10
Cafeteria daily sales report	11
Cancelled checks provided to AP and/or verification and positive pay	14
Copies of booklets/journal entries requested	49
Deposits prepared	7
Disbursement of returned mailed checks	7
Donations - telephone calls & emails received	1
Errands to Inter-office deliveries	28
Financial manager changes	4
FOAP created/inactivate	8
Hours assisting other departments	6
Hours Filing and organizing of Journal Entries and boxing	9
Hours used printing, binding and scanning documents (not JE)	81
Hours used to prepare documents for scanning	3
IDT's - telephone calls received	5
Interdepartmental Transactions reviewed	44
Invoices and encumbrances reviewed	46
Journal entries prepared	24
Journal entries processed including FUPLOAD	942

Journal entries processed - transactions including FUPLOAP	3,694
Journal entries/documents scanned - including daily's	1,395
Positive Pay submitted	22
Stale dated list prepared	1
Stale dated letter prepared	15
Stale dated letters mailed	15
Stop payments processed	11
Transactions removed from bank reconciliation	376

- Payroll processes for the month ending January 31, 2016:

Activity	Numbers
Payroll Re-Issue Processed	6
Payroll Cycles	4
Payroll Checks & DD	2,969
New Employee Setups For Timeforce	32
Timeforce Access Forms Processed	40
Number Of Employees With OT Reviewed For OT Memos	407
Noe's Approved	237
Salary Budget Transfer Forms Processed	8 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,602	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,108	Bank Transfers	3
Timecards Processed		**Checks Processed**	
(Waged 02/16-02/29 SR05	545	Salaried	295
(Waged 03/01-03/15) SR06	568	Total Net	$ 570,164.32
(Salaried: March) MR03	2,753	Waged	624
		Total Net	$ 142,551.28
Noes Processed			
(Additions, Deletions, Changes)	16	**Hand Cut/PBK**	
Salaried	191	Salaried	0
Waged	72	Wages	0
Payroll Adjustment Worksheets		**Stop Payment Processed**	
(Additions, Deletions, Changes)	27	Salaried	0
Salaried	62	Waged	4
Labored Distributions (Ana Maria)	8		
(Additions, Deletions, Changes)	0	**Void Checks Processed**	
Waged	4	Salaried	0
		Waged	4

Liabilities Processed			
ORP	11	**Replacement Checks Processed**	
Annuity	10	Salaried	0
Student Loand	4	Waged	4
United Way	1		
Child Support	3	**Voided Direct Deposits**	
IRS Levy	1	Salaried	0
Withholding & FICA	4	Waged	0
Met Life	1		
Legal Judgement	1	**Direct Deposit Processed**	
TexFlex	1	Salaried	1,532
		Total Net	$ 3,985,651.04
Reports Processed		Waged	518
Compass Bank Direct Deposit File	3	Total Net	$ 127,500.97
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	96
General Journal Entry (Inter-Fund) (JE 16)	89
Cash Receipts (CR 05)	752
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	6
General Journal Entry (IConstruction) (JE17)	0

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

Office of the Vice President for Academic Affairs
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Memo

Date: April 20, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **MARCH 2016 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 April 25, 2016 Board of Trustees meeting.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Attended the Coordinated Operations Council Meeting at Pecan Campus – Tuesday, March 1st
  - Visited the College and Career Teaching Center in Pharr for new updates from Police Academy and Fire Science Program Chairs – Wednesday, March 2nd
  - Participated in the Women in Technology Meeting held by Paul Hernandez at the Technology Campus – Wednesday, March 2nd
  - Met with program chairs to review the Master Plan Instructional Equipment – Thursday, March 3rd
  - Participated in the DOL – Strengthening Families Grant held by Virginia Champion at the Technology Campus – Thursday, March 3rd
  - Attended the STC Bond Program – La Joya Teaching Site – Program Discussion held at the Pecan Campus – Friday, March 4th
  - Attended the President's Administrative Staff Meeting at the Pecan Campus – Friday, March 4th
  - Met with Pharr Economic Development Corporation, Interim Executive Director, to plan for the visit of Senator Hinojosa – Monday, March 7th
  - Attended the ATD Coaches Luncheon held by Vice President for Information Services and Planning – Monday, March 7th
  - Attended the ATD Coaches Visit – Wrap Up held by Vice President for Information Services and Planning – Tuesday, March 8th
  - Participated in the RAND: Focus Group with Admins/Faculty from Workforce Programs held by Associate Dean of Curriculum and Student Learning – Tuesday, March 8th
  - Attended the Education & Workforce Development Committee at the Pecan Campus – Tuesday, March 8th
  - Attended the Development Corporation Meeting held by the City of McAllen – Tuesday, March 8th. I serve on this board that oversees the ½ sales tax for the city.
  - Welcomed attendees at the Manufacturing Career and Expo – Wednesday, March 9th
  - Attended the INNO 2016 Planning Meeting held by Business Administration Instructor – March 9th
  - Visited Instituto Colon in Reynosa, Tamaulipas to inform student about the benefits of attending South Texas College – Friday, March 4th
  - 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 – Thursday, March 10th
  - Attended the Starfish Data Integration – Review held by Asst. CIO for Software Dev., Technology Resources to review the Starfish data documentation and to decide the data points to have available in the system – Friday, March 11th
  - Participated in a meeting with McAllen EDC to review the contract with Priority Tooling to prepare for the meeting with the tool makers – Monday, March 21st
  - Participated in the Meeting to discuss tooling concerns with McAllen EDC – Tuesday, March 22nd
  - Participated in the Pharr Regional Center for Public Safety Excellence Meeting at the Pecan Campus – Tuesday, March 22nd
  - Participated in the Women in Technology Event Planning Meeting at the Technology Campus – Wednesday, March 23rd
  - Met with Pharr EDC, Interim Executive Director to plan for the Senator site visit – Wednesday, March 23rd
  - Attended the P-Tech and School Tours in New York, NY from March 28th – 30th

Business Administration:

- On Thursday, March 3, 2016 attended Collaborate Ultra training for Blackboard
- VITA Program wrapped up this month and the United Way acknowledged that we have completed 251 returns which is more than the returns completed last year. We have provided refunds valued at $562,443, which is approximately $25,000 more than in 2015. We have surpassed our numbers for completion and savings in 2015.
- Program Chair and instructor attended the RAND: Focus Group with Admins/Faculty from Workforce Programs held by Associate Dean of Curriculum and Student Learning – Tuesday, March 8th
- Instructor will be presenting at the Women in Cybersecurity National Conference in Dallas, Texas, March 31st – April 2, 2016.
- Instructor participated in the Centers for Academic Excellence Tech Talks with the NSA on March 17th
- Two faculty attended the Focus Academy for the month of March
- Instructor visited Mid-Valley Campus to market the Information Technology programs on March 10th
- On Tuesday, March 22, 2016 began the Quality Matters Peer Reviewer Course (department goal to have at least two Peer Reviewers: faculty – completed and program chair)
- On March 28, 2016 will hold first mentoring session with CLE Director
- Priority Advising will continue at the Pecan Campus on Thursday, March 31st and Friday, April 1st
- Held monthly department meeting on Thursday, March 31, 2016
- On Thursday, March 31, 2016 attended AAWCC Meeting – National Dialogue Day
- On Thursday, March 31, 2016 attended meeting to review status of Career Discovery Expo
- Continued with Quality Matters Peer Reviewer Training
- On Monday, March 28, 2016 conducted mentoring session with Director of Centers for Learning Excellence
- On Thursday, March 31, 2016 led a new hire tour at the Technology Campus
- On Thursday, March 31, 2016 attended the Career Discovery Expo Update meeting

Information Technology:

- Instructor met with PR for Women in Technology contract on March 2, 2016
- Instructor will be presenting at the Women in Cybersecurity National Conference in Dallas TX from March 31 - April 2, 2016.
- Program Chair and instructor attended the RAND: Focus Group with Admins/Faculty from Workforce Programs held by Associate Dean of Curriculum and Student Learning – Tuesday, March 8th
- Instructor participated in the Centers for Academic Excellence Tech Talks with the NSA on March 17th
- Two faculty attended the Focus Academy for the month of March
- Instructor visited Mid-Valley Campus to market the Information Technology programs on March 10th
- Instructor coordinating the Women in Technology Event met with DBT Program Chair & Administrative Assistant to discuss Women in Technology Event Mar 28th
- Instructor met with teacher – McAllen Memorial HS to discuss Blackboard Grading Book
- Instructor coordinating the Women in Technology Event contacted high schools attending our Women in Technology event 3/31
- Instructor coordinating the Women in Technology Event contacted high school teachers/admins regarding the IT Career Expo Event 3/31

Office Administration:

- Attended Faculty Handbook Committee – March 3, 2016
- Secretary attended AA/FM Roundup – March 29, 2016
- Prepared Faculty for Advising Online Training
- Held Departmental Meeting – March 31, 2016
- Prepared for Women in Technology
- Prepared for Career Discovery Expo 2016 – Partnership List/Cubicle Info.
- Prepared to have students attend Spring Career Expo – Mid Valley and Starr County Campus in April

Advanced Manufacturing Technology:

- Worked on Perkins report – Tuesday, March 1st
- Met with Instructor on HAAS scholarship status and applicants. – Tuesday, March 1st
- Continue planning for Women in Technology event, currently looking for a representative for fashion show. Nominee for Manufacturing representative will be honored during the event. – Tuesday, March 1st
- Met with adjunct faculty to inquire on course being taught and needed material– Wednesday, March 2nd
- Met with Manufacturing Club president to discuss future Club events and current efforts of participants. – Wednesday, March 2nd
- Contacted Amaida Machine Shop for possible speakers for Manufacturing Career Expo
- Hosted program NIMS celebration to recognize faculty efforts and their NIMS earned credentials. Advisory Committee members were invited and some manufacturing partners were in attendance: Regal Beloit, Alps Automotive and Alcom. – Thursday, March 3rd
- Met with representative from Alps Automotive, they are in need of NIMS training for their employees. Will set up meeting with IAM Interim Training Manager to set up possible classes and faculty availability. – Thursday, March 3rd
- Met with lab assistant to discuss new building's equipment need. – Thursday, March 3rd
- Met with instructor to inquire status of Manufacturing Expo and other necessary details. – Thursday, March 3rd
- Update program's facebook page – Thursday, March 3rd
- Held the 6th Annual Career and Manufacturing Expo – Wednesday, March 9th
  - 7 high schools present and 20 expositors
  - 3 speakers made presentation
- Instructors attended Hidalgo ISD Career fair where they spoke to 90+ students – March 9th
- Meeting with Institutional Effectiveness Analyst and faculty to work on IE Report for 2013-2015 findings – March 11th
- Attended STMA monthly meeting – March 22nd
- Completed NIMS Report in order to received reaccreditation package for fall 2017 – March 23rd
- Meeting with faculty in preparation for the PSJA STEM event. – March 30th
- Met with instructor to discuss upcoming STEM workshop and other necessary details – March 31st

Computer Aided Drafting and Design:

- Featured in The Monitor this week: The Little Free Library at IMAS in McAllen. Students from the ARCE 1303: Architectural Materials and Methods

of Construction class were featured in The Monitor's article highlighting the Little Free Library that they constructed and installed at IMAS in McAllen. Article link is below. http://www.themonitor.com/life/imas-hosts-little-free-library-in-mcallen/article_c3476ecc-dcd7-11e5-90c5-c780d69e7340.html

- Career Fairs: This week, CADD faculty and staff participated in two Career Fairs. The Transition Fair was held at Mission Veteran's High School on Wednesday, March 9, 2016. Another Career Fair was held at Hidalgo's Early College High School on Thursday, March 10, 2016. These events gave our faculty and staff an opportunity to promote our new degree plans and pathways that will be effective Fall 2016.
- On Wednesday, March 9, 2016, the Little Free Library Sketcharrette was held at the Technology Campus atrium. It was hosted by the ACD² Club (CADD Department's student organization) and Sigma Kappa Delta (English Honor Society). A total of eight teams participated in this event, which consisted of designing and building a Little Free Library within the 1.5 hour time cap. These libraries are still in the process of being placed at a location.

- Dual enrollment students from Grulla High School and La Joya High School participated by building prototype models and displaying them during Wednesday evening's event.

- CADD faculty and English dept. faculty will present the participating students from Grulla & La Joya High Schools with sketcharrette trophies for their submissions in the Small Model Sketcharrette competition.
- CADD Assistant Professor was selected for WECM Review workshop and will be representing STC as an Instructional Specialist at San Jacinto College on June 7th-8th.
- Assistant Professor's Food-struction activity will be held on Thursday, March 31st in the Atrium starting at 8:30 am.

- Assistant Professor will be traveling to College Station to attend the annual Building Partnerships in Architecture Education Conference April 6th-8th.
- Assistant Professor was invited to participate in a focus group for the STEM Degree Accelerator Grant.
- CADD faculty met to train with new 3D printing pens in preparation for use in classes and for Women in Technology break-out sessions with high school students.
- Instructor will be attending the BPAE (Building Partnership in Architecture Education) Conference in College Station April 7-8.

Design & Building Technologies: HVAC, ELPT and Construction Supervision:

- HVACR Faculty invited Halff & Associates MEP Engineer, to his HVACR Commercial Class. The Engineer shared his experiences in the field and current projects he is working on.
- Met with Institutional Effectiveness Analyst to complete the IE Plan for the DBT Department. March 3, 2016.
- Instructor met with Safety & Planning Committee to discuss safety issues at the Technology Campus. March 4, 2016.
- Electrician Technology faculty members continue to hold scheduled lab classes at Proyecto Azteca construction project site. Students were able to meet curriculum objectives on site.

At Proyecto Azteca project site, Alamo, Texas.

- HVACR Instructor and ELPT Instructor attended Achieving the Dream Coach Visit at the Pecan Campus – Library Rainbow room. Dual enrollment forum. March 14, 2016.
- Attended Ribbon Cutting Ceremony for the new Ceramic Kiln Building – representing our departments. March 8, 2016.
- Planning meeting with Lincoln Juarez High Schools Construction Technology teacher to discuss dual enrollment collaboration for Fall 2016. March 9, 2016
- HVACR Lab Assistant, HVACR Instructor, two ELPT Instructors, and DBT Program Chair represented the department at Mission CISD ADA Career Awareness at Mission Veterans High School on March 7, 2016.
- ELPT facutly, HVACR Lab Assistant and HVACR Instructor attended Hidalgo Early College High School on March 8, 2016.
- Presented to EDUC 1301 class on “Service Learning” at the Pecan Campus March 22, 2016
- HVAC faculty attended the Conference for Educators in Las Vegas from March 22-25.
- HVACR Department is planning a collaborative training partnership with Gemaire Distributors for a training session to be held at the Pharr Teaching Center on April 7th, 2016.
- Technical Association of College Technical Educators will host their annual conference in Austin, Texas. This year’s theme: "Meet Generation NeXt: Undertstanding and Teaching Today's Learners in Technical Education." DBT Program Chair and Electrician Technology faculty will be attending conference on April 5th – 8th.
- Attended HVACR Student Association meeting. Students are planning a shirt sale and community service project for end of semester. March 29, 2016.
- Career Discovery Expo Update planning meeting at Pecan Plaza with Dean of Continuing, Professional and Workforce Education and organizers. Planning underway to attract 10,000 students to event during the Fall semester. March 30, 2016.
- Met with personnel from Habitat for Humanity RGV to coordinate a trim-out and rough-in for students enrolled in the Electrician program. Electrician Assistant Instructor is coordinating lab “field experience” with the help of another Electrician Assistant Instructor. March 30, 2016.
- Women in Technology meeting update with Information Technology Instructor to coordinate last minute items. A total of 360 female students have registered to attend event on Friday, March 22, 2016. March 28, 2016.
- HVACR Department is planning a collaborative training partnership with Gemaire Distributors for a training session to be held at the Pharr Teaching Center on April 7th, 2016.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Quality Matters
  - Completed the Course Review Manager Certification
  - Attended meeting with VCT Coordinators for Quality Matters Implementation at STC.
- OCRA Academy – Quality Matters Training with Eddie Andreo
  - March 4 – Connecting Learning Objectives and Assessments
- MOOC
  - Banner placement inside Open Education
  - WeBWork

Projects:

- Blackboard Learn Analytics Implementation
- eTeach revamp and recertification
- Emailed 6,462 students for priority registration
- Contacted 1,562 students for priority registration
- Course Audits for the pending Course Approval Forms
- Update eTeach I & II certificate list
- SimNet added an update to their side of the building block.
  - Successful testing March 21 at 5pm
  - Successful testing during peak times March 30 at 10am
  - Issue has been resolved.
- Accessibility Policy outline for online course: using the Quality Matters standard

Distance Learning – Technologies

- **Banner Integration for eLearning**: eLearning has been stable for the month of March. IS&P continues to do manual updates for Spring 2016 mini-mesters, just to make sure we have the courses and enrollments up to date with banner.
- **Blackboard Learn:** Blackboard Weekly call with Tiffany Kisker every Thursday at 11am has been on-going. Discuss about all the issues we have during the week with Blackboard.
  - **Building Blocks**
    - The following building blocks were updated in staging environment first for testing March 12 and then installed on production environment March 24
      - Assignment
      - Blackboard Mobile Web Services Building Block
      - Cloud Profiles
      - Content Editor
      - Grading
      - Partner Cloud
      - SafeAssign
  - Started a data clean-up on the system since we are over our quota. DL will backup courses from the following terms: 201220, 201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage.
    - All courses are still unavailable for the month of March.
    - Blackboard started the purging of courses since it cannot be done through the GUI.

- Started a user clean-up on the system as well. Any user that has not log in to the system for more than a year and a half will get their account purged. 89,534 users will be disable from the system in the month of March.
    - Blackboard started the purging of users since it cannot be done through the GUI.
- **Blackboard Downtime**
    - Active directory went down March 24 not allowing anyone to authenticate to Blackboard.
        - IS&P contacted Rackspace to resolved the issue as soon as possible.

- **Blackboard Analytics**
    - Blackboard Analytics: tool that combines the extensive data from Blackboard Learn with student and course attributes from Banner to create comprehensive reports and dashboards for your students, instructors, staff and leadership.
    - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student work for evaluation and reporting related to your accreditation and improvement efforts.
        - Data validation has been done through the month of March.
        - Customization reports have been applied to the following:
            - Join College/Divisions - Only 4 Divisions are now displayed on A4L reports.
            - Make additional student attributes available for Pyramid reports. Student email and phone number added to At Risk Report in Pyramid.
            - Add Instruction Method to SSRS Reports to Login Exception Report and Grade Center Exception Report. Completed.
            - Hide CE Terms. New "Sets" created in Pyramid. Sarah will review during upcoming onsite visit.
            - Add Tern Session Attribute – Part of Term attribute added to Course Dimension and is available to be added to Pyramid Reports. Sarah will review during onsite.
            - Faculty Login/Last Access Date – A new Pyramid report has been created and added to Group Content folder > Training Folder. It is called Faculty Accesses.
            - Merged Courses – Data for child courses should now appear in the Parent courses.
            - Custom report for faculty At-A-Glance report to include extra information about each student is still in process.

- **Distance Learning Helpdesk/ Trainings**
    - Numbers for the month of March
        - Students/Faculty Chats: 295
        - Students Tickets: 168
        - Faculty Tickets: 46
    - New work-study hired
        - Pending orientation on April 7
        - First start day is April 11
    - Online Trainings
        - New forms created
        - Blackboard Collaborate ULTRA (15 attendees per session)
            - March 8, 9, 10, 11, and 31
            - 41 Faculty
            - 4 Adjuncts

        - 7 Staff
    - eTeach I
        - March 8
- Face to Face Trainings
    - eTeach I
        - March 11
    - Online eTeach II Workshop
        - Scheduled eTeach 2 Workshop through Quality Matters.
        - Coordinate participants' accounts in Quality Matters.
        - Manage participants' registrations and cancellations in Quality Matters for eTeach 2.
        - Provided a Face to face e-Teach 2 training. (18 participants attended and completed the training)

➢ **Student Success Activities:**

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

Type of Service	**Number of Students**
▪ General Advising:	992
▪ Distance Education Walk-Ins:	10
▪ Distance Education Chats:	2
▪ Telephone Contacts:	1,959
▪ Virtual Campus Advising Email:	322
Total:	***3,285***

➢ **Lab A-121**
- Furniture order for lab
    - Processed and will be waiting delivery late April
- Coordinate with Instructional Technology on date of installation of new equipment
- Start the process of moving all computer's in A-121, to have them move to auction are

➢ **Conferences**
- TxDLA (Texas Distance Learning Association)
    - March 29 – 30 at San Antonio, Texas
- UT-RGV Challenge Based Instruction Conference
    - Submitted abstract for presentation and accepted.

➢ **Distance Learning Meetings**
- Monthly Department Meetings – First week of every month
- Weekly Team meetings – Every Monday at 10am
- Symposium 2016 Meeting
    - Meeting with PR and Facilities to discuss the venue and set up for the day.
- Distance Learning Advisory Council
    - March 10
- Inspark meetings
    - Assisted faculty
- Distance Learning Advisory Council Meeting
    - March 10
    - Provided revise minutes
- ADA Awareness Week Meeting with Counseling Department

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**
  - We had to say goodbye to retiring Pauline Herron, the Political Science faculty secretary who served STC for more than a decade with great devotion and skill.
  - The Dean traveled to Weslaco to recruit more faculty for the Puente program.
  - The Art Department has developed new procedures for an "open studio" initiative, where students will be able to use the studios to complete projects and complete art home work. The initiative entails that faculty volunteer to supervise the students as they open the studios to art majors after hours. A variety of risk management items and logistics were discussed so everyone will be on board.
  - Interviewed another Political Science candidate
  - Attended the President's Administrative Staff meeting
  - Attended the Achieving the Dream luncheon
  - The RAND evaluators came to discuss any progress with our college readiness matters and our new ABE level initiative.
  - A ribbon cutting ceremony was held to officially open the Ceramics studio, a beautiful extension with the right equipment for optimal ceramics processing. Picture to the right.

  - The Dean attended the 5th year report peer review meeting. She will be a peer reader for Standard 2.10.
  - A Child Development Center Oversight Committee meeting was held, but the Dean had to cancel to attend the RAND wrap-up meeting.
  - The Dean attended the Innovation conference where she co-presented on Organizational Leadership Matters from the view of three Deans. Dean of DuPage Community College and the Dean at San Bernardino Valley College joined the Dean in presenting data on their institutions and a lively discussion on Dean's responsibilities and opportunities followed.
  - Other workshops Dean pertain to Leadership Team Effectiveness, Assessments of Incoming Freshman, and The Effect of Enrollment on Budgeting of Student Success and Inspirational General Section lead by Dr. John Roueche.

- **Social and Behavioral Sciences Area**
  From the Department of Political Science
  - Program Chair, worked with the dual enrollment and Dual2Degree staffs, the staff of various high schools, the dean and the scheduling technicians to create a new mini-mester section that would allow high school students to finish their degrees in the spring so that they are eligible to participate in graduation ceremonies.
  - Members of the Political Science and Public Administration faculties participated in the Hidalgo Early College High School Career Day. Their presentations included information on careers related to the two disciplines.
  - Associate Professor participated in the I Am 2016 Conference. Presented by Gear Up and other local organizations, the I Am 2016 Conference was attended by 400 local young women. According to the conference description, it was designed to help them recognize "that they are "Intelligent, Capable, and Strong" and that they can successfully purse any academic and career goals."

From the Criminal Justice

- Program Chair reported all applications for the three faculty postings have been cleared, and the search committees are making arrangements for interviews. The applicants for the Criminal Justice Faculty postings will be interviewed next week.

- Faculty briefed the department on what he learned at the TCCTA conference last week.
- Faculty briefed the department on what she learned at her conference two weeks ago.
- The Social Work Club continues with plans for a prom clothes drive for foster teens. They'll take any formal wear that anyone wants to donate.
- Assistant Professor chaired the Social Work Committee, and coordinated schedules to interview the candidates. The interviews occurred after the Spring and Semester Breaks.
- Program Chair met with the La Joya Site Coordinator to discuss plans for the upcoming Block Schedule of classes to be offered in La Joya for the Education and Criminal Justice degree plans.
- The Bonobo chimpanzee skeleton we ordered for use in instructional demonstrations. Criminal Justice Instructor, a former sheriff's deputy from Florida, provided the police escort for the tour around campus. We are currently working on naming our Bonobo, as soon as Anthropology Instructor identifies the gender for us. (picture to the right)

- Wayland Baptist University contacted us with an offer to sponsor a "Lunch and Learn" event for Criminal Justice students of STC and WBU. They are inviting the Assistant Chief of Police for San Antonio Police Department to be the speaker. They have offered to pay for the lunch as well if we can provide the location on Pecan Campus. We are currently working to find an available location to set the date for this meeting. We anticipate that this will be held in early April.
- Criminal Justice faculty participated in the Career Day events at Mission and Hidalgo school districts. March 8th and March 10th.
- Assistant Professor hosted some Texas Rangers in his CRIJ 2314 Criminal Investigations class on March 9th to share with students their experiences investigating crimes.
- Delta Sigma Psi (Criminal Justice Club, Pecan Campus) held a joint meeting with the Psychology Club on March 8th. Their guest speaker was Rudy Rodriguez from MADD.
- The Criminal Justice Department hosted the FBI Language Specialist recruiters at the Mid-Valley, Pecan, and Starr County campuses. (See photo below from the Pecan Campus visit). The recruiters identified candidates for Spanish, French, Vietnamese, and ASL translations.

From the Department of Psychology
Pecan Psych Club

- Presentation was given to the Psych Club @ Pecan on the topics of Careers in Psychology.
- The Psych Club @ Pecan and Criminal Justice Club will be hosting a guest speaker, Rudy Rodriguez from Mothers Against Drunk Driving, Tuesday March 8th at 4:00 p.m. in G201. He discussed the consequences of drinking and driving as well as recruiting volunteers to help with this organization.

Mid-Valley Psych Club

- On March 7th & 8th was the famous Great Condom Giveaway in the middle of Building G. VAC will be dropping off the condoms this week and will be bagged this Thursday (March 3rd) @ 3 in the conference room upstairs. HIV testing will also be provided on the <u>Monday only</u> (March 7th) next

week in G-267, which is located upstairs. All students interested in testing can go and they will be screened to determine if they are in need of testing.

Starr County Psych Club

- The 2016 Starr Psych Club Calendars are available!!
- Starr Psych instructors attended a Marketing & Promotion meeting that discussed flyers to promote Starr Campus classes, flyers to promote Jaguar Express Routes specific to Starr (Grulla-STC Starr, Roma-STC Starr), and Starr County Campus' intention to have official social networks such as Facebook, Instagram, Twitter, YouTube----and showcase students, clubs, & faculty in pictures throughout academic building & auditorium (replacing motivational posters, pictures of plants/animals, etc.).
- Distributed 2016 Starr Psych Club Calendars to members; recap of the last two weeks (9th Starr County Role Models Conference, Eating Disorders Screening, Volunteering at Starr County Youth Fair); the time to meet for our Club Social at Get Air in McAllen on Friday, March 11th was decided (4:30pm); the time for the Volunteer Opportunity at RGC Nursing & Rehabilitation Center to decorate Easter Eggs on Wednesday, March 23rd was decided (4:00pm); 6th Starr County Mental Health Awareness Conference was announced-- topic: "Starr County Mental Health Services" to take place on Tuesday, March 22nd from 3:00-4:20pm; Spirit Day Psych Club Shirt Sale was set for Wednesday, March 30th Psych Club Core Value of Communication was emphasized with a talk about the importance of communication in all aspects of life; The theme for Starr County's Got Talent 9 to take place on April 2016 was selected via group discussion & club vote:
Masquerade; Members then created posters in groups on the social media awareness campaign of "Don't Drink and Drive" since Spring Break is around the corner.
- Hosted the 4th regular meeting of spring 2016 semester. A Psychology Fact is shared on each meeting agenda, the one for this week was: MADD (Mothers Against Drunk Driving)--their mission is to stop drunk driving, support the victims of this violent crime and prevent underage drinking. (picture to the right)

- Border Region Behavioral Health Center confirmed their participation at Starr Psych Club's 6th Starr County Mental Health Awareness Conference to take place on Tuesday, March 22nd. So all 4 agencies have confirmed: 229th Judicial District's Crime Victims' Unit, Nuevos Horizontes of Starr County, The Pediatric Care Center Counseling Dept., and Border Region Behavioral Health Center.
- President of the Starr County Campus Psychology Club, was featured on today's edition of The Monitor Newspaper as "STC Student of the Week."
- RGCCISD Counselor & Role Model Panelist contacted faculty to inform us that the Starr Psych Club's 9th Starr County Role Models Get Inspired Conference was featured on Rio Grande City CISD's February 2016 Newsletter "Bites & Chomps."
- 6th Starr County Mental Health Awareness Conference - certificates that will be presented to the four agencies were created and printed, as well as event sign-in forms for general public and students. Everything is set and ready for this mental health conference took place on Tuesday, March 22nd from 3:00-4:20pm.
- Tobacco Prevention Specialist at Behavioral Health Solutions of South Texas Prevention Resource Center 11 She was invited to present to the club during our next meeting scheduled for March 30th.
- Psychology Instructor will attend a Career Day at Roma ISD's Roel & Celia Saenz Elementary scheduled from 8:00-11:30am. 620 students will go to all of the stations to learn about careers, including the field of psychology. The students will be grouped by grade level (PK-2nd grade and 3rd-5th grade).

From the Department of Communication Arts

- Department faculty attended a meeting of the lead faculty advisors where we furthered the development of the new model. Also worked on a presentation in response to a call for presentations about teaching online for dissemination among Russian educators who are collecting insight from college instructors about teaching online
- Department Instructor started a Toastmasters Club at STC. (picture to the right). This group would be all inclusive for anyone who wants to join. .
- Communication Arts Festival Committee Chair met this week with PR to finalize the flyer for the Festival and continues to organize Festival activities.

- The Communication Arts Department Curriculum Committee met on Friday, March 4, 2016 in order to do a "test run" of the adopted rubric for evaluating speeches, which all Speech Faculty will be using starting Fall 2016. The rubric was developed by the Nation Communication Association and tweaked by the Communication Arts Curriculum Committee. (picture to the right)
- Communication Instructor attended the Hidalgo County Republican Convention where her volunteer work included checking people in to the event, verifying their eligibility to participate, and delivering persuasive speech about the proposed resolutions. Faculty was selected to serve as a delegate to the Texas Republican Convention in May.
- Communication Instructor completed and submitted a video on teaching communication online to the "All-Russian Research & Practice Conference" being held on March 25, 2016 in Tobolsk, Russia. This submission was in response to a call for presentations about instructors' experiences teaching online. To view the video she submitted, please visit the following link: https://youtu.be/rxPyeFGfMbQ. She has been informed that she will receive a copy of the program where her video will be listed in the conference proceedings.

From the Department of Child Development

- Child Development instructor will be participating in a Workgroup call for the Office of Child Care to evaluate design options and protocols for the new National Child Care Hotline outlined in the Reauthorization Act. OCC asked to participate to share lessons learned from the startup of the Department of Defense Child Care Hotline.

- Program Chair reported the Child Care and Early Childhood Conference on Saturday March 5th at the Cooper Center had over 100 child care providers sponsored by Workforce Solutions attend a 6 hour training on emotional intelligence and how to apply those concepts in the classroom. The presentations were done in Spanish. They received .6 CEUs as well. (picture to the right)

From the Department of Education

- Program Chair met with the McAllen ISD Career and Technology Advisory Committee to discuss programs of study and industry standards for Career and Technology Education (CTE). (picture to the right)

➢ **Assistant Dean of Humanities**

- The Chair of Developmental English attended McGraw Hill Education Division's Developmental English Course Leaders' Summit, Thursday–Saturday in Charleston, South Carolina, attended by a small but excellent group of college English instructors from around the country for discussion on how to improve distance ed. instruction

- WILD held a screening of the 1950s film, *Three Husbands*
- The SKD Little Free Library Sketcherette project (done in conjunction with the CAD folks) received some publicity in The Monitor: http://www.themonitor.com/life/imas-hosts-little-free-library-in-mcallen/article_c3476ecc-dcd7-11e5-90c5-c780d69e7340.html
- Conference organizers convened to discuss the logistics of funding the "Philosophy Across the Americas" conference (03/02)
- The first ever, and hopefully annual, regional conference on Dual Enrollment education in History was held (02/26), with significant representation from STC, UTRGV, and TAMUK, as well as the AHA (American Historical Association) and NACEP
- The Chair of World Languages helped finalize the exam fee process for Sign Language Interpreters
- The Chair of World Languages worked with the B.O. to coordinate flights for the faculty who are traveling with this summer's professional development ventures
- The Assistant Dean of Humanities continued to work with the Faculty Handbook review team (03/03), and the team appears to have completed a complete first draft of the reorganized FHB, with one more meeting scheduled to review formatting issues before passing the reorganized document on to the VPAA for review and feedback
- The Assistant Dean of Humanities continued to meet weekly with the Starfish project team (03/03), and has identified the 150+ sections of Summer-I 2016 course offerings in which to deploy the Starfish early alert pilot
- The Assistant Dean of Humanities met with the President of EduGuide (03/03) to hear his pitch for their product
- The English Department Chair and Assistant Chairs met with the Institutional Effectiveness Specialist to discuss the IE Plan Review for the 2013-15 cycle.
- The Literary Arts Society Page Turners English Club met to discuss the dates to borrow equipment for the interviews on our oral history study. They will be conducting interviews from April 11-20th, and have seven people to interview.
- The Open Equal and Free student LGBT club, advised in part by Colleen Brooks, held an Equality Seminar on March 8-10th.
- *WILD* held auditions for its performance of *The Singing Cowboys Cook on the Range*.
- The World Languages Department Chair met with the faculty leading the study abroad in Spain and the students participating – 12 students will be going to Spain!
- The World Languages Department Chair finalized the update of 32 new computers in lab M 214. IT and the Corpus Christi rep installed the software and cameras into the new computers.
- The World Languages Department Chair finalized the list of the 17 participants who will be going to the Professional Development Abroad, and reserved the hotel in Madrid and adjusted the tentative itinerary.
- The Assistant Dean of Humanities, with several others including the Department Chair from English, the Assistant Chair in History, and two Dual Enrollment Faculty in History, participated in the ATD Faculty Forum and Wrap up (03/07-03/08)
- The Assistant Dean of Humanities and the Dean of Liberal Arts and Social Sciences attended various meetings with the people from RAND and THECB to review our initiatives for supporting ABE levels 1-3 students (03/08-03/10)
- The Assistant Dean of Humanities attended a first meeting with Texas A&M leadership, to discuss their plans to open a campus here in McAllen (03/08)
- The Assistant Dean assisted in the presentation of the revised Attendance Policy to the EWDC (03/08)
- The Humanities Area Chairs and Assistant Chairs met to discuss ongoing initiatives for student success (03/09)
- The Assistant Dean of Humanities attended the Starfish weekly meeting (03/10)

- The Assistant Dean of Humanities attended the Distance Learning Advisory Committee meeting (03/10)
- The Assistant Dean of Humanities attended the Faculty Advising Steering Committee meeting (03/11)
- The Assistant Dean of Humanities attended the Philosophy Search Committee meeting (03/11). Candidates for interviews have been identified.
- The Assistant Dean of Humanities, in a dual role (Starfish Project Team functional lead and Data Standards Committee member), participated in the Starfish Data Integration review, with the Assistant CIO for Software Development (03/11). The preliminary data points to be imported into Starfish have effectively been identified

➢ **Assistant Dean of Fine & Performing Arts**

From the Department of Art

- Program Chair discussed the ACGM 2000 level deletions with DCCCD art curriculum chairperson and how these changes will potentially effect their art program and other institutions in Texas
- Program Chair visited two new DEF classes for evaluations and recommended improvements to the STC dual enrollment office
- Program Chair attended two meetings with art faculty and Dean to discuss an open studio proposal for art students. A revised proposal will be implemented soon.
- Program Chair met with members of the art department, Dean Buhidar and the FPA social media assistant to continue work on a dual enrollment recruitment video
- Program Chair and art faculty attended the second session of the Quality Matters training.
- Program Chair shared information used to justify the MFA salary increase at STC with the Lone Star College President. She requested supporting information as LSC will be increasing the MFA salary to terminal degree level upon Board approval.

From the Department of Drama

- The Drama Department began work on the Academic Coop's production - Between You, Me and the Lampshade. Academic Coop students presented their design presentations for set, costume, light, sound, and PR. Rehearsals for the production begin next week and continue thru the end of April.
- The Drama Department has begun selecting plays for the 2016-2017 Production Season. At the moment, it has been decided that our main stage productions will be a children's theatre piece and the other will be a classic - both to be determined by May. The remaining studio productions will also be determined.
- Applied Theatre Collective will be arriving March 28th. The Drama Department has reached out to past participants, community members, artists, and activists to participate in upcoming workshops.

From the Department of Music

- Assistant Dean met with the music contractor in preparation for the April 22nd orchestra concert spotlighting the new concert grand piano. The special event will bring together musicians and faculty from both UTRGV and STC.
- A combined meeting with Art and the Fine Arts Assistant was held to plan a recruitment video for the Visual and Graphic Arts Department. The video will be shared with feeder high schools who have potential art students.
- Music Instructor performed a clarinet recital on Friday March 4th in the Cooper Center Theatre. The recital is Mr. Gersten's first solo recital at STC.
- Assistant Dean prepared a PPT presentation to be used at EWD on Tuesday March 8th before the Ribbon Cutting Ceremony for the new kiln building. Preparations continue for this special event.

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

University Relations

- Articulation Activities
  - During the month of March, worked with Texas A&M University – Kingsville on the possibility of establishing a MOU to make the process of transfer easier between the two institutions.
  - In Chicago, while attending the Community College Baccalaureate Association International Conference, met with Kevin Konecny about the possibility of being paired up with a community college equivalent school for the possibility of a 3+1 agreement where the students would matriculate into the last year of the BAT in Medical and Health Sciences Management program.
  - On March 10th, met with Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville's Rio Grande Valley Engineering Initiative about the possibility of the two institutions entering into an agreement where students would designate one of the institutions as their home institution and one as the host so that the student would be able to use financial aid at both institution. Upon talking to Matthew Hebbard about this, he said that this may require a new board policy, which I am going to examine further.
- Transfer Visits
  - **Pecan Campus** Visits: Texas A&M University – Kingsville Masters of Business Administration Program (March 1), Texas A&M University – Kingsville Education Program (March 2, March 8, March 9, March 10, March 21, March 23, March 29, March 30), Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative (March 3, March 10, March 31), National American University (March 7, March 8, March 10, March 23, March 29), the University of Texas – Rio Grande Valley (March 11, March 22, March 28), the University of Texas at San Antonio (March 22) and the Texas A&M University School of Public Health (March 28, March 29)
  - **Mid Valley Campus** Visits: Texas A&M University School of Public Health (March 1, March 21, March 23), Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative (March 3, March 10, March 31), Texas A&M University – Kingsville Education Program (March 7, March 10, March 21, March 28, March 31) and the University of Texas – Rio Grande Valley (March 23, March 29)
  - **Starr County** Visits: the University of Texas Rio Grande Valley (March 8, March 21)
  - **Online Information Sessions:** Lamar University EDD Program (March 21, March 29)
- University Relations Activities
  - Continued planning the events for the visit with Baylor University, which is scheduled for April 29th and will take place in the Boardroom. Invited are representatives from Academic Affairs, Advising and the Registrar. There will also be a light breakfast reception for faculty and staff who graduated from Baylor University as well.
- Study Abroad Activities
  - Contacted an **outside provider** who does Study Abroad planning and scheduling to see what they could do to help us with our Study Abroad in **London**. I spoke to Christian at Texas Study Abroad and provided him with the proposed itinerary from this year, he was able to **cut the prices from this year's almost $4000 to $2800** for next year.
- Special Projects
  - Presented about the University Relations, Transfer and Articulation Center to the participants of ACTA on March 3.

- Met with one class of Child Development Students about the different transfer opportunities that are available to them on March 3.
- Attended one of the online trainings for Blackboard Collaborate Ultra on March 4.
- Completed the final module of the New Enhanced Faculty Advising Certification on March 4.
- Participated in a planning session for the Rio Grande Valley STEM Faculty Institute taking place on April 21st and 22nd on March 4.
- Continued participating in this semester's FOCUS Academy by attending the session on Friday March 11th.
- Attended a planning session for the Rio Grande Valley Faculty STEM Institute from the Texas Regional STEM Degree Accelerator Grant, which included a conference call with John Melville about the Employer Panel discussion on April 21st.
- Attended the Community College Baccalaureate Association International Conference from March 18th to March 20th, and the League for Innovations: Innovations 2016 Conference from March 20th to March 22nd in Chicago.
- Attended the Pre-Conference Event, which was invitation only to HSIs, of the Mid Years Engineering Experience at Texas A&M University in College Station, where I accepted an award on behalf of South Texas College. Earlier in the year, there had been a call for papers on promising practices in HSIs in retaining and transitioning engineering students. Under the guidance of Dr. Petrosian, Dr. Esmaeili and with the assistance of Nick Gonzalez and Rebecca DeLeon, a white paper on the Dual Enrollment Engineering Academy was written and we later found it out it was selected as one of the inaugural recipients of the award. (picture to the right)

- Spoke with representative from the University of Texas – Rio Grande Valley that the faculty and administration of their institution would be willing to begin looking at the rewriting of the articulation agreements over the summer.
- Spoke several times with representative about the writing of a Title III Grant and partnering with either Texas A&M University – Kingsville or the University of Texas Rio Grande Valley.
- Selected as a Gilman Scholarship Selection Panelist to help select the next round of Gilman participants.

<u>TRSDA Grant</u>

- Maricela Silva, Mario Morin and Valerie Gamez travelled to Brownsville to meet with BISD and Texas Southmost College representatives about participation in the **Rio Grande Valley Stem Faculty Institute**.
- We had numerous email communications and phone conversations with K-12 and Higher Ed Partners re: participants for the **RGVSFI**. To date we have faculty representation from Brownsville ISD, Edinburg CISD, La Joya ISD, PSJA ISD, Texas Southmost College, Texas A&M University-Kingsville and UT-RGV. Valley View ISD and Mission CISD are pending. South Texas College will send fourteen (14) faculty to the RGVSFI.
- We also had numerous email communications and phone conversations with Consortium partners to assemble two (2) Industry Panels for discussion at **RGVSFI.** To date, Rio Grande Regional Hospital, South Texas Health Systems, VTX1, Infragard Member Alliance, Lone Star National Bank, Inter National Bank and San Juan Nursing Home have agreed to participate.
- Our team held several conference calls with Educate Texas and John Melville from Collaborative Economics in preparation for the **RGVSFI**. Mr. Melville will be the moderator for Industry Panel Discussions.

- We met with Grants Director, Virginia Champion and the T-STEM Challenge Scholarship-THECB Committee. We will assist in promoting these scholarships through the faculty attending the RGVSFI.
- Our Director attended the Spring Supervisory Symposium and a Metacognitive Skills Training.

TMGT

- The Hidalgo County Human Health Resources met with the STC bachelor's program chairs in which they discussed complementing and coordinating efforts in the region. Hidalgo County Human Health Resources can provide lectures, training about health issues to STC students. STC students can participate in health program in the county as community service activity, case projects, and residency requirements.
- Bachelor's Programs Student Club coordinated a fundraising activity in which was held to raise money for student scholarships. BBQ plates were sold for $7.00 on Saturday March 2 at the STC Pecan Campus Cafeteria
- Faculty, staff, and students attended a luncheon presentation in which the National American University was offering students who have completed their bachelor degrees an opportunity to attain a master's degree.
- Attended a webinar presentation with the Principal of UECAT Compliance Solutions Higher Education Act in which encompassed compliance, training, and consulting. Program Chair is the designated Campus Security Authority for Pecan Campus in representation of STC Bachelor's Programs

MHSM

- Five MHSM senior students were certified as Navigators for the Food Bank to assist applicants for food assistance and benefits. To officially designate the navigators to the community, a special "Navigators' Welcome Night" was held at the G-building 2nd Floor Lobby on March 31, 2016 at 7:00 P.M.
- With both guest nurse lecturers, program chair conducted another session of the Health and Wellness Seminar Series entitled **"Eat to Beat and Treat"** last March 6, 2016 from 3:00 – 5:00 P.M. at the Edinburg Community and Better Living Center at 602 W. Wisconsin Road, Edinburg, TX. Highlighted in the seminar are raw vegan diet regimens designed for participants with diabetes, coronary artery disease, obesity, and cancer. Some 70 participants attended the seminar (flyer to the right).

- With the MHSM program's direction of integrating student community exposure, program chair met last March 9 with chief programs officer of the Food Bank to discuss partnership where MHSM practicum students will spend at least 30 practicum hours in assisting applicants in the community for food benefits in designated public libraries. (picture to the right)

BASOL

- Attended and participated in two consecutive conferences in Chicago on the dates of March 17-March 23
  - During the first conference, hosted by the Community College Baccalaureate Association, Nancy Gonzalez and Dr. Peek delivered a 45-minute presentation.
  - The second conference was hosted by League for Innovation in Community Colleges in which catalyzed the community college movement.
- On March 28, program chair formed part of the CBE Texas Workgroup and participated in a teleconference to begin developing its mission and overall strategic objectives.
  - This group is dedicated to developing best practices in the provision of competency-based education in the state of Texas.

COSC/CITP

- This department reviewed the Program Learning Outcomes, Course Learning Outcomes, and Mapping for the SACS. The committee chair of Computer Science/CITP curriculum mapping committee updated the curriculum maps and program learning outcomes for Academic year 2016-2017.
- On March 3, program chair attended the meeting with Edu Guide President, Bryan Taylor. Edu Guide delivers evidence-based non cognitive training for skills that research indicates can lead to growth across the curriculum and a stronger sense of a purpose-driven community.
- Held individual meetings throughout the month of March with high school instructors, and full/part time professors to review program learning outcomes, course learning outcomes, and mapping.
- On March 10, 2016 the retention specialists attended the Hidalgo Early College High School Career Day to promote the Computer Science and CITP programs.
- On March 30, 2016 program chair attended the HIS STEM & Articulation Grant Meeting. This program supports eligible HSIs in developing and carrying out activities to increase the number of Hispanic and low-income students who are trying to attain degrees in the fields of science, technology, engineering and math (STEM)
- On March 31, 2016 program chair participated in the Blackboard Collaborate ULTRA online training. New features in Blackboard Collaborate ULTRA were introduced.
  Program chair produced several videos tailored to individual students to provide them constructive feedback on their computer programs. These students were either in my computer Programming or Visual Basic course using a utility named SnagIt
- Faculty attended both the Community College Baccalaureate Association 16th Annual International Conference & The League for Innovations in Chicago, Illinois. Mr. Nicholas Hinojosa gave a presentation during the CCBA conference regarding the BAT program in Computer and Information Technologies on March 18-March 23 (picture to the right)

- Program chair attended the 2016 Game Developer Conference (GDC) from March 14 - 18. He attended different sections in which provide an immersive learning experience by leaders of top industry companies such as Microsoft, Google, amazon, and Unity. The knowledge gained of the latest game design, programming, and technology will benefit our students in my classroom.

Developmental Math

- One faculty member attended Texas Community College Teachers Association (TCCTA) Conference in Houston, TX. The purpose of this conference was to receive training on STEM Pathways.
- Two faculty members attended Annual Conference of National Association for Developmental Education (NADE) in Anaheim, California. The purpose of this conference was to become certified to apply for NADE certification.
- Department Chair and Assistant Department Chair participated with RAND Corporation in which is a nonprofit organization that conducts research. This encompassed a three-day site visit to work on the NMP New Math Way Project which promotes effectiveness and will provide funding for low level developmental EDU courses tier 1,2, and 3 so that students can enroll in college .
- We prepared for Texas Success Initiative testing for all students in all three campuses. This exam requires students to be assessed in reading, writing and math skills prior to enrolling in college, and to be advised based on the results of that assessment.
- Conducted monthly in-house Professional Development Activity in which we had our two faculty members who attended conferences present to all the faculty members present on their experiences and outcomes.

Physical Sciences

- The department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College
- Continued to work with the lead faculty advisors to develop the on-line blackboard modules and discuss revisions to the blackboard module. In the month of March the lead advisors met twice.
- Trained other members on how to create the video for blackboard. The committee discussed the roll out of the blackboard shell and concluded that it would be open to the steering committee first. Current certified faculty would then be invited to enroll for recertification. This first cohort would begin in the second week of April. Dr. Rodriguez also spent some time editing my video for blackboard.
- On 3/4/16, faculty member conducted training sessions for faculty on advisor-student relations.
- On 3/11/16, faculty member participated in the Faculty advising steering committee meeting. The lead faculty advisors brought the current blackboard shell to the committee for review. Assessment questions were discussed and methods of testing and grading for discussed.
- Faculty member and Director of Science Olympiad, finalize event scores and results. She prepared and distributed certificates to event coordinators, staff, and volunteers.
- Faculty members attended the Mid Years Engineering Experience (MYEE) 2016 at Texas A&M University from March 30th to April 1st. The conference spotlighted improving engineering student retention and success in the mid years. The conference included many topic areas and discussions in which the participants discussed strategies for improving success.
- Program chair participated on March 1st meeting between South Texas College and Hidalgo County Human Health Resources. The purpose of the meeting was to discuss how the two entities can work together to promote preventive health measures and health awareness issues to our community. The Hidalgo County Health Resource office is particularly interested in developing outreach programs to reach young adults between the ages of 18 to 26.
- Program chair and faculty member participated in a meeting between South Texas College and UTRGV to discuss our participation in the NSF STEP Grant. The purpose of the meeting was to clarify grant goals and STC responsibilities under the grant. The Math Program Chair, and grant office personnel also attended. UTRGV Engineering and Math faculty also participated.
- Program chair attended two meetings in March regarding the La Joya Teaching Site Teaching Site bond program. The first meeting was held at STC on March 4th to give stakeholders an overview of STC's commitment to the LA Joya Teaching Site and to recommend changes to existing facilities. The second meeting on March 7th was at the La Joya Teaching Site. The team did a walk through and discussed what changes were needed and recommendations for modifications were made.
- On March 29- 30, 2016, lab specialists attended a Two-Day Laboratory Safety Short Course training in Fort Worth, TX. The training broaden their knowledge on how to enhance lab safety with chemicals, emergency preparedness, and hazardous waste management to comply with new OSHA Hazard Communication Standards and EPA audits.
- Faculty continued to provide extra office hours and/or learning opportunities for students.

Chemistry

- Faculty and Lab Specialist, attended the National American Chemical Society (ACS) Meeting in San Diego. The meeting was scheduled during spring break and did not impact student instruction. While at the ACS National meeting, the faculty and staff participated in professional development seminars related to the chemistry discipline, new instruction approaches, and safety. The faculty and staff attended the exposition to network with vendors supplying chemical industry and academia.

- On March 24, 2016, the chemistry club hosted a NanoDays hands on activity day at the Boys and Girls Club in Edinburg. They had 9 stations set up with different chemistry/NanoDays demos for kids of all ages. They had over 200 students participate from kinder to 6th grade. Kids got to see sodium poly acrylate in action, demos on magnetism, paper chromatography and many more. (pictures to the right)

- On March 22, 2016, the Chemistry Club hosted Dr. Mark Tius from the Chemistry Department at the University of Hawaii. He gave a talk on Nazarov and Nazarov-Type Cyclizations. They had over 80 students and faculty attend the talk at the STC Pecan Campus. After the talk, they presented Dr. Tius with a small gift of appreciation. The speaker was invited to the valley from UTRGV and the chemistry club collaborated with UTRGV's chemistry club to have him give his talk at STC. (picture to the right)

- On March 12-14, 2016, four (4) chemistry club members travelled to San Diego, Ca to the ACS National Meeting. At the meeting they received an Outstanding Chapter Award for their community service last school year. They also attended several workshops such as Effective Chemistry Demos for Community Outreach, Chemists Celebrate EarthDay workshop, Networking 101 workshop, and Student Speed networking with Chemistry Professionals, to name a few. (pictures to the right)

Engineering

- Faculty member continued his participation in the Faculty Adviser Training & Certification Program for the month of March. In Module #3 he learned the latest services and various campus initiatives that faculty advisers should be aware of. In Module #4 Mr. Garza learned the core values of academic advising and five advising scenarios that faculty advisors should be aware of.
- Program chair and faculty member met with TAMUK to discuss the Summer Boot camp under development. The plan is to recruit 20 – 24 newly graduated high school students to participate in a summer session of activities that expose them to concepts in Chemical, Environmental, and Natural Gas engineering. The hope is that the students will want to enter these programs here in the RGV.
- On March 3/10/16, faculty member met with students to discuss the Watershed project. The students are in the process of analyzing the data from the monitoring system and preparing student posters for the May conference.
- On March 14, 15, and 17, 2016, faculty member attended The 63rd Annual Northeastern Ohio Science and Engineering Fair that was held at The Cleveland State University March 14 -17. Approximately 600 students from over 80 schools in the area participated and displayed their scientific achievements by setting up their posters. This event gives the opportunity to students to discuss their research with others.

Physics

- On March 4, 2016 from 8:30-11:30am, faculty members attended the Ambassadors Leadership Academy session, The workshop titled, "Thriving in an Era of Accountability: Data-Driven Decision-Making". Included presentations by STC Administrative Personnel.
- On March 2016, faculty member advised one instructor of <u>competency based Physical Science course</u> in regards to getting blackboard course website started and effective course implementation strategies

- Faculty member attended the Distance Learning Advisory Council Meeting on March 10, 2016.
- On March 5, 2016, faculty members served as judges for Weslaco ISD Elementary Science Fair.
- Faculty member went to the "54th Annual Gem and Mineral Show" in Robstown, Texas. This show is sponsored by the Gulf Coast Gem & Mineral Society of Corpus Christi, Texas.
- Faculty member completed eTeach 2 Quality Matters Training.
- Faculty member continued to work on managing the Tracer XRF Analyzer instruments and trained others in the safety operation of the system and initiated contact with the Texas State Radiation Safety Licensing Branch to ensure the STC system remains registered.
- Faculty member served as a judge for 5th grade projects on Feb 18 for La Joya ISD Area I Science Fair, Jimmy Carter High School.

Biology

- faculty member attended an International Professional American Society meeting in Tampa, Florida in which she presented her research on abstract submission. (picture to the right)
- faculty member coordinated and volunteered at the Rio Grande Valley Cesar Chavez Blood Drive on March 2, 2016 for an hour.

- Faculty member attended a BBC Ultra Training in which we got informed that there will be a new Blackboard system that will be updated on Aug 19 2016.
- The Biology Club prepared for Earth Day. STARR campus Biology Club is trying to organize a large, informative Earth Day celebration for April.
- Faculty member attended a LEICA DM500 training. He attended this training in order to appraise the use of the newly acquired camera-built-in microscope from Leica. This training was spearheaded by Mr. Walker Agnew, sales Executive from North Central Instruments.
- STC biology student Cecilia Villegas and biology faculty member were involved in a scientific study which resulted in a March 2016 publication in a peer-reviewed journal—Archives of Virology. (pictures to the right)

- Faculty member attended a Conservation/Community Engagement on March 5 from 7:30a.m-11:30am at the Ocelot Conservation Day/Walk in Brownsville Gladys Porter Zoo (picture to the right)

- Faculty member during the month of March had a Valley Nature Center collaboration in which dates where set up for Down Syndrome Training, CPR certification, Earth Day and Spring Fest events

Math

- Program chair participated in a Skype video conference with Dr. Virgil Pierce and Dr. Javier Kypuros from UTRGV to discuss details of the on-going NSF STEP grant sub-award. For Mathematics, a Summer Bridge to Calculus emporium class will be created over the summer semester to help students who have experience with Calculus but who are not placing in-to Calculus level courses. We will be primarily targeting high school dual enrollment students from McAllen, Edinburg, Mission and Pharr for this first year (of three)
- Faculty member participated via conference call with Educate Texas regarding the Texas Regional STEM Degree Accelerator grant. Information regarding the Homebase platform was discussed as well as the upcoming timelines for reporting
- Program chair attended the RAND site visit to learn about their summary report of how the college is performing in various activities
- Program chair joined STEM Project Director and Academic Grants Officer and travelled to Brownsville to present to the Brownsville ISD team in regards to the TRSDA grant recruitment. A short presentation was created and provided to those in attendance and questions from the audience were fielded to garner interest in participating in the upcoming workshops

- Program chair participated on the Spring Distance Learning Advisory Council to learn about on-going considerations in our Distance Education course offerings. Dean of DL and his team presented on various topics both those in-progress and those in planning stages
- Program chair met with Dr. Baofeng Feng from UTRGV Mathematics department to discuss a possible partnership in their on-going Student Mathematics Competition held every summer. This year, recruitment will focus on high school students from the Sharyland school district but plans are in-place to expand to our non-traditional students for the upcoming years. Other talks included the possibility of hosting the event(s) on the STC campus and expanding to the Mid-Valley and Starr Co. regions
- A telephone conference call was held between the UT Dana Center, Dean of Undergraduate Studies at UTRGV and Director of the TRSDA grant to discuss the status of a revised Memorandum of Understanding between STC and UTRGV specifically regarding the New Mathways Project. The discussion was very positive and constructive and a final draft of the Memorandum of Understanding will be presented to Dean for review before planning a formal signing
- Program chair attended an HSI STEM grant planning meeting with various STC and UTRGV representatives. A formal plan was not decided upon and another meeting will be called soon
- Faculty member provided Statistics training to three La Joya ISD teachers who may be instructing this class at the high school soon. This work is part of a small grant- La Joya Grant

New Mathways Project Student Success Specialist

- Assisted with the UTRGV + STC NSF STEP grant summer bridge program flyer creation.
- Continued coordination efforts with program chairs as well as involved faculty members for Summer/Fall 2016 math initiatives and course schedule specifically for developmental classes at Starr, NMP & Co-Requisite Math 1414 section

Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean's Updates:**
  - PTCA: NURA 1401 Certificates. These students qualified for the state exam on March 3rd (pictures below)

  - On Friday March 4, 2016 PTA Program Faculty accompanied Level I students to observe a live partial knee replacement surgery with Dr. Raul Marquez at the Marquez Robotic Orthopedic Institute.
  - Level II students are in their final week of external Practicum II experiences and will return to campus on March 7, 2016.
  - The Healthcare Student Success program held its sixth special Saturday Event for College Success for Healthcare students at the NAH campus on March 5th, from 8a-1p. (picture to the right)

  - Faculty attended and gave a presentation to HCSS students that came from Mid-Valley and Starr County campuses.
  - The Pharmacy Technology program is planning its annual Career Services presentation to the 2nd semester students preparing to go to practicum. Practicum sites often employ graduates when positions are available.
  - Faculty members each presented to Mid-Valley and Starr county students at the HCSS Saturday event.
  - A.D.N. Dual Enrollment and Respiratory Therapy participated in Interdisciplinary Respiratory Skills
  - Program chair attended the ATD Coach Visit Dual Enrollment Forum in the Rainbow Room at Pecan Campus.
  - MAT Program faculty member and the Continuing Ed Phlebotomy students performed glucometer readings at the Mission Options High School open house. (picture to the right)

  - On March 30, 2016 the South Texas Health Systems (UHS) personnel were on campus and had 116 students in attendance and 30 potential job offers. With more to come in some of the premier STC programs, like nursing and ultrasound, they will be holding special events for them before May graduation. (picture to the right)

Daniel Montez
Campus Administrator – STC Mid-Valley Campus

Mid Valley Campus Administrator's Office

- Campus Administrator and office Staff greeted new staff and led a campus tour on March 31, 2016. New staff visited Library, Open Labs, Student Services Building and North Academic Bldg. G during their stay.
- Held interviews for vacant Faculty Secretary position March 21st.

➢ **Office of Student Life at the Mid-Valley Campus:** Sponsored 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 Club Meetings – Tuesdays and Thursdays at 4pm
- Intramural Sports Co Ed. Volleyball– Several times per week at Wellness Center
- SLA Workshops – Every Tuesday at 2pm
- SGA Pong – March 9th & 10th
- Spring Break Blitz – Math 9th & 10th

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.

- Psychology Club Meeting – March 22nd
  - Pizza Sale Fundraiser – March 1st
  - Great Condom Giveaway – March 7th & 8th
- Page Turners Club Meeting – Every Thursday at 4pm
- Political Science Club Meeting – March 9th & 30th
  - Democratic Presidential Debate Watch – March 9th
  - Pizza Sale Fundraiser – March 22nd
- Criminal Justice Club Meeting – Every Monday and Wednesday at 1pm
- Photography Club Meeting – Wednesdays at 2:30pm
  - Button Sale – March 10th
- Mid Valley Campus Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
- United Methodist Student Movement Club Meeting– Every Wednesday at 1:00pm
- Social Work Club Meeting – Every other Tuesday at 4pm
  - Rainbow Room Donation Box – Throughout month
- Pop Culture Club Meeting – March 3rd, 10th & 23rd
  - Anime Viewing, Card Games and Video Games – March 11th
  - Video Game Fundraiser – March 29th

➢ **MVC Library Services**: The library celebrated Women's History Month with special art exhibit and film festival.

- Artist Xochi Solis' art exhibit "We Must Build As If the Sand Were Stone" was featured on March 28. She lectured about her professional experience and extensive mixed-media art knowledge.
- Women's History Month Film Festival: "A Ballerina's Tale" – March 30th

➢ **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 their staff. Students gain valuable information from the workshops and presentations.

- Computer Science Cyber Security Club meets every Friday at 12:30pm

- **Counseling Department:** Throughout the month, counseling department organize a variety of workshops for students in different areas of disciplines.
    - Safe Spring Break Blitz – March 10th
    - Transfer Track Event – March 28th
    - Community Awareness Fair – March 31st
    - ADA Transition Fair – March 31st

- **Continuing Education at Mid Valley Campus:** Coordinate with MET Corporation and IAM Department 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:
    - MET Staff Meeting, ESL Training, Industrial Electrical Classes, Cake I Decorating Class

- **STC Departmental Trainings and Workshops:** Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
    - ELCT Department – Help Desk Troubleshooting – Monday, Tuesdays and Thursdays at 8am
    - Career and Placement Services Dept. – FBI Information Session – March 7th
    - University Relations –
        - TAMU HSC Representative Visit – March 2nd, 7th & 23rd
        - UTRGV Representative Visit – March 9th & 10th & 29th
        - TAMUK Recruitment for Engineering Initiative – Every Thursday at 10am
        - TAMU School of Public Health Representative – March 21st & 29th
        - UTRGV Application Drive – March 23rd
    - Office of Student Rights Awareness Booth – March 10th
    - IAM Dept. – ESL Training, OSHA & Industrial Electrical Classes
    - History Dept. – Student Gardens and Women's History Projects
    - LASS Department – Puente Interviews – March 1st
    - Dual 2 Degree Department – Dual Enrollment Orientation – March 3rd
    - Financial Aid Department – Super Saturday Financial Aid Fair – March 5th
    - Advising Department – Priority Registration for Business, Kinesiology and Education Departments – March 8-10th
    - College Connection Department held Fast Track event for La Villa High School students on March 30th.
    - History and Political Science Departments worked together to celebrate Women's History Month with a Reader's Theatre Night – March 31st

- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
    - VIDA- Hosts counseling sessions for NAH students several times a week.
    - RGV Quilt Guild holds their classes and organization meetings several times throughout the month.
    - Tropical Texas Behavioral Health Center held LIDDA Training March 4th & 5th.
    - RGV Focus had a FAFSA/TAFSA event on March 4th.
    - Educate Texas held monthly meeting on March 7th.
    - Jackson Hewitt held their Mid-Season Training Workshop for their employees on March 9th.
    - National Association of Social Workers held their monthly meeting on March 11th.

Arturo Montiel
Campus Administrator – STC Starr County Campus

Community Engagement

- Starr County Youth Fair concluded with participation from Psychology Club
- Contact with Methodist Pastor to welcome students in building J
- Coordinating with Texas Agrilife for "Walk Across Texas" event on campus
- Coordinating with PR to review results of Spring 2016 enrollment campaign and plan for Fall 2016
- Working with community to review Role Model's event selection of candidates
- Prepare for radio advertising
- Prepare for newsprint PO
- Faith –Based mini retreat in works
- Scheduled to present at RGCCISD counselor meeting regarding MATH initiatives
- Scheduled to present at recruiting events Roma & RGCCISD next month
- Meet with RGCISD to adopt reading program for children
- Meeting with counselors school districts in personal visits discuss recruiting
- Working with new recruiter to speak to area business leaders for courses offered

Campus Events

- Student Leadership Association "Personality Types" 3/3
- Texas A&M Agrilife Extension ¾
- Substitue Teacher Class 3/5
- Blood Drive 3/8 and 9
- University of Texas Rio Grande Valley Transfer Track 3/8
- Spring Break Blitz 3/8and 9
- Underage Drinking Effects & Consequences 3/8
- TMC Staff Meeting 3/9
- Awareness booth and presentation office of students rights 3/9
- FBI Information session
- Got Stress? Use it to your advantage 3/9
- Texas A&M Agrilife extension "Child Care Conference" 3/10
- Student Leadership Association "Strategic Thinking" 3/10
- Substitute Teacher Class 3/12
- Frisbee Golf Tournament 3/29
- Texas A&M Agrilife 3/29
- Psychological Benefits of Humility 3/30
- Student Leadership Academy "Servant Leadership" 3/31
- Student Leadership Academy "Dual Enrollment Academy's" 4/01
- Student Government Association "Executive Board Meeting" 4/01

Facilities Related

- Begin inventory in portable buildings to remove unnecessary furniture and equipment
- Begin inventory J building to track technology and equipment
- Submitted work order for replacement of concrete parking stops in lot #4
- Semester inspection of cleanliness of facilities
- Reestablish signs on classroom entrances identifying class schedule throughout the day for students

- Faculty meeting held 2-24-2016
- TR checking log-off issues on classroom podiums
- Corral fence complete
- AC maintenance done
- Yard maintenance improvement
- Mulch for dry areas
- Repair/replace several water valves throughout campus
- Request work order to paint and update amphitheater
- Coordinate with cafeteria director to keep facility open during events scheduled in cafeteria
- Security/police department adjusting/checking operation of security cameras across campus
- Coordinating to prepare new office in G building for new recruiter/outreach specialist

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continued to email supervisors, department/program chairs to submit student/program successes. Completed highlights:
    - Childcare & Early Childhood Conference Series
    - 6th STARR County Mental Health Awareness
    - 6th Annual Manufacturing Career Expo
    - 10th Annual RGV Regional Science Olympiad
  - Continued to email supervisors, department/program chairs to submit student/program successes.
- **Projects (development, data compilation, design, publication)**
  - Communicated with La Joya Teaching Center site coordinator regarding course offerings updates in preparation for center information booklet
  - Created cover design for La Joya Teaching Center booklet
  - Created and format La Joya Teaching Center booklet
  - Created formal invitation for the Faculty Retiree Ceremony
  - Created cover design for Annual Instructional Plan Memo
  - Created STLA for Staff Save the Date for OPOD
- **Reports (development, data compilation, design, publication)**
  - Continued reviewing and updating the Mid-Valley Child Development Center presentation
  - Communicated with PR to update the ADN webpage
  - Communicated with PR to update the DTLA webpage
  - Gathered Faculty Retiree write-ups for ceremony
- **Student Course Evaluations**
  - Communicated and submitted requests through Data Portal to Reporting Team and on behalf of Curriculum & Student Learning Dept. regarding scheduled uploads, drop uploads, & related items to the Smart Evals site for Spring 2016.
  - Facilitated with email distribution for scheduled Spring 2016 course evaluations and send updates for new & ongoing evaluation periods to Curriculum & Student Learning Dept.
- **Honors**
  - Sent to Human Resources complete NOE for participating Honors instructor- Spring semester
  - Met with UTRGV Associate Dean of Honors College: April 01, 2016 to discuss articulation agreement opportunity between both colleges honors program participants.

- **Meetings Attended**
  - Academic Council Meeting: March 28, 2016
  - STLA for Staff Committee Meeting: March 29, 2016
  - Assist OPOD with ACTA facilitation: March 31, 2016
  - PR Meeting to discuss ADN webpage: March 31, 2016
  - Argos/Webfocus Discussion: March 31, 2016
  - ALA Training Monthly meeting: April 01, 2016

Jessica S. Garcia
Coordinator – Academic Excellence Program

Maricela Silva
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins**
  - Departments within Academic Affairs will submit their sections of the Perkins final report to Maricela. The completed report was submitted to the Grant Compliance Office on Friday, March 4th.
  - Compliance Department requested additional information and/or clarification for sections of the Perkins bi-annual report. Requests and reminders were e-mailed followed by phone calls. The information was submitted to the Grant Compliance Office.

Division	Active Grants FY 15-16	Applications Recently Submitted/Pending Notification (as of March 2016)	Application Being Development or Considered
LASS	5**	0	0
Math & Science	4	0	3
Business & Technology	2**	0	0
NAH	4**	0	1
Academic Advancement	6	0	0
All Divisions	4	0	0
Total**	**27**	**0**	**4**

**Duplications due to Carl Perkins Grant are removed from the calculations

- **UTRGV + STC NSF grant Sub-award**
  - Attended meeting on March 2nd to discuss next steps.

- **Texas Regional STEM Degree Accelerator (TRSDA) Grant – Phase 2**
  - Participated in the Regional Team Lead Check-In call on March 3rd.
  - Attended a meeting for the STEM Faculty Institute Planning.
  - Traveled to Brownsville CISD on Tuesday, March 8th, with V. Gamez and M. Morin to provide a presentation regarding the TRSDA institute and recruit STEM staff from both Brownsville CISD and TSC.
  - Telephone conference with V. Gamez and J. Melville to discuss his role in the STEM Faculty Institute.
  - Participated in a meeting to develop a plan for the employer discussion component for the STEM Faculty Institute.
  - Attended the meeting with Compliance Department to review and discuss revising the budget.
  - Met with Valerie Gamez to discuss upcoming Faculty Institute and revisit budget changes.

- **RAND Grant**
  - Site visit by the RAND team (Lidsay Dougherty and Shana Shaw).
  - Participated in Kick-Off meeting, data collection meeting, and TSI Planning & Implementation meetings scheduled between March 8th –10th.
  - Currently developing the bi-annual report, which is due April 1st.

- Participated in "debrief" conference call with RAND and STC representatives. We also discussed "next steps".
- The bi-annual report was finalized and submitted to RAND before the April 1st deadline.
- A follow-up site visit for the Fall was also discussed.

- **TWC – Governor's Summer Merit Grant**
  - Reviewed the contract submitted to us by TWC for the Governor's Summer Merit grant for approval, due April 6th.
  - Forwarded the contract to Rebecca de Leon and the Compliance Department asking them to also review and respond before the deadline of April 6th.
  - Followed-up, via phone call, with Rebecca and Samantha to confirm whether the Grant Office would be responding or whether they wanted me to respond to TWC. Samantha indicated that she would check with Dr. Champion and let me know.

<u>Grant Development</u>

- **Recently submitted: None**

- **In Preparation for Submission: 4 Grant**

1. **The U.S. DOT University Transportation Center for Railway Safety (UTCRS)**
   Due Date: May 20, 2016, 5:00 p.m., DST.
   Grant Amount: Up to $3,000,000 (per collaborative applicants)
   - Received request from Dr. Champion to review and edit the letter of support and narrative for this grant opportunity.
   - Grant is a collaboration with UTRGV, who is the lead. The grant, if awarded, will benefit Engineering students. The program incorporates two-year, post-secondary Engineering and Computer Science programs at STC into the UTCRS program at UTRGV. The program will be called the Bridge to Engineering (B2E).
   - The grant also offers community outreach, education, and professional development programs at the K-12 level through innovative approaches.
2. **Dept. of ED, - HSI STEM and Articulation Program (Math & Science Dept.)**
   Due Date: May 30, 2016, 5:00 p.m.
   Grant Amount: Up to $775,000
   - Met with Dr. Esmaeili and Dr. Odeh from STC, and Dr. Gonzalez and Arturo Fuentes from UTRGV on March 28th, to discuss a possible collaboration to develop a proposal for the HSI grant.
   - UTRGV would be the lead, and the partnership would focus on transfer issues for students in STEM Gateway Keeper courses, building a foundation for students to provide a smoother transition from 2-year to 4-year institutions.
   - The program would offer peer/student mentors from UTRGV, who would visit STC campus and serve as mentors to our STEM students.
   - In addition, the proposal would have a professional development component similar to our already existing Texas Regional STEM Grant Institute.
3. **Dept. of ED, - HSI STEM and Articulation Program (Engineering Dept.)**
   Due Date: May 30, 2016, 5:00 p.m.
   Grant Amount: Up to $775,000
   - Met with the Grant Development department, Dr. Esmaeili, and various faculty & staff from STC, and Dr. Kavanaugh, Dr. Leslie Jones, and Mauricio De Leon from UTRGV, and Priscilla Alvarez and Irma Garcia from VIDA, on March 30th, to discuss a collaboration to submit a proposal for the HIS grant.
   - UTRGV would serve as the lead institute and VIDDA would provide support services/case management and financial assistance for students in the program.

- The program, which is called Link2Success (L2S), would focus on improving student achievement in core STEM courses and is based on four components: 1) Community (SI leaders); 2) collaborative work (aligning curriculum); a "sarcastic" method; and time management training for students to help them succeed.
- During the meeting, Dr. Esmaeili mentioned that we had already met with other representatives from UTRGV to discuss the same grant. Dr. Kavanaugh mentioned they would be meeting on Friday, (April 1st) with their team to review and decide whether they would be submitting two separate proposals or incorporate into one. They will let us know once they have reached a decision.
- Dr. Champion also mentioned that focus should be placed on the "What Works Clearninghouse" evidence-based models and a strong logic models and a strong logic model & evaluation would be needed before deciding whether we would move forward.

4. **THECB – Professional Nursing Shortage Reduction Program**
   Due Date: April 15, 2016
   Grant Amount: Up to $3,579,188
   - On March 30th, Jayson Valerio forwarded an e-mail with the announcement for this opportunity. The estimated amount is $3,579,188 announcement for this opportunity. The estimate amount is April 15th.
   - We have received funding for this particular initiative since approximately 2011.
   - A follow-up email will be sent to the Grants office to find out if they will be submitting the application for this grant.

<u>Academic Projects:</u>

- **Miscellaneous**
  - Attended meeting with Grant Department and UTRGV representative to learn about the CAYUSE program and how it can enhance grant development.
  - Attended meeting with EduGuide President, Dr. Plummer, and others to learn about EduGuide's products and how they will help improve student success.
  - Attended HR training: Spring Supervisor Symposium.
  - Met with Grant Director to review my current job description (Academic Grants & Projects Officer) and discuss my current roles and responsibilities.
  - Attended What Works Clearinghouse Webinar to learn about requirements and upcoming grant opportunities.
  - Met with K. Wilson to review upcoming reports and gain a better understanding of current projects.
  - Reviewed THECB Survey request and sent emails to N. Gonzalez and L Barrozo requesting information needed to respond to THECB's request.
  - Attended Faculty Advising Steering Committee meeting.
  - Attended The League of Innovations Conference in Chicago from 3/20 through 3/22. In addition to attending General Sessions, some of the Break-Out Sessions I attended, included:
    - <u>Innovative Technology and Teaching for Student Success</u> – Session focused on leveraging technology to increase student learning and increase student success.
    - <u>Engage Estrella: Putting Practical Steps for Retention in Place</u> – Presenters shared their experiences and best practices for student completion and engagement.

- Program Revolution: Promoting Student Success through Curricular Evolution – Session included tools, training, and teamwork to help develop practical skills for recruiting and maintaining successful dual credit students.
- Advising Challenges: Opportunities for Innovation to Foster Student Success – Presenters shared creative ideas that worked at their college to help with recruiting problems they were experiencing.
- Diversifying the Idea of Pathways – Session included ideas on alternative pathways for developmental students
- Bridging the Great Divide: Unifying Academic and Workforce Development Worlds – Presenters combine an informal panel discussion with interactive group activates to challenge academic and workforce development to engage in a dialog bridge the divide between Academic and Workforce programming.

- Submitted the THECB Survey HB2550 before the deadline of April 1st.
- Participated in an ARGOS/Webfocus discussion and demo on March 31st. This was organized by the IT department because of concerns that were raised during the Academic Affairs Council meeting. A follow-up meeting and possible training will be scheduled in the near future.
- Sent e-mails to various department chairs requesting that I be included in Department meetings and offer assistance with any potential or current grants they are overseeing.
- Communicated with Dr. Laura Lopez regarding Faculty Advising, and we will be meeting next week to discuss in detail.
- Updated the Academic Grants and Projects webpage.

Upcoming

- Report /survey due to THECB and RAND by April 1st.
- Will be attending the Great Teachers Retreat and serve as a facilitator on Friday (April 1st – half day) and Saturday (April 2nd – 8:00 am to 4:00 pm).
- Will be attending the Annual Summit on College & Career Readiness on Monday, April 4th.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Completed ALC observation at STARR, Mid-Valley and Pecan campuses. Great feedback from faculty and students using the ALCs. To improve the flow and movement in the Tier 1 ALCs with the addition of the glassboards the additional tables will be removed changing the number of tables in a pod from four to three.
  - Inventoried and inspected furniture in the ALCs and took pictures of furniture with damages. This documentation was sent to facilities and purchasing. Inventory was done as part of the DOE EDGAR regulations.
  - Met with Starr County Campus Administrator to review options for the Tier 2 ALCs and scheduling for the Tier 1 ALC, E 2.104. E2.416 is favorable to E2.516 due to the need for a capital improvement project in E2.156 to cap the gas and water lines and remove lab cabinets and fixed furniture.
  - Met with Mid-Valley Campus Administrator to review options for the Tier 2 ALC at the Mid-Valley Campus. It may be in the best interests of the campus to upgrade G169 to Tier 2 and consider G103 or G121 for the Tier 1.
  - Memorandum for the special assignment for Interim Instructional Coach sent to the division dean.
  - Continued to work with FOCUS Facilitator to modify the ALC observation form and make it applicable to all disciplines.
  - Began scheduling the ALCs for the Fall 2016 semester.
  - Quotes for the mobile tables and Clarus Go! Mobile Glassboards submitted as preparation for April Board packet.
  - Completed ALC observations at the NAH campus. Collaborated with VP and NAH Dean on a plan to improve the utilization for the Tier 1 at NAH. In efforts to have a wider variety of disciplines be able to use the room it was decided to move the Tier from 3.210 to 3.422. 3.210 has a 24 student capacity, whereas 3.422 has a 36 student capacity. This move will take place summer 2016.
  - Inventoried and inspected furniture in the NAH ALC and took pictures of furniture with damages. This documentation was sent to facilities and purchasing. Inventory was done as part of the DOE regulations. Made arrangements with NAH Dean to have extra furniture moved from the room to improve the flow of the room and student safety.
  - Updated Facilities with the room change for remodel at the NAH Campus scheduled for summer 2016.
  - Participated in Bond Program meeting for furniture selection.
  - Collaboration with RAS on evaluation plan survey, focus groups and faculty interviews.
  - Met with OPOD to update her on the progress of projects.
  - Met with facilities, TR, and IT to review summer 2016 projects.
  - Met with VP and OPOD to review the ALC observation and proposed changes for improvement.
  - Collaboration with Grants office to review purchases and revisions.
  - Revised the glassboard justification for Purchasing to meet the April board.
  - Communication with Facilities regarding future projects.

- **FOCUS Academy**
  - Continued communication with FOCUS Academy participants.
  - Continued data collection and refinement of program.
  - Continued collaboration with FOCUS Facilitator and co-facilitated the FOCUS Academy.

- Communication with Division Deans regarding graduates and current participants.
- Collaboration with OPOD to update online registration form.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Meeting with Coordinator of Faculty Advising to review progress.
  - Met with Coordinator of Faculty Advising to track the progress of the Lead Faculty Advisors and Faculty advising.
  - Participated in Faculty Advising Steering Committee.

Component 3

- **Enhancement of Technology Infrastructure**
  - Worked with IT to finalize the AV needs for the Tier 2 ALCs and AV quotes are in process.
  - Working with TR on computer tower options for NAH 4.426, PCN G101 and PCN C111, as well as data drops for 3.422.
  - Collaboration with IT to troubleshoot technology concerns in C111.

Management/Compliance

- **Department of Education**
  - Registered for the HSI STEM Grant webinar on meeting evidence standards. Grant proposals due May 3rd.
  - Participation in DOE Webinar on WWW meeting Evidence Standards.
  - Began to work on budget and project schedule. Our current Program Officer with the Department of Education, Jeffery Hartman, is resigning April 15th.

- **South Texas College**
  - Moved the HSI Project Director Office to C116. Preparing C115 for the Faculty Development Trainer and Instructional Coach.
  - Participated in Ambassadors Cross Training Academy.
  - Began reviewing applications for the Instructional Coach and Communication with the hiring committee. The hiring process for the Faculty Development Trainer is in the final stages.
  - Met with the Instructional Coach hiring Committee to review applications and select candidates for interviews. Interviews for this position begin March 31st.
  - Completed and submitted a justification for the approval of the Faculty Development Trainer candidate.
  - Created the presentation and interview questions for the Instructional Coach position.
  - Conducted interviews for the Instructional Coach position.
  - Revised the job descriptions for the Faculty Development Trainer Technology and Instruction positions.
  - Attended the HSI STEM and Articulation Grant meeting.
  - Participated in 2016 Spring Supervisory Symposium.
  - Presented Component 1: FOCUS on Learning updates.
  - Presented at the Great Teachers Retreat.
  - Collaborated with facilities to plan data drops for C115 and C116.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum Updates:

- Worked in the Student Education Planners for 2016-2017 catalog.
- Created training manual for program code creating in Banner and Degree Works.
- Updated Scribe Files for 2016-2017.
- Completed College-Wide Meeting Minutes for February 16, 2016.
- Updated catalog files for 2016-2017.
- Completed scribing for 2016-2017 catalog.
- Audited attributes on courses for Spring 2017.
- Set-up equivalent courses in Banner for 2016-2017.
- Completed Ellucican survey.
- Worked on EMI Checklist for Rosemond Moore.
- Updated Student Education Planners Plans for 2016-2017 in Degree Works.
- Worked on degree plans for Public Relations website.
- Worked on Hybrid report for Summer and Fall 2016.
- Updated Bachelor program feeder elective courses in Degree Works for 2016-2017.
- Worked on The Higher Education Coordinating Board Revisions for Fall 2016.

➢ **Program Development**

The Curriculum Specialists and Associate Dean worked with the following department to support their program development:

- Worked on creating new program codes for program title changes effective Fall 2016.
- Created Welding AAS Catalog file.
- Completed Fall 2017 Hybrid courses report.
- Updated Program name changes for 2016-2017.
- Met with Dr. Patrician Blaine to discuss possible development for AA- Gender & Women Studies.

➢ **Meetings attended and Trainings by the Curriculum staff**

- Attended Faculty Handbook Taskforce meeting.
- Attended HR Spring Supervisory Symposium.
- Provided Training to Curriculum Specialist on program code creation.
- Attended Curriculum staff meeting.
- Attended Distinguished Leadership Academy.
- Attended meeting regarding incorrect Summer I session dates.
- Attended RAND site visit meetings.
- Attended conference call with Pam Bergeron for DLA project.
- Attended Department meeting.
- Attended Tuition Tables meeting with Cashier's department to discuss fee attributes.

➢ **Faculty Handbook**

- Updated Faculty Handbook with Taskforce recommendations.
- Continued working on the Faculty Handbook formatting and changes.
- Worked on Faculty Handbook structure.

➢ **THECB Submissions**

- Worked on Course Inventory updates for THECB.

- Worked on the curriculum revisions to be submitted to the THECB database.

➢ **Faculty Credentials**
- Reviewed and approved 8 faculty postings in People Admin.

Student Learning Outcomes and Assessment
- Began to polish and update NAH curriculum maps with edits and changes according to wht is found in WECM.
- Worked on 2016-2017 curriculum maps. Business and Technology division complete.
- Worked on and completed description that will be added to the AY data analysis page for Chairs.
- Sent Marcus updated links to homepage and user guide to make change in JagPRIDE system. The current links were not working, followed up in reference to final rollover for the Spring term.
- Prepared of Spring term in JagPRIDE: Synced 7 programs, name correction or name changes, reviewed new courses and courses with number or title changes. Sent out email to those department chairs to verify changes in the curriculum map for spring term.
- Spring 2016 in JagPRIDE: updated BAT-CIT with new course beginning Spring term.
- Updated announced page in JagPRIDE.
- Uploaded mass activities for several departments in JagPRIDE.
- Continued to polish NAH & Math/Science curriculum maps with edits and changes according to what is found in ACGM and WECM.
- Sent curriculum maps to NAH and Business Technology chairs for review for the 1-17 AY.
- Worked on updating curriculum maps in the LASS division.
- Completed final division of curriculum maps for Fall 2016.
- Worked with PR and Sergio Corrales to update the registration page for our Spring JagPRIDE trainings. The registration page should be up after we return from Spring Break.
- Completed mass activity inserts in JagPRIDE for several departments.
- Followed up with Marcus from Technology resources in reference to additions to Chair page in JagPride.
- Sent LASS maps to department chairs for review.

➢ **Reporting**
- Worked on the list of program reports that could be retrieved from the system and provided in the reporting for SACS.
- Updated CS Department reports according to edits the chair submitted. This was based on the suggestions the department provided him.
- Received final signature report from Maggie Fall 2015 JagPRIDE submission was 79%. Will be sending report out to Kristina Wilson and Joanna for review.
- Followed up with Maggie from reporting. Followed up with Marcus. Spring Term now opened. Over 4 thousand sections, 22 thousand students for Spring 2016 uploaded into JagPRIDE.
- Continuing to organize Fall 2012 reports from Argos.
- Followed up with Maggie from reporting; reports are still being worked on.

➢ **Faculty Support**
- The Learning Outcomes Specialist and Technician assisted Mr. Roy Trevino in reference to department common activities for JagPRIDE. Diesel Completed. Automotive pending, provided suggestions/edits needed. Will follow up again.
- Spoke with Department Chair for History in regards to opening Fall 2015 reporting for JagPRIDE. Unfortunately, we can no longer open this since it was just closed in February of having faculty report on time for Spring semester for our overall PLO reports for chairs and SACS.
- Assisted several faculty with training and submission deadline questions.

- Clarifies questions and concerns LASS chair had in regards to their program maps.
- Monitored registration page and assisted faculty with online registration.

➢ **Meetings and Trainings**

- Met with Dean to review presentation for the council of chairs meeting to report out on upcoming spring deadlines and priorities for Learning Outcomes for faculty.
- Attended a Council of Chairs meeting with Kristina Wilson and Joanna Saucedo. Presentation by Kristina Wilson.
- Met with Kristina Wilson and Esmer to discuss accelerated deadlines and projects for Learning Outcomes team.
- Attended department meeting and shared information related to trainings and deadlines.

Course Scheduling

- Entering additional courses (Fall 2016) for Mid-Valley Campus as requested by Dr. Petrosian and Division Deans.
- Worked with Welding Program Chair to accommodate new Fall courses into his current schedule.
- Facilitated arrival of outside organizations with Facilities and Custodial departments regarding room reservations.
- Created new courses for Summer 2016.
- Scheduled change request for Summer/Fall 2016.
- Made room reservations for Faculty.
- Completed an extended request to create and update current term dates for Summer I 2016 courses. For courses with enrollment a duplicate course needed to be created. Admissions then transferred the students from the existing CRN to the New CRN this allowed us to update the term ending date. After the transfer the original course (CRNs) were cancelled.
- Processed the cancelation and creation of all courses for Summer I 2016.
- Processed Summer II changes/ creations.
- Worked on schedule updates for Summer/Fall 2016 on creating new courses, deleting courses, room reservations, answering calls from faculty and secretaries, and faculty assignments.
- Worked on changes for Spring 2016.
- Worked on Schedule request changes for Summer 2016/Fall 2016.
- Assisted and answered Program Chairs questions.
- Inputted new course for block scheduling initiative to be offered at La Joya Teaching Center. Deadline for Department Chairs to submit schedules is March 30, 2016
- Updated room numbers and classroom capacities for La Joya Teaching Center with assistance from Irma Rosales, Site Coordinator.
- Reviewed and finalized Summer 2016 schedules.

Associate Dean

- Submitted sections of the 2016-2017 catalog to PR and Marketing.
- Met with Laura Sanchez for training on the submission of the Core to the Coordinating Board.
- Attended and presented at the Council of Chairs meeting.
- Attended the Faculty Handbook Formatting review meeting.
- Attended the Faculty Handbook meeting.
- Worked with team to finalize Admissions policy and catalog files for Selective Programs.
- Prepared 2017-2018 Academic Catalog materials.
- Prepared for the RAND site visit meeting, scheduled to take place March 8-10.
- Attended and met with Lindsay Daugherty (RAND) and Shana Shaw (THECB) for RAND site visit from March 8-10.
- Met and participated in a peer review for the 1st draft of our SACS 5th year report with Laura Sanchez.

- Finalized last of the RAND meetings and met to discuss the THECB survey on March 10.
- Attended the Academic Affairs Council meeting.
- Met with Dr. Blaine to discuss the development of a Gender Studies Degree.
- Attended SACS 5th Year Report Peer Review.
- Met via phone to debrief from Spring Site Visit.
- Met with Laura Sanchez to review meeting of SACSCOC 5th year report Peer Review.
- Attended the STC TSI model meeting.
- Attended and lead the Curriculum & Student Learning Department meeting,
- Attended the Argos/ Webfocus discussion and demo.
- Attended the E-Teach I Training.
- Attended the President's Administrative Staff Meeting.

Travel by Associate Dean

- April 6-8, 2016 – TACTE Conference in Austin, TX.

Nicolas Gonzalez
High School Programs and Services Administrator

- Associate Dean of IER and HSPS administrator met with counselor and administrators at Palmview HS in La Joya concerning the fall visit by SACS. There were questions and discussion on what was to be expected, but for now, the completion of narrative and description of this site as with others, is what is needed.
- Rescheduled the SACS preliminary meeting with Robert Vela due of time conflicts with their administrators. This will be the final meeting of all six selected. The narratives from each are due April 29th
- HSPS staff attended the SACS training/info session at El Paso CC, this past Friday and Saturday. The session was more for sites new to complete prospectus and proper notifications, and it turn out that our staff basically provided more information to those in attendance, than what was received.
- The Recovery program started last Tuesday and going very well. Spring has always had a lower number of participating students and this is no exception, with PSJA primarily continuing at past levels of participation.
- HSPS staff are currently meeting with the administrators at the 6 high school sites that have been selected for SACS fall review so that they may provide the preliminary information on their school. This morning we met with McAllen High School, and have a meeting on Wednesday with Palmview HS in La Joya, and Thursday with Robert Vela HS in Edinburg. We have already met with PSJA CCTC, and La Joya Teaching Center. After this week, we only have Thomas Jefferson T-STEM at PSJA to schedule.
- We are 70% complete with the Summer schedule, and have started the fall with some schools.
- The Recovery schedule is due to start the day upon returning from spring break. As predicted, the number of sections and students enrolled, has dropped this year. PSJA continues to lead the field with a larger number than others. They start their classes at the beginning of the semester.
- The summer schedule is about half way finished. As more schools are offering summer sections that need an STC faculty, with the increase of the ECHS program, it has been necessary to start earlier than ever before.
- The Dual Enrollment Course Agreements are being collected by our staff and will be bringing in a record amount of revenue for the use of our STC faculty.
- On Tuesday, HSPS Staff attended a town hall meeting with Texas A&M administrators held at the McAllen library on north 23rd, to gather our thoughts on what programs should be offered at their new site at Tres Lagos. It was well attended, and ideas from Cyber Security, Artificial Intelligence, to the standard engineering/agricultural programs were pitched. They will open the school in Fall 2017, whether the building is ready or not.

<u>Dual Enrollment Planning and Scheduling</u>

Workshops/Meetings

- Scheduled meetings with the five high schools selected by SACS. (Palmview, McHi, CCTC, Thomas Jefferson, Robert Vela)
- Meet with Principals from Thomas Jefferson and CCTC on SACS visit this coming fall.
- Attended the EDWorks Experience Conference in Atlanta Georgia.
- Meet with McAllen High School's principal and Laura Sanchez on SACS visit this coming fall.

DE Scheduling and Planning

- Moved all the automotive courses for PSJA ISD to the Technology campus for summer I and II.
- Requested biology and government sections for Edinburg HS. Chairs approved the sections.

- Changed the days for summer I schedule. Ending date was wrong on all sections.
- Worked with Asst. Principal from Thelma Salinas on summer I & II schedules. Deleted two chemistry courses for summer I and created a biology and chemistry sections for summer II.
- Worked with Jessica Salinas on PSJA summer II schedule.
- Created the summer I nursing sections for the PSJA Nursing Program.
- Made a couple faculty changes for the English Department.
- Changed history faculty for fall 2016.
- Requested two English sections for Mission Collegiate at the pecan campus for summer I &II. English department approved the two sections.
- Psychology department sent faculty changes for summer I S sections. Changes were made.

Dual Enrollment Program

Dual Enrollment Faculty

- A total of 24 candidates for dual enrollment faculty have been submitted for consideration for the fall 2016 semester. Interviews will take place May or June depending on chair availability. Applications have been sent to candidates to complete. Seven applications have been submitted to our office as of March. Candidates and administrators who have submitted candidate information were informed of the June 1st deadline.

Dual Enrollment Academies, DEEA, DECSA, DECJA College Tours

- From March 3rd-March 4th high school programs and services staff chaperoned DEEA, DECSA, and DECJA dual enrollment juniors to 4 college stops. Students had the opportunity to visit and hear admissions presentations from Texas A&M Kingsville, UTSA, Sam Houston University, and Texas A&M. Campus tours were facilitated by each university with STC staff chaperoning the students.

Dual Enrollment Workforce Program

Conference/Workshops/Meetings

- Meeting with SCADE Program
- Meeting with La Joya ISD & the CADD Program Chair
- Meeting with various Program Chairs
- Orientation with Mercedes AA Recovery students
- Meeting for the Women In Technology Event
- Orientation with Edinburg-Vision Recovery students

Screening Dual Enrollment Instructors for Summer & Fall '16.

- 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.

Dual Enrollment Faculty Liaison

- Recommendation was made at Faculty Senate that individual disciplines work with their respective professional organizations to develop "best practices" for dual enrollment specific to their disciplines.

- Draft in progress on dual enrollment best practices in History that was discussed at the “South Texas Regional History Dual Enrollment Conference” in February 2016, with representation from the American Historical Association (AHA). Although the National Alliance of Concurrent Enrollment Partnerships (NACEP) has guidelines on best practices, the AHA wishes to develop guidelines specific to history. This concept can be applied to other disciplines as well.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Continued to gather basic guidelines for STC faculty to mentor/collaborate dual enrollment faculty. Participating in mentoring/collaboration program for DEF in the History Department.
- Worked with faculty member to develop a mechanism for chairs and assistant chairs assigned to supervise dual enrollment to meet to discuss practices by their respective departments. The departments in the LASS Division with the most DE sections are History, English, and Spanish; so these three departments could identify best practices and common issues.
- Followed up on a draft in progress on dual enrollment faculty rights and responsibilities that was forwarded to several faculty members earlier in semester for review.
- Served on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and staff were able to identify all potential graduates eligible to walk at the May Commencement ceremony. Those students who will complete an Associate's Degree or are one course shy of completion will be allowed to walk at graduation.
- ECHS staff continue to do degree audits with Junior level students who will be Seniors next Fall so as to ensure that they are on track to graduate next May.
- Coordinators are making sure any student who is missing coursework to complete has all the necessary documentation to be eligible to return as a traditional student once they finish high school, this includes, financial aid package and registration for Summer and Fall.
- ECHS staff met to discuss the structure for working with our thirty Early College Campuses because in the Fall we will assume all student services related to the Early Colleges.
- ECHS Staff attended an Early College Experience Conference in Atlanta Georgia whereupon they were able to learn about best practices and lessons learned from other institutions across the nation.
- ECHS Director presented at the Achieving the Dream conference in Atlanta, Georgia. The session was very well attended and there were so many questions from the audience that the session time ended and many were still waiting to ask questions.
- All Graduation regalia has been ordered for the ECHS graduates and will be dispersed upon appointment.
- ECHS Coordinators and Director attended meeting with a TEA assigned Leadership Coach to go over new semester, cohort benchmarking and future accomplishments. These meetings occur once a semester and are usually the entire day long to accommodate for data sharing and explanation.
- ECHS Coordinator attended Parking Ticket appeals committee. In lieu of the Director's participation an ECHS Coordinator attends in her place and helps make appeals decisions on parking violations that are ticketed.
- ECHS Director serves on Dual Enrollment Appeals committee. The Dual Enrollment Committee is made up of representatives from Admissions, Early College and Dual2Degree staff and is tasked with review and approval or disapproval of requests that range from grade appeals to withdrawal from a course without penalty to the students. The process of appealing a grade requires that the student initiate a request to drop a class, change a grade, or withdraw from a class for extenuating circumstances, instructors and students must sign paperwork when necessary and the committee decides to grant or deny the appeal. The student is then notified of the decision.
- The ECHS Director attends bi-monthly President's Staff meetings where administrative and programmatic matters are discussed. The ECHS Director shares information with the staff after the meetings and at departmental staff meetings.
- The ECHS Director attends monthly Academic Council Meetings with the V.P. for Academic affairs administrative team meets to discuss topics that range from curriculum to planned activities related to academic affairs.
- Communication with ECHS Partners (ECHS Coordinators & Director) daily via email, phone, text and personal visits is continuous and essential to the success of the program.

Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- TexPREP returners' selections have been made and letters were sent to the homes of participants with confirmation date of April 22nd to reserve their spot.
- Dual Enrollment Engineering, Computer Science and Criminal Justice College Tours were completed on March 3-4, 2016. Academy students visited the University of Texas A&M at Kingsville, University of Texas at San Antonio, Sam Houston State and Texas A&M University during their two day tour.

TexPREP:

- TexPREP Program Summer 2016 year one and returner applications for PSJA, Weslaco, Hidalgo and Roma ISD have been submitted for selection.
- Roma ISD meetings were held on March 29th and 30th to discuss timeline and application deadlines for year one participants.
- Memorandums of Understandings have been signed by participating districts.
- University of Texas at San Antonio Memorandum of Understanding has been signed by Dr. Reed and returned to the PREP USA Office for final signature.

Academy Programs:

- Dual Enrollment Medical Science College Tours were held on March 14-15, 2016. Academy students will visit the University of Texas Rio Grande Valley, University of Texas at San Antonio, University of Texas at Austin and Texas A&M University during their two day tour.
- Dual Enrollment Academy Program application deadline is on April 8, 2016. Selection committees will begin meeting on April 11-29th for all three campuses.
- Recruitment parent presentation was held on March 1st for McAllen ISD.
- Case management is occurring at all three sites for student retention during the month of March
- Dual Enrollment Academy Workshops held at Starr County Campus: .
    - Resume and interviewing workshop was held on Friday, March 4th along with information on the University of Texas Rio Grande Valley and University of Texas Pharmacy Program.

Cyber Security Camp:

- Recruitment meetings have been held with Mission and McAllen ISD who are interested in their rising 9th and 10th grade students to participate in the one week camp.
- Applications and recruitment flyers have been distributed to partnering districts with an application deadline of Friday, April 29th.
- Two Instructors and four Program Assistants hiring is in process for selection to take place by the second week of May.

In Progress: Projects and Major Activities

- Graduation Cord Ceremony for May 2016
- Exit Interview Process for DEA Students
- Dual Enrollment Academy Program selection will be sent to students and counselors by the first week of May.

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

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

Pharr Teaching Center

- Met with PMT faculty and PSJA CTE Coordinators who will be hosting a STEM Workshop and help recruit potential dual enrollment students for the Advance Manufacturing Technology program. Workshops will be informational sessions to introduce manufacturing concepts, safety, blueprint reading and machining operations.
- Met with Patricia Serna, Gemaire Distributors representative, who will be hosting a Gree Mini-Split training session for HVAC&R industrial professionals
- Assisted with set-up of informational tables to promote STC programs during PSJA Open House event.
- Met with DE faculty to discuss ongoing challenges with student roster accuracy and high school grade reporting procedures.
- Attended meeting with STC and PSJA administrators and staff to discuss reporting requirements in preparation for SACS visit.
- Submitted job request to PR office for development of PTC summer and fall course offering flier and poster.

Other Activities:

- Attended La Joya Teaching Center committee meeting.
- Attended the March 2016 Academic Affairs Council meeting.
- Attended Argos'/WebFocus discussion and demonstration.
- Attended Business & Technology Program Chair meeting.

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: "Don't Drink and Drive" Social Media Awareness Campaign

On Wednesday, **March 2, 2016**, the **Starr County Campus Psychology Club** held their monthly club meeting where they created posters for the **"Don't Drink and Drive" social media awareness campaign**; since Spring Break is around the corner. Messages such as "Don't Drink and Drive," "Be Smart, Be Safe During Spring Break," "Real Friends Don't Let Friends Drink & Drive," "Find a Designated Driver if you Drink," among others were displayed on these posters.

Division: Liberal Arts & Social Sciences
Department: Child Development Department
Highlight: Child Care and Early Childhood Conference Series

On Saturday, **March 5, 2016**, the **Child Development Department** hosted the **2nd "Conferencia para Educadores"** *(Child Care and Early Childhood Conference)* on "Curriculum" in Spanish. The Child Development Department was able to secure a dynamic speaker from Brownsville, Texas by the name of Myriam Aguila. Mrs. Aguila has over 25 years of experience in the field of Early Childhood Education and has trained internationally to both English and Spanish speaking audiences on various topics, but her primary focus is to provide all early childhood professionals the skills and techniques that will enhance their curriculum and increase their effectiveness in their classrooms.

With high demand from the community to provide great quality training opportunities in Spanish for early childhood providers in our service delivery area, **over 100 participants from across the Rio Grande Valley were in attendance.** Child care teachers, managers, directors and private school employees made up the energetic group.

Participants learned practical techniques in the field of Early Childhood Education that they can implement as soon as they return to their classroom. Participants networked, danced, sang and shared among peers in their field. Ideas were exchanged on best practice techniques and how the knowledge of the "Theory of Multiple Intelligence" and "Music and Movement" can transform their curriculum. At the end of the conference, attendees received a certificate from the Child Development Department indicating they had earned 6 clock hours of training (0.6 CEUs from the STC Continuing Education Department). These hours fulfill the required yearly training hours set forth by the Texas Department of Family and Protective Services Child Care Licensing Division.

The Child Development Department is always striving to bring in high quality and reputable trainers to our area to highlight the best techniques in the field of early care and early childhood education for the child care community. The conferences have been so well received that Workforce Solutions sponsors participants to attend as part of their Quality Improvement Plan for their child care vendors.

Division: Nursing & Allied Health
Department: Healthcare Student Success Program
Highlight: 6th Special Saturday Event for College Success for Healthcare

On Saturday, **March 5, 2016**, the **Healthcare Student Success Program** held its **6th Special Saturday Event for College Success for Healthcare (CSFH) students** at the NAH campus. Over forty 25 minute presentations were given by the program chairs and faculty of the NAH division, with all eleven programs and the simulation lab participating. **Over 160 CSFH students** from Starr County and Mid-Valley were in attendance, with some thirty NAH students providing "real life" NAH program experiences for those present!

The event was well attended and provided great looks to all attendants of the NAH programs and facilities! Certificates of participation were provided to all students at the end of the event and evaluations were collected.

Division: Liberal Arts & Social Sciences
Department: Fine Arts
Highlight: Ceramic Kiln Building Ribbon Cutting Ceremony

On Tuesday, **March 8, 2016**, the **Fine Arts Department** hosted a special rib**bon cutting ceremony** in celebration of the newly constructed **Ceramic Kiln Building**. The new building is a working space that provides access to electric kilns and a new gas kiln that will allow students studying ceramic art to gain the necessary practical experience in that medium before transferring to upper level courses at a four year institution.

"This new facility strengthens the transferability of ceramic art students to a four-year university in both their personal preparation and in their hands-on experience with that unique craft. We can't say enough about the positive support we receive from our administration for our fine arts programs", said William Buhidar, Assistant Dean for Fine and Performing Arts. The project was a two-year undertaking that involved several internal departments working together towards completion.

In attendance were Dr. Reed, President of South Texas College, members of the STC Board of Trustees, officials from the STC Administration, Fine Arts faculty, and art students. The STC Culinary Department, under the direction of Ruben Lemus, provided a special treats table for the guests.

Division: Business and Technology & Liberal Arts and Social Sciences
Department: Architectural and Engineering Design Technology & English
Highlight: 2016 Sketcharette

On Wednesday, **March 9, 2016**, the **Architectural and Engineering Design Technology & the English Department** created a partnership to come up with the **2016 Sketcharette event**, where the ACD^2, the Xi Epsilon Chapter of Sigma Kappa Delta, the English Honor Society, and Architectural Illustration students participated in.

Eight teams built structures inspired by an author's life, inspired by the typical architecture of the author's time period, or inspired by the architecture depicted in one of the author's works. These structures will be used throughout the community as part of **ACD2 and SKD's Little Free Libraries community service project**. The structures are intended to fit the character and demographics of community, and serve as a location to "take a book, return a book".

Little Free Libraries is a non-profit, tax-exempt organization whose mission is to promote a sense of community, reading for children, and literacy for adults, and libraries around the world. These Little Free Libraries give children the access and availability to books that they might not otherwise have.

For more information on the Little Free Libraries, contact Laura Salas or Darci Cather.

Academic Affairs Highlight March 2016

Division: Business and Technology
Department: Advanced Manufacturing Technology
Highlight: 6th Annual Manufacturing Career and Expo

On Wednesday, **March 9, 2016**, South Texas College's **Advanced Manufacturing Technology Department** hosted their **6th Annual Manufacturing Career and Expo** at the Technology Campus. A total of **20 regional manufacturers and vendors** gathered to discuss new products, current technology and have direct contact with students of the Advanced Manufacturing Program. In attendance were **over 250 attendees** including high school and college students, educators, and manufacturer leaders. The students had the opportunity to hear from 3 local manufacturers about what this field has to offer. Exhibition tables were also available.

Expo Highlights:

- Recruitment Opportunities
- Product Showcase
- Industry Presentations
- Manufacturing News
- Networking

Participating School Districts:

- Donna ISD
- Mission ISD
- PSJA ISD
- Progreso ISD
- Hidalgo ISD
- Rio Grande City ISD
- Weslaco ISD & ECHS

Local manufacturers and vendors attendees:

Alamo Iron Works	McAllen Careers Institute
Alps Automotive	Perma-Temp Personnel Services, Inc.
Amaida Machine Shop	R & D Personnel
Cardone Industries, Inc.	Regal Beloit
Cinch Connectivity	Select Staff
CL Scales and Systems	Universal Metal Products
Express Personnel	UTRGV
GE Aviation	Wood Crafters Home Products, LLC
Humanetics	WORKFORCE SOLUTIONS
IAM	South Texas Manufacturers Association

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: 6th Starr County Mental Health Awareness Conference

On Tuesday, **March 22, 2016**, the **Starr County Campus Psychology Club** hosted its **6th Starr County Mental Health Awareness Conference** on the topic of "Starr County Mental Health Services" at the STC Auditorium in Rio Grande City from 3:00 pm - 4:20 pm. The conference was open to the entire community, free of charge, and **over 100 people were in attendance**.

Representatives from four local agencies elaborated on the mental health services that they provide in Starr County by providing literature such as pamphlets and brochures.

- 229th Judicial District's Crime Victims' Unit,
- Nuevos Horizontes of Starr County,
- Border Region Behavioral Health Center,
- The Pediatric Care Counseling Center

Academic Affairs Highlights March 2016

Division: Liberal Arts & Social Sciences
Department: Mid-Valley Campus Child Development Center
Highlight: 3rd Annual Art Walk/Open House

On Wednesday, **March 30, 2016**, the **Mid-Valley Campus Child Development Center** hosted faculty, staff, and students from across the college district in its **3rd Annual Art Walk/Open House**. The college community was able to enjoy some juice and cookies as they leisurely admired the art work created by our youngest Jaguars. **Children's art was prominently displayed throughout the event for all to enjoy**. **Approximately 100 guests** took a pleasant stroll down the art walk style display designed by the Child Development Center's teaching staff.

Children had the opportunity to spend some time with parents as they spoke about their collection of art work. During the event, staff organized tours of the center for parents and guests. By organizing events such as this not only are the children's accomplishments show cased, their teacher's hard work and dedication is also highlighted. This event is a great success and staff plans to organize more events like this so that the college community can enjoy the great work being done at the Mid-Valley Campus Child Development Center.

Pictured above is the children's exploration of art and how their work was inspired by artist Xochi Solis from Austin. Children were able to view this **artist's exhibit at the Mid-Valley Campus Library during several of their field trip.**

Academic Affairs Highlight March 2016

Division: Division of Math, Science and Bachelor's Programs
Department: University Relations, Transfer and Articulation Center
Highlight: HSI Excellence in Retention and Transition Award

On Wednesday, **March 30, 2016**, South Texas College was one of the recipients of the **Inaugural HSI Excellence in Retention and Transition Award** from the Dwight Look College of Engineering at Texas A&M University at the HSI Pre-Conference on Retention and Transition prior to the Mid Years Engineering Experience Conference. The **$1,500 award** was accepted by Dr. Kelli Davis on behalf of South Texas College.

The program that was selected to be featured in South Texas College's submission was the Dual Enrollment Academies program with a special focus on the Dual Enrollment Engineering Academy. The selection committee was looking for innovative and best practices to not only retain Hispanic students but to help them transition to a four-year college. The other award recipients were Mountain View College from the Dallas Community College District and San Jacinto College South. The award was presented by Texas A&M University Regent Elaine Mendoza.

Pictured: Dr. Kelli Davis accepting an HSI Excellence in Retention and Transition Award from Texas A&M University Regent Elaine Mendoza at the Mid Years Engineering Experience Pre-Conference Event in College Station on March 30th.

Pictured: All of the award recipients, with representatives from South Texas College, San Jacinto College - South and Mountain View College with Texas A&M University Regent Elaine Mendoza.

South Texas College DEEA Dual Enrollment Engineering Academy

South Texas College

Academic Affairs Highlight March 2016

Division: Math, Science, & Bachelor Programs
Department: Biology
Highlight: Student Article Published

On **March 2016**, STC **biology student Cecilia Villegas** and biology faculty member Dr. Dan Murray were **involved in a scientific study** which resulted in a p**ublication in a peer-reviewed journal—Archives of Virology**. The paper reports the discovery of a previously unknown plant virus, and identified two related varieties of the virus. Symptoms of the host plant and DNA sequence analysis of the two forms of the newly-discovered virus suggested it is part of a family of viruses that cause disease in a variety of agriculturally-important plants, including leaf curl diseases of tomato and cotton.

The virus was discovered in the Rio Grande Valley in naturally-infected weeds of the genus Malvastrum. Weeds are believed to often act as reservoirs for crop-viruses that allow the viruses to persist at times of the year when their host agricultural plant is not available. The virus has been tentatively named malvastrum bright yellow mosaic virus (MaBYMV). Whiteflies collected from the infected plants were subjected to genetic analysis and virus DNA was detected in them, suggesting that they are responsible for transmission of the virus.

This study was conducted as part of the STEPUP program, a multi-institution USDA-funded grant program which paired STC students with local research scientists. The study was led by scientist Olufemi Alabi from the Texas A&M AgriLife Center in Weslaco.

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INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
March, 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The Student Enrollment Services team continues to work on designing the Inquiry and Student Application forms and templates. The Technology Resources task to begin on the system configuration and connectivity to Banner has been delayed due to the form design phase taking longer than expected. The Radius project is now expected to go live by the end of April 2016.

Early Alerts – Starfish by Hobsons
The project plan was kicked-off by Hobson's consultants and the STC implementation team. Technology Resources has compiled a data map of the fields to be extracted from Banner to Starfish. As soon as the implementation team approves the data map, the reporting team will begin working on the student data extracts from the Banner system. A project pilot made of pre-selected developmental courses is expected to be completed by May 2016. The team will continue to extend the pilot with additional courses for the summer and fall terms until the Early Alerts system is fully deployed.

Continued Education Enrollment system
The recommendation to purchase an electronic Enrollment system for the Continued Education program has been delayed due to concerns regarding payment processing on the software solutions being considered. The functional team which is composed of CE and Cashiers staff reached out to other HE institutions using the same software to inquire about payment processing at their institutions and ask more questions about the software/vendor services.

NOE Automation
A representative from the Technology Resources department attended the LEAN training provided by the Finance department in early February. The LEAN attendees submitted proposals to stream line the hiring and onboarding processes. The teams will continue to receive trainings in Project management, business process mapping and other general accountability concepts before moving forward with the NOE automation project.

Safety and Security Parking and Citation system
The new Parking and Citation online system implementation project was kicked-off by the functional team. The Technology Resources team will reach out to the main stakeholder and/or consultants for a copy of the project plan to review and schedule the technical phases and be able to align TR resources to support the project. This project is expected to be completed and rolled out to production for use in the fall.

Luminis 5 upgrade - JagNet
The Technology Resources together with Ellucian consultants kicked-off the Luminis upgrade project. Research and Analytical Services staff will conduct focus groups with STC students and faculty/staff through the month of April to

get some feedback on the content they will like to see in the new JagNet portal. The feedback together with the new Luminis version will allow the TR team to transform JagNet to a better and improved student portal.

Banner XE upgrade
The electronic survey invitation period to major functional Banner stakeholders was extended until the end of April to allow more individuals to complete and submit the survey. The follow up Ellucian visit will be reschedule to the summer in order to accommodate the extended survey period. The survey and follow up visits with STC stakeholders will highlight opportunities for improvement before the new Banner XE transformation project begins next Fiscal Year.

Timekeeping System
The Finance and Technology Resources teams continue to work on mapping the current process and formalize a project plan to implement Time Clock Plus. The teams will take the rest of the year to continue planning all the phases of this project and expect to begin the implementation next fiscal year. The deployment and go live date is expected May 2017.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
After installing the room size UPS at the new Rio Grande Data Center, the Technology Resources technical support team will meet with the Maintenance/Facilities team to coordinate the electrical power test for the new DR site. The Systems team continues to test the Golden Gate software and all functionality in parallel to the Networking tasks mentioned above. Golden Gate will mirror critical services such as Banner from the main data center in Pecan Campus to the new data center in Rio Grande in order to provide continued services in case of a disaster.

Other projects such as the Office 365 migration of Faulty and Staff email accounts will continue in support of the Institutional Disaster Recovery plan.

Due to unforeseen circumstances with the acquisition process both DR projects,
The New Rio Grande Data Center and the Office 365 migration for Faculty and Staff project completion deadlines have been moved to June 2016 and they will be tested through the Hurricane season.

Virtualization Phase I – Podiums
The Virtualization project scope has been reduced to the original 300 licenses after Board postponed the recommendation to remodel the Pecan Student Services area. The Technology Resources department together with Logical Front consultants kicked-off the Virtualization project. A total of 300 podium licenses will be configured and deployed in stages beginning March and all through the month of August.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We created the first two dashboards in Argos. We requested access to the SCCM and Footprints databases to expand our data sources.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls. Database was requested and is now ready.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Update: A temporary solution for the Digital Dining non-compatibility issue has been determined. The food service area will use stand-alone terminals to perform all credit card transaction until a completely new POS system is in place. This POS system is schedule to be part of the bond for all new cafeterias. This has brought up several issues with Digital Dinning and the EMV compatibility. Since DD is not compatible with any EMV devices, we have decided to go with a standalone option using approved terminals from Compass bank and TouchNet. This will meet several remaining requirements that were pending for PCI compliance.
  Summary: We are addressing the action items that were identified from the 3 different assessments.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Update: Aaron, John and Luis are troubleshooting along with Dell support to figure out why the issue of navigating the network once connected does not work.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We reached out to Brenda Balderas and George McCaleb to explain the new TAC 202 responsibilities that were delegated to them by the president. We are working on a plan to implement a yearly employee acknowledgement of college policies. We requested access to the Argos report to be able to monitor for compliance.
  Summary: We are starting to implement the Texas Cybersecurity Framework. We are also aligning our existing standards and guidelines to the security control families defined in the framework.

- **Security Awareness Training System Evaluation**
  Update: We have received the login information for the Global Learning portal, we will evaluate the videos and application to determine if this is the best option for security awareness.
  Summary: We are evaluating a new information security awareness portal for the College.

- **Capital expenditures to maintain/improve our security posture**
  Update: Board approved the purchase of the highly-available McAfee Web Gateway. We are waiting to receive the hardware to begin the replacement.
  Summary: We are going to use our capital spending to replace our McAfee Web Gateway, which will become unsupported this year and an intrusion detection/prevention system that can analyze 10 GB traffic.

- **Imperva proof of concept**
  Update: The POC is set to end 4/13/2016. The InfoSec and web team will continue to monitor the application for any issues and keep the clients in the loop as to how the product is working.
  Summary: We are going to engaging in a proof of concept evaluation of a vendor service to replace our web application firewall with a cloud version with DDoS protection and simplified administration.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 3/2/2016: Instructional Technologies Team Meeting
- 3/4/2016 – 3/5/2016: Travel to Dallas for New Line Demo
- 3/7/2016: Project Update Conference Call
- 3/8/2016: La Joya Teaching Center
- 3/9/2016: Instructional Coach Review Meeting
- 3/10/2016: Mid Valley Campus Visit
- 3/11/2016: Focus Campus
- 3/14/2016 – 3/18/2016: Spring Break
- 3/21/2016 – 3/25/2016: 3 Vacation Days & Semester Break
- 3/28/2016: Project Update Conference Call
- 3/29/2016: CCUMC Proposal Meeting
- 3/30/2016: Tech Campus Visit
- 3/31/2016: Instructional Coach Interviews

Monthly Special Events by Comparison:

2015	
Jan	99
Feb	156
March	141
April	219
May	125
June	126
July	117
Aug	118
Sept	114
Oct	187
Nov	263
Dec	70

2016	
Jan	74
Feb	165
March	142
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours by Comparison

2015	
Jan	186.5
Feb	239.25
March	307
April	306.25
May	156.75
June	197
July	119.5
August	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
March	179.25
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2014	186.5	239.25	307	306.25	156.75	197	119.5	249.75	158.25	244.75	185	83
Special Events 2015	100	225	179.25									

Reservations by Campus: **March 2016**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	14	77	2	95	0
Data Projector	15	0	3	4	0
Laptop	23	0	1	4	0
PA System	5	4	4	5	2
CD Player	0	0	1	2	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	5	1	0	0	0
TV	0	0	4	2	0
Microphone	78	10	9	6	4
Direct Box	3	0	4	0	0
Digital Camera	0	1	0	0	0
Speakers	15	77	2	89	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	3	10	11	10	0
Document Camera	68	0	133	3	0
DVD/VCR Player	19	1	1	1	0
Wireless Lab	0	55	0	0	0
Keyboard/Mouse	17	0	10	0	0
Sympodium	7	0	15	0	0
Hard Drive	0	0	0	0	0
USB Hub	5	0	0	0	0
CPS	0	0	0	0	0
Mixer	11	2	0	2	0
Tripod	5	1	0	0	0
WebCam	5	0	0	0	1
Computer	0	0	0	2	0
Portable Table	9	0	4	6	0
Microphone Stand	6	10	4	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	34	14	1	2	1
TOTAL	***348***	***263***	***209***	***233***	***8***

SOUTH TEXAS COLLEGE

Institutional Effectiveness & Assessment

IE Related Activities:

- Review Factbook and Academic Affairs Department's internal reports for 2013-2015 IE Reports.
- Met with the following departments to work on the 2013-2015 IE Report:
  - Design & Building Technology – needs follow-up
  - Human Resources – needs follow-up
  - Automotive Technology
  - Administrative Office Careers
  - Precision Manufacturing Technology
  - Biology Department
  - English Department
  - Developmental Math
  - Organization Leadership
  - Mid- Valley with Mr. Montez
  - Kinesiology Department
  - Criminal Justice & Social Sciences
- Completed 2013-2015 IE Report
  - Business Computer Systems
  - Political Science
  - Developmental Math
  - College Success and Education Departments
  - Mid-Valley Campus
  - Start County Campus
  - Business Administration
- Sending Factbook data to IE Plan Writers to complete the 2013-2015 IE Reports
- Data request for Computer Science
- Data request for BAT: Computer & Information Systems
- Provided assistance via phone to Dr. Delia Magdaleno from World Communications and Sign Language department. She also requested an appointment to discuss her 2013-2015 IE Report for 03/29/2016.

Factbook Related Activities:

- Continue organized data for 2013-2015 IE Report for faculty.

IEA Website Related Activities:

- Worked on Xitracs and WEAVEonline for 2013-2015 IE Reports.

IEA Reporting Analyst's Activities:

- Provided the data support for the 2013-2015 IE Reports completing
- Continued worked on the CTN/Puente Project data and report
- Updated IEA website
- Data Request:
  - Provided the CTN/Puente Pass Rates - Fall 2015 report for client review
- Worked on the candidates screening for the Database Analyst position
- Worked with TR for PC replacement/upgrading/configuring

Factbook Related Activities:

- Retrieved data from THECB Data Center for the enrollment reports updating
- Worked on the enrollment reports updating for external STC Fact book
- Updated the Data Release Timeline
- Continued work on the new version of STC Factbook data collecting
- Updated the THECB – Total Headcount and Headcount by Race/Ethnicity for external Fact Book
- Updated the Enrollment: Composition report for internal Fact Book
- Worked on the Fact Book report scripts updating
- Assisted the Subsequent Fall Term Transfer Institutions by Fall Cohort and by Student Type report updating for internal Factbook

Meetings and Trainings:

- Attended the TAIR 2016 Conference (Feb. 29 – Mar. 2)
- Observed the THECB - Community and Technical College Leadership Council Meeting
- Observed the THECB - Universities Accountability Meeting - Texas Higher Education new Accountability System

Miscellaneous:

- Attempted to reach via email Dr. Kevin Peek from Organization Leadership Department, pending response to arrange another meeting to discuss about 2013-2015 IE Report.
- Attempted to reach via email Dr. Ali Esmaeili from Division of Math, Science, and Bachelors Programs. I pending response to arrange an appointment to discuss about 2013-2015 IE Report.

Cody Gregg, Dean

Dean's Meetings:

- 3/01/16: COC.
- 3/04/16: Weekly Meeting with CLE Director.
- 3/8/16: Rand Site Visit Kick-Off Meeting; Board Committee Meetings.
- 3/10/16: Programming Budget Meeting; Meeting with R. Moore; RAND Meeting.
- 3/11/16: Meetings with CLE Personnel; Meeting with VP-IS&P.
- 3/21 – 3/23/16: Vacation.
- 3/24 - 3/25/16: Easter Break.
- 3/29/16: Bond Program Planning Meeting; Meeting regarding the Pecan Library Writing Area.
- 3/30 – 4/1/16: CCUMC Board Meeting in Denver, CO.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Reviewed applications for Library Technical Services Technician and for Library Technical Services Specialist on PeopleAdmin and coordinated plan for review by the search committees.
- Reviewed SirsiDynix long-term agreement and corresponded with company representative about possible revisions to the agreement.
- Worked to respond to IPEDS survey.
- Corresponded regarding Pecan 2nd floor CIP furniture and bond construction Furniture, Fixtures, and Equipment (FFE) spreadsheets.
- Reviewed and began analyzing results of LibQUAL+ survey.
- Continued working on designs and layouts for the new annual report.
- Continued monitoring student usage of Upswing and working with the vendor to block users who have exceeded their allotted hours.
- Continued working on multiple tutoring reports, including topics covered in Upswing and JagTrax and reports to identify students who use Smarthinking incorrectly.
- Continued working on the Searching for Articles tutorial.
- Continued calling the dual enrollment high school librarians to test their access to the library's online resources.

Collection Development Balances:

- Library Acquisition…… $ 70,010.00
- BAT & BAS/ Materials…… $ 15,435.00

Information Commons and Open Labs:

Highlights:

- The Library and Learning Commons & Open Labs departments conducted the LibQual+ survey through March 31st.
- Hired a new full time Open Lab Technician.

March 2016 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,652	8,624	7,770	17,355
Pecan Internet Café	862	2,391	2,979	9,816
Pecan T. Info. Commons	644	1,276	805	4,275
Mid-Valley Open Lab	1,318	4,905	3,941	
Mid-Valley Open Area E-117	699	1,464	994	
Mid-Valley G-144	276	596	460	
Starr County Open Lab	405	1,482	1,218	
NAH Open Lab	1,086	4,041	2,057	
Technology Open Lab	581	2,213	1,022	
Technology Internet Café	186	434	196	
District Total:	**8,709**	**27,426**	**21,442**	**31,446**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,008	7,627	5,471
Pecan F-222	62	92	67
Mid-Valley Info. Commons	1,138	2,970	2,317
Starr County Library	499	1,998	1,301
Technology Library	277	835	875
District Total:	**4,984**	**13,522**	**10,031**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	330	444	432
Pecan F-130 Group Stations	47	68	87
Mid-Valley Library Group Stations	71	98	110
Mid-Valley Open Lab Group Stations	9	14	7
NAH Group Stations	612	1,550	565
District Total:	**1,069**	**2,174**	**1,201**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	3,155	11,781	8,474
Mid-Valley CLE Open Labs	431	1,467	866
NAH CLE Open Labs	595	2,139	1,617
Starr CLE Open Labs	224	870	1,112
Tech CLE Open Labs	214	630	492
District Total:	**4,619**	**16,887**	**12,561**

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

- 03/02/16: Attended a meeting to discuss the new furniture for the STC Pecan Library 2nd floor.
- 03/9/16: Held a Library PR & Marketing Committee meeting.

Library Public Services

Public Services Data:

Library Services Data: 3/1/2016 -3/31/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	23	0	102	n/a	11	0	136
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	808	9,754	11,899	32,060	905	4551	2609	62,586
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	661	230	939	n/a	72	43	1945
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1098	464	2249	n/a	222	206	4239
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	10	1	28	n/a	7	0	46
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	522	65	881	n/a	338	32	1838

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Weekly meetings with manager and direct-wage specialists.
- CLE conducted in-class presentations.
- CLE manager attended planning meeting with CLE managers, CLE Director, and Dean.
- CLE manager attended Spring Supervisory Symposium with Human Resources.
- CLE manager attended the first meeting of the Jaguar Academy.
- CLE manager attended the second meeting of the Jaguar Academy
- CLE manager met with CLE Director, Director of Counseling, and Mid-Valley counselors to discuss the best ways the CLE can provide test proctoring services for students requiring ADA accommodations
- Manager attended district tour as part of Jaguar Academy
- Formally recognized a veteran tutor who resigned March 31 after more than five years at the Mid-Valley CLE.

Staff Trainings:

- A Mid-Valley Learning Assistance Specialist led trainings about the Learning Styles Inventory for Learning Assistance Specialists at the Pecan CLE.

NAH:

Meetings and Events: normal daily activities.

Pecan:

Meetings and Events:

- CRLA recertification submitted.
- One employee participated in ALA.
- CLE Staff Meeting March 3.
- CLE Staff participated in the Starfish Weekly Project Team Meeting March 3.
- CLE Staff participated in the HR Supervisory Symposium March 4.
- Individual tutor meetings held March 28- April 1
- CLE staff attended Campus Security Authority or Responsible Employees Webinar March 31
- CLE staff attended meeting regarding updates for Pecan Library Writing Center March 29
- CLE staff attended Spring Supervisory Symposium March 31st
- CLE staff participated in Starfish Meetings March 31st

Workshops:

- TSI Workshop Plane Geometry March 2.
- TSI Reading Quick Review March 4.
- TSI Workshop Inferences in a Text or Texts March 21
- TSI Workshop Transformations March 22
- TSI Workshop Interpreting Data March 30
- TSI Workshop Authors Use of Language March 31
- TSI Review Intermediate Algebra and Functions April 1

Tutor Trainings:

- STC Counseling Center Laughter Yoga March 1.
- Learning Styles Inventory Training with Pam Smith March 2.
- Mandatory Reporting and Handling Emergencies March 21 & 23

STARR:

Meetings and Events:

- CLE staff meeting March 3, 2016 at the Pecan campus.
- Starr CLE got invited to attend the ADA awareness even Friday April 8, 2016.
- Continued distributing flyers over the campus to students on the hallways.

TECH:

Meetings and Events: normal daily activities.

CLE Data:

JagTrax Data (March 2016)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	85	128	110	78	35	5
NAH	67	84	125	58	44	
PCN	379	573	565	455	83	85
STR	29	64	56	43	4	
TEC	22	64	34	43	4	

Sessions v Departures
2500
2000
1500
1000
500
0
441
30
378
4
2140
215
196
5
167
13
MVC
NAH
Pecan
Starr
TC
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
394
1607
348
Upswing
741
759
138
0
200
400
600
800
1000
1200
1400
1600
1800
Remaining (Hrs)
YTD (Hrs)
March (Hrs)

Top 15 Subjects (Duplicated)
1200
1000
800
600
400
200
0
1075
762
244
177
130
76
70
59
58
56
48
41
38
35
30
MATH
ENGL
RNSG
BIOL
CHEM
HART
INRW
HIST
ACCT
READ
RSPT
ENGR
DFTG
SGNL
CSFH
Total Sessions (Duplicated)

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- Enrollment Composition 201620
- CB2 AY 2015 Revisions
- iPass2
- IPEDS Spring Surveys
- Legislative Budget Board (LBB) Perf. Measures
- Public Records Request for UTHSCSA
- SACSCOC 4.1 write-up
- Texas Completes KPIs

Surveys

- Chair Academic Affairs Survey
- Child Development (5 surveys)
- Counseling and Advising Services Survey
- EDUC 2301 Survey
- eSTC Web Survey
- Faculty Satisfaction Survey findings presentation
- Focus Academy Faculty Survey Report
- Immigrant Student Survey
- Library Art Gallery Survey
- Library Evaluations Survey
- LibQual Survey
- NAAMREI Prof Development Survey
- Psychology Survey
- Puente Survey
- STC Teacher and Course Eval Continuing Ed
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC Fall 2015

Data Requests

- Achieve ECHS enrollment and earned hours
- Almanac preliminary 2016 vs 2015 comparison
- Aspen data review
- Associate Degree SCH Hours
- Carl Perkins NAH CLE persistence data
- CCSSE Academic Challenge
- Course Load for DE Students excluding Academy and ECHS
- Delta Area Students' Enrollment and Graduation
- DE Students - Repeated Courses
- External dissertation data request - Shayna Mirabi
- Fall 2015 Non-Traditional Enrollment Business Tech. Campus
- Further Adjunct hours reports
- Historical Trends - Enrollment History Sections Fall 12 to 15
- KPI baseline data

- Library Events 2 Reports
- Mailing list of undecided, interdis, remedial students
- Math Majors over Two Academic Years
- MATH TSI met in 2 Years
- NAH enrollment
- Office Administration - Contact Hours AY 201213 to 201415
- Return Student Type Prior Attendance Historic
- Subsequent Fall Term Transfer Institutions
- SZRTXSI Comparison Feb 16 to Feb 26
- Totals By High School

Data Analysis

- Fall to Fall Retention Analysis
- Summit presentation
- Supplemental Instruction Analysis

Meetings

- ATD coaches visit
- BAT CAAP review meeting with Dr. Plaza
- La Joya Teaching Site meeting
- Meeting with Dr. Israel (Faculty Satisf. Survey)
- PAS meeting
- Presentation to ALA
- RAND data meeting
- RAS weekly meeting
- TAIR Conference

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

03/01/2016: Starfish Technical Meeting
03/01/2016: Radius Weekly Meeting
03/02/2016: IPASS ROI Webinar
03/03/2016: Starfish Weekly Meeting
03/04/2016: ALA Class
03/04/2016: Radius Ad Hoc Meeting
03/07/2016: ATD Coaches Visit Day 1
03/08/2016: ATD Coaches Visit Day 2
03/08/2016: Hobsons Radius Weekly
03/09/2016: IPASS ROI Meeting
03/10/2016: Time Clock + Meeting
03/10/2016: Hobsons Starfish Meeting
03/11/2016: Hobsons Starfish Technical Meeting
03/14/2016 TO 03/18/2016: College Closed
03/21/2016: PR Meeting (Radius Project)
03/22/2016: Hobsons Radius Weekly
03/22/2016: Hobsons Starfish Weekly
03/24/2016: College Closed
03/25/2016: College Closed
03/28/2016: Radius Ad Hoc: Inquiry Form Communication Plan
03/29/2016: Luminis Weekly
03/29/2016: Hobsons Radius Weekly
03/29/2016: Luminis Ad Hoc with TR
03/29/2016: Luminis Ad Hoc with IRE
03/31/2016: Time Clock+ Monthly
03/31/2016: Hobsons Starfish Ad Hoc
03/31/2016: Hobsons Starfish Weekly
04/01/2016: Luminis Ad Hoc

ONGOING PROJECTS

1. ***HOBSONS (Radius):*** Inquiry form has been completed

>>>Next Step(s): Pending Communication plan so Inquiry can go live.

1A. HOBSONS (Starfish): Weekly meetings are on target.
Completed Mapping of Flags
Completed Timeline for Post May 2016.
>>>Next Step(s): Technical Integrations Continue
Administrative Training

1B. IPASS (2): Kotter Event Pre-Work: *Our Iceberg is melting along with Questions Document*
>>>Next Step(s): On 03/28/2016, Distribute Kotter Even pre-work (Book and Pre-Session Assessment) to participants

2. TRAINING RFP: ITIL Foundations Training Scheduled
Project Management Fundamentals Training Scheduled
>>>Next Step(s): Complete Logistics for scheduled trainings.

3. TimeClock Plus: Pending Vendor Completion of Project Documents
>>>Next Step(s): Establish meetings (based on Project Documents).

4. IPI-KPI: Update Revisions
>>>Next Step(s): Continue Document Development

5. Luminis (JagNet) Upgrade: Weekly Meetings are scheduled.
Initiation of project documents.
>>>Next Step(s): Complete project documents.

6. HESMA: RFP has been revised and is ready for approval to re-release.
>>> Next Step(s): Schedule Re-release

Laura B. Sanchez, Assoc. Dean
Institutional Research and Effectiveness

Leadership Activities:

- Represented "Success in an Era of Accountability" with the Director of RAS to the Ambassador's Leadership Academy.
- Provided training to the Curriculum Department on the online submission process for the Core Curriculum.
- Participated in the Achieving the Dream Site Visit related to the Dual Enrollment Program.
- Attended the Ribbon Cutting for the new Ceramic Studio.

Accreditation Related Activities:

- 5th Year Report Activities:
  - Began preparing materials for the Peer Review process
  - Presented an updated timeline for the 5th year Report at President's Administrative Staff
  - Met with the Leadership from the SAEM Division to provide guidance on additional narrative for 2.10 related to Off-Campus Sites and Distance Education.
  - Determined Peer Reviewer assignments for each Standard and prepared necessary review materials for distribution.
  - Facilitated a training of all Peer Reviewers for the SACSCOC 5th year report.
  - Coordinated a meeting with staff from the Pharr Teaching Center and the PSJA T-STEM ECHS to collect information for the site-visit report related to Library and facilities.
  - Met with the Developmental Math QEP coordinator to review the requirements for the QEP Impact Report

IE Related Activities:

- Recruited Search Committee members for the IEA Analyst position.
- Coordinated with the IEA Analyst on ongoing meetings with departments concerning the 2013-2015 reporting cycle.
- Coordinated with the HR Department regarding the posting of the IEA Director Position.

RAS Related Activities:

- Coordinated with the RAS Director on ongoing activities, data requests, and projects.
- Presented recommendations for Key Performance Indicators to President's Cabinet.
- Participated in the RAND Site Visit Kick Off meeting and Data meeting.

Institutional Projects/Activities:

- Met with the Admissions Review Committee to finalize the recommendations for Board Policy 3200 and associated support documents.

Statewide Leadership Activities:

- Provided support to the planners for the spring 2016 TACTE conference in April.
- Coordinated a conference call with the Presidents of TACTE and TCCIA to discuss a potential partnership with NCWE for the fall 2018 TCCIL Conference.
- Drafted and sent notifications to the winners of the Spring 2016 TACTE Excellence Award Winners
- Coordinated with the TACTE Vendor Coordinator regarding new vendors secured for the conference.

Meetings and Conferences:

- Attended the SCUP Planning Institute, New York from March 21 thru 23rd 2016

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: April 19, 2016

Subject: March 2016 Activity Report

The major activities of my office this month were:

1) Met with City of McAllen grants department. 2) Attended NIMS Ceremony 3) Attended the RSTEC Meeting 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Attended the STMA monthly meeting 6) Conducted presentation and campus tour for GE Engine Services 7) Continued Engineering Tooling Academy activities with UTRGV 8) Participated in MEDC Bus Tour to Reynosa, Tamp. .9) Assisted in planning of robotics summer camp program 10) Further developed and planned Manufacturing Seminars Series Program 11) Held a strategic planning budget workshop 12) Met with representatives from IIES Reynosa to further develop the STC Maquiladora training project.13) Continued development of Partnership Agreement draft between South Texas College and IIES. 14) Met with representatives from Texas A&M University College Station regarding the McAllen Higher Education Center. 15). Attended the Reynosa Index Meeting. 16) Met with ALCOM executives in Reynosa regarding economic impact analysis. 17) Met will multiple tooling companies from the Valley to discuss partnership opportunities.

Summary of Activities for March 2016:

- Met with City of McAllen grants department and other officials to learn about FY 17 funding opportunities.
- Conducted presentation and campus tour for GE Engine Services. Four GE representatives, including the Plant Manager, attended.
- Met with representatives from Texas A&M University College Station regarding the McAllen Higher Education Center. Representatives from the Office of the Provost were in McAllen to discuss their plans for the new center. They asked for South Texas College's presence at the meeting.
- Participated in MEDC Bus Tour to Reynosa, Tamp. The visit included tour of two manufacturing facilities and lunch with the mayor of Reynosa.
- Attended the Reynosa Index Meeting. I presented a short introduction of South Texas College plans to offer workforce training in Reynosa.
- Met with Alcom executives in Reynosa regarding economic impact analysis. Alcom agreed to provide me with information related to the correlation between their growth in Reynosa and the positive impact the growth has on employment in their McAllen facility—Alps.
- Met will multiple tooling companies from the Valley to discuss partnership opportunities.
- Continued Engineering Tooling Academy activities with UTRGV. New center equipment is in the process of being delivered and installed at the center.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.

- Worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Attended the STMA monthly meeting.
- Met with staff and continued to develop proposed IAM Manufacturing Seminars Series.
- Assisted in the implementation of the high school robotics program initiative. This effort is a result of our department's Festo Robotics and Industrial Automation certification.
- Assisted in planning of robotics summer camp program.
- Met with representatives from the Instituto Internacional de Estudios Superiores (IIES) IIES Reynosa to further develop the STC Maquiladora training project.
- Met with Dr. Miguel Gonzalez, Dean of College of Engineering, UTRGV to discuss manufacturing initiatives, NAAMREI plans and grant opportunities.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with MEDC regarding STC training initiatives.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- Conducted monthly staff meeting to develop strategies for expansion of IAM training services and to increase enrollment.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts

- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitored IAM enrollment and contact hour reports.
- Worked on 20116-17 Budget

SOUTH TEXAS COLLEGE

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