Board of Trustees

Education and Workforce Development Committee Meeting

Tuesday, March 08, 2016

2:30 p.m.

Ann Richards Administration Building, Board Room
Pecan Campus
McAllen, Texas

SOUTH TEXAS COLLEGE

In the Making!

Online Copy

South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 8, 2016 **@ 2:30 p.m.**

AGENDA

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code."

I. Approval of Minutes for Tuesday, February 16, 2016 Committee Meeting ..... 1 – 5

II. Review of Proposed *Prospective Student Guide for Applying to Associate Degree Nursing Program* ..... 6 - 12
   A. Traditional Registered Nurse (RN) Track,
   B. Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
   C. EMT Paramedic to Registered Nurse (RN) Track.

III. Review and Recommend Action on Proposed Revisions to Policy #3200: *Student Admissions* ..... 13 - 30

IV. Review and Recommend Action on Proposed Revisions to Policy #3335: *Student Attendance* ..... 31 - 34

V. Review and Committee Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology ..... 35 - 46

VI. Presentation on New Ceramic Kiln Building ..... 47 - 54

Approval of Minutes for Tuesday, February 16, 2016 Committee Meeting

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, February 16, 2016 are presented for Committee approval.

South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, February 16, 2016 @ 2:30 p.m.

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, February 16, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:35 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Other Trustees present: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Dr. Erasmus Addae, Dr. Brett Millan, Mr. Juan Carlos Aguirre, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, January 12, 2016 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, January 12, 2016 were approved as written. The motion carried.

Presentation of South Texas College Online Programs

Dr. Erasmus Addae, Dean of Distance Learning, presented on the South Texas College Online Programs.

Launched as the Distance Learning Department in 1997 with 2 course sections offered to 57 students, the College was an early adopter of higher education over internet and teleconferencing services. South Texas College has continued to develop online course offerings at a phenomenal pace.

In 2010, the College formally launched the virtual campus, eSTC, offering fully online degree programs and comprehensive student services. These services include access to library resources, advising and counseling, registration, and tutoring.

The College updated its marketing, and the virtual campus became South Texas College Online. This program served thousands of students each semester. In Fall 2015, **5,925** students took at least one course online, and **2,206** of those students took ***all*** of their courses online.

The presentation included a listing of 32 degrees that can be completed fully online, including four baccalaureate programs.

The presentation also included enrollment projections through 2020, showing the anticipated enrollment increases to 8,262 students taking some or all of their courses through South Texas College Online.

The presentation also reviewed the marketing of South Texas College Online, which included partnerships with the Valley Initiative for Development and Advancement (VIDA), the US Military through the GoArmyEd Program, *Virtual College of Texas*, and the US Border Patrol.

Dr. Addae reviewed the College's support structure that helped South Texas College faculty and students leverage internet technologies into successful tools for distance learning, and will review student success and completion rates, comparable to the other large community colleges in Texas. This structure included:

- The *Online Redesign Academy* which provided intensive training in course redesign for an online platform for instructors in high-enrollment courses with comparably low success rates,
- The *Quality Matters Rubric* training, which provided 20 instructors in the use of the Quality Matters rubric, a nationally recognized, faculty-centered, peer review process designed to evaluate and certify the quality of online courses and course components.

Finally, Dr. Addae reviewed the recognition of the South Texas College Online programs, their opportunities for expansion, and the representation of these programs at the Distance Learning Symposium.

This item was for the Committee's information and feedback to staff, and no action was requested.

Review and Recommend Action on Proposed Revisions to Policy #3813: *Academic Classifications for Faculty*

Approval of the proposed revisions to Policy #3813: *Academic Classifications for Faculty* will be requested at the February 23, 2016 Regular Board Meeting.

This policy revision was proposed in response to supportive statements from the Education and Workforce Development Committee during the December 8, 2015 presentation on Academic Classification, which included a discussion of instituting the Professor Emeritus title, which would be granted as an honor, according to an established procedure, to certain faculty members upon retirement.

The packet included the proposed revised Policy #3813: *Academic Classifications for Faculty* and a copy of the draft procedures for granting the Professor Emeritus title to honor qualified retiring faculty members.

Minor changes were also included to update the language in the existing policy.

The Policy was reviewed by the President's Cabinet, the Academic Council, the College-Wide Classification Committee, and the Faculty Senate.

The Education and Workforce Development Committee identified ambiguous statements and criteria for determining academic classifications. Staff agreed to address those concerns in the proposed policy revisions that would be presented for Board approval. No concerns were expressed regarding the proposed new Professor Emeritus classification.

The Committee was asked to recommend approval of the proposed revisions to Policy #3813: *Academic Classification for Faculty* which would supersede any previously adopted Board policy. Because of the identified ambiguities and concerns, the Committee took no action, and asked staff to complete the necessary revisions and present the policy to the Board of Trustees.

Presentation of English as a Second Language (ESL) Program at South Texas College

Mr. Juan Carlos Aguirre, Dean of Continuing, Professional, and Workforce Education, presented on the South Texas College English as a Second Language (ESL) Program.

Mr. Aguirre reviewed past enrollment and performance, and important partnerships that allowed for improved curriculum and expanded offerings for the region.

The ESL program is part of South Texas College's "College and Career Preparation Institute" under the Office of Continued, Professional, and Workforce Education (CPWE).

CPWE enrolled 13,904 unduplicated students in FY 2015, which was up from 11,009 from the previous year. The College provided over 920,000 contact hours, and delivered 1,825 courses in that same year. This was completed in part through the support of over $1.88M in grant funding.

Of the 13,904 CPWE participants in FY 15, the College and Career Preparation Institute enrolled 2,686 students, with nearly half, or 1,327 students, enrolled in ESL courses.

35 ESL students were on a Career Pathway through the College, 525 attended through a school district partnership, and 767 were from the community at large. The ESL program has been very successful, with 93% of these students satisfactorily completing their program.

Mr. Aguirre provided information on plans to develop partnerships with additional school districts, to attract further grant support for these programs, and to further engage the community to attract volunteer teachers and tutors.

This item was for the Committee's information and feedback to staff, and no action was requested.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:07 p.m.

I certify that the foregoing are the true and correct Minutes of the February 16, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

_____
Mrs. Graciela Farias
Presiding

Review of Proposed *Prospective Student Guide for Applying to Associate Degree Nursing Program*

A. Traditional Registered Nurse (RN) Track,
B. Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
C. EMT Paramedic to Registered Nurse (RN) Track.

Background

In November 2015, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, presented to the Education and Workforce Development Committee on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

During the presentation and subsequent discussion, the Committee and administration discussed the admission requirements, program accountability, and student application process. The Committee expressed their support for the program and the caliber of safe practitioners graduating from the South Texas College Associate Degree Nursing Program.

The Committee members did express concern about comments they have received from some applicants and students that showed that some individuals have left advising and counseling sessions with inconsistent understandings of the program application and completion requirements.

The Committee advised program administration to implement clear written procedures to guide advising and counseling sessions to ensure that all applicants and students are provided with consistent information about the ADN program to minimize miscommunication and misunderstanding among those who are not admitted or who struggle to successfully complete the program's necessarily stringent requirements.

Proposed *Prospective Student Guide for applying to Associate Degree Nursing Program* and Process

Following the request of the Committee, administration has coordinated with faculty and staff to provide a written Proposed *Prospective Student Guide for applying to Associate Degree Nursing Program* to provide prospective ADN Program students with clear, consistent information about the process, application requirements, evaluation, and program expectations.

The Proposed *Prospective Student Guide* is for students applying to one of the three available tracks to earn an Associate Degree in Nursing at South Texas College:

- Traditional Registered Nurse (RN) Track,
- Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
- EMT Paramedic to Registered Nurse (RN) Track.

The Proposed *Prospective Student Guide for applying to Associate Degree Nursing Program* is provided under separate cover for the Committee's review.

Dr. Reed, and Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, will review the proposed guidebook with the Committee and will respond to questions. Dr. Anahid Petrosian, Vice President for Academic Affairs, will be available to respond to questions.

This item is for the Committee's information and feedback to staff, and no action is requested.

SOUTH TEXAS COLLEGE

Prospective Student Guide

applying to
Associate Degree Nursing Program

Presentation for Education & Workforce Development Committee
Tuesday, March 08, 2016

Presenters:
Dr. Anahid Petrosian – Interim Vice President for Academic Affairs
Jayson Valerio MSN, RN – Interim Dean of Nursing and Allied Health

Outline

- Purpose
- Selective Program
- Guide Overview
- Process Mapping
- Application Process
  - 3 Step Process

Purpose

South Texas College has developed a Prospective Student Guide for Associated Degree Nursing (ADN) program to provide

- **General information about the program**
- **Guidance for the application process**

ADN: Associate Degree Nursing

Guide Overview

- The Prospective Student Guide is developed for students applying for **one of the three available tracks**
  1. Traditional Registered Nurse Track
  2. Licensed Vocational Nurse to Registered Nurse Track
  3. EMT Paramedic to Registered Nurse Track

Guide Overview

- Admission to South Texas College
- Prospective Student Information Session
- Program Information & Requirements
- Program Tracks
- Notification of Application Status
- Appendix: Additional Resources

Process Mapping

- Examine the application process
- Design a **Flowchart** of ADN Application Process
- Develop a **Guide** for prospective students

ADN: Associate Degree Nursing

Application Process

Step 1	Step 2	Step 3
• Requirements Prior to Applying to the ADN Program	• Application Requirements	• Notification of Application Status

ADN: Associate Degree Nursing

Application Process: Step #1

Requirements Prior to Applying to the ADN Program

Applicants must:

- Attend Prospective Student **Information Session**
  - Successfully complete the session Assessment and receive a **Certificate of Completion**
- Submit an STC **application for admission**
  - Complete an online Apply Texas application and submit all required documents to the Office of Admissions & Records

ADN: Associate Degree Nursing

Application Process: Step #2

Application Requirements

Applicant must meet all requirements before applying to the ADN program:

- Program pre-requisites
- HESI A2 Admissions Assessment Exam
- Required STC cumulative Grade Point Average (GPA)
- Criminal background check through the Texas Board of Nursing
- Technical Performance Standards

ADN: Associate Degree Nursing

Application Process: Step #3

Notification of Application Status

- **Notification letters** are emailed to qualified applicants on the specific date as listed on the Application Form.
- A **cutoff score** is calculated for each application period and qualified applicants are ranked from highest to lowest points and admission is based on this ranking
- **Application Status**
  - **Admitted:** Applicants with total points above cutoff score
  - **Denied:** Applicants with total points below cutoff score
  - **Alternates**: Applicants with total points equal to cutoff score will be designated as alternates

Program Success

- Since 1999, South Texas College has provided opportunities to **over 2000** students to earn their Associate degree in Nursing
- South Texas College projects that by year 2020 there will be an additional **1,000** students who will earn their **Associate Degree in Nursing** and began serving our community.

Nurse in the Making

SOUTH TEXAS COLLEGE

Thank you for your Support!

Review and Recommend Action on Proposed Revisions to Policy #3200: Student Admissions

Approval of the proposed revisions to Policy #3200: *Student Admissions* will be requested at the March 29, 2016 Regular Board Meeting.

It is necessary to revise Policy #3200: *Student Admissions* to bring the policy in line with concurrent changes proposed for the College Catalog which, together, will update the College's admissions and curriculum. Policy #3200 has not been updated since its last revision in November 2006.

Due to the scope of the proposed revisions to Policy #3200: *Student Admissions*, the revisions are presented as a complete document without markup showing each change. The existing policy is provided separately to allow for comparison by the Committee.

The proposed revisions would bring the policy in line with the recent Texas Success Initiatives (TSI) requirements, removing reference to alternative college readiness testing methods that are no longer available to Texas students.

The proposed revisions would narrow the policy to focus on general student admissions for South Texas College. These revisions required the removal any specific admissions requirements to selective admissions programs at the College. Those selective program admissions requirements will be addressed within the College Catalog, which provides detailed program and course information for students, faculty, and staff. The College Catalog is updated annually to provide the most current information.

The packet also includes matrices outlining the special requirements of selective admissions programs. These matrices are not part of the policy, but are provided to highlight the selective admissions programs and their requirements, which would be found in the Course Catalog as described.

The Policy has been reviewed by the President's Cabinet and the Admissions Policy Review Committee.

The Committee is asked to recommend Board approval of the proposed revisions to Policy #3200: *Student Admissions* which would supersede any previously adopted Board policy.

Title	**Student Admissions**	**3200**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 3**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated March 12, 1998** **As Amended by Board Minute Order dated December 17, 1998** **As Amended by Board Minute Order dated February 17, 2000** **As Amended by Board Minute Order dated July 19, 2001** **As Amended by Board Minute Order Dated January 16, 2003** **As Amended by Board Minute Order Dated June 24, 2004** **As Amended by Board Minute Order Dated July 28, 2005** **As Amended by Board Minute Order Dated June 15, 2006** **As Amended by Board Minute Order Dated November 16, 2006** **As Amended by Board Minute Order Dated March 29, 2016**	

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veterans status.

Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

Students who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Office of Admissions and Records as evidence of completion.

Proposed Revision

Individual Approval

Students who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.

2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.

3. Credits for courses in which a passing grade of *"C"* or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.

4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools will be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.

5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit for courses taken 10 or more years prior to enrollment.

Proposed Revision

Dual Enrollment

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

SELECTIVE PROGRAMS

The following Selective Programs have application requirements which are printed in the South Texas College Catalog. Meeting the specific application requirements is not a guarantee of program acceptance.

Changes to the application requirements for selective programs at South Texas College are reviewed and approved by the program's Advisory Committee, the Division Curriculum Committee, Academic Council and the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Bachelor Degree Programs

Bachelor of Applied Technology

Bachelor of Applied Technology in Technology Management
Bachelor of Applied Technology in Computer & Information Technologies
Bachelor of Applied Technology in Medical and Health Administrative Services

Bachelor of Applied Science

Bachelor of Applied Science in Organizational Leadership

Public Safety Selective Admission Programs

Basic Peace Officer Certificate (Police Academy)
Basic Firefighter Certificate (Fire Academy)

Nursing & Allied Health Selective Admission Programs

Emergency Medical Technology
Health and Medical Administrative Services
Medical Assisting Technology
Patient Care Assistant
Pharmacy Technology

The following programs have a competitive entry selection process based on a point system:

Associate Degree Nursing
Occupational Therapy Assistant
Physical Therapy Assistant
Radiologic Technology
- Diagnostic Medical Sonography

Respiratory Therapy
Vocational Nursing

Proposed Revision

MANUAL OF POLICY

Title	**Student Admissions**	**3200**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 10**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated March 12, 1998** **As Amended by Board Minute Order dated December 17, 1998** **As Amended by Board Minute Order dated February 17, 2000** **As Amended by Board Minute Order dated July 19, 2001** **As Amended by Board Minute Order Dated January 16, 2003** **As Amended by Board Minute Order Dated June 24, 2004** **As Amended by Board Minute Order Dated July 28, 2005** **As Amended by Board Minute Order Dated June 15, 2006** **As Amended by Board Minute Order Dated November 16, 2006**	

Current Policy - to be Replaced

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. Selective programs, which have additional requirements for admission, are also outlined in this policy. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative Rules (TSI) and STC Developmental Education Plan regarding testing requirements. Students who are TSI liable and who have not met the TSI requirements will be limited to 13 credit hours during the Fall or Spring terms and 7 credit hours during the summer terms. Such students wishing to enroll in a greater number of credit hours must obtain a waiver from the appropriate Division Dean based on the student's declared major.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, Veteran status, or disability. Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills/ Texas Assessment of Knowledge and Skills (TAAS/TAKS) test and the date of graduation must be requested prior to enrollment. All high school graduates entering South Texas College without TAAS/TAKS scores are subject to TSI requirements. A high school transcript waiver will be accepted for students who are in the process of obtaining their official high school transcript. Students who are unable to provide an official high school transcript by census date will have a registration hold placed upon their record.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the English version of the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency must be submitted to the Office of Admissions and Records. Students who have completed the GED in a language other than English may be admitted to the College but are limited to enrollment in English as a Second Language (ESL) coursework to enable them to make use of already existing knowledge, training, or skills. Admission to other program and courses requires completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500. A copy of these scores must be submitted prior to registration for other than ESL coursework.

Individual Approval

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the ACCUPLACER, ASSET, COMPASS, THEA, prior to enrollment. Special admissions will be considered on an individual basis and continued enrollment is provisional. All applicants must submit an official transcript from the last high school attended prior to enrollment. Course selection and load may be restricted. Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.

2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.

3. Credits for courses in which a passing grade of *"C"* or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.

4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.

Current Policy - to be Replaced

5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit courses taken 10 or more years prior to enrollment.

6. Out of state transfer students who have not taken ACCUPLACER, ASSET, COMPASS, THEA, will need to be advised prior to registration.

Current Policy - to be Replaced

Dual Enrollment

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students must be eligible to participate in dual enrollment as determined by the policy of the students' high school. In addition, high school students admitted to the College must meet the same requirements as all other admitted students, with the exception that successful completion of Math and/ or ELA portion of the TAKS test be required in lieu of the TSI Assessment Instrument(s) for dual students who are enrolled in TSI exempt certificate programs. High school credit may be earned with the approval of the Principal. College credit may be earned upon successful completion of the course.

International Student

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy.

Current Policy - to be Replaced

SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

Bachelor Degree Programs:

Bachelor of Applied Technology Admission Requirements

Admission to the Bachelor of Applied Technology Program requires the following:

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.
C. Applicants are eligible for admission if they meet one of the following criteria:
    a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
    b. Applicants with prior college level course work must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
    c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
D. Submit a completed Bachelor of Applied Technology program application.

Nursing & Allied Health Selective Admission Programs

Associate Degree Nursing:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.
E. Satisfy program specific requirement for math proficiency.
F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
G. Earn a minimum grade of "B" in "Introduction to Nursing" course within past 2 years.
H. Complete prerequisite courses with a minimum grade of "C" as listed in the degree plan.
I. Satisfy program specific requirements for clinical practice.
J. Submit a completed ADN program application.

Emergency Medical Technology:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
E. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better or course placement as follows:
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
G. Hold a valid Texas Driver's License.
H. Satisfy program specific requirements for clinical practice.
I. Submit a completed EMT program application.
J. Participate in mandatory EMT Program advisement prior to application
K. Attend Mandatory Hospital Orientation.

Current Policy - to be Replaced

Current Policy - to be Replaced

Health and Medical Administrative Services:

A. All applicants must meet general admission requirements to South Texas College.
B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
E. Satisfy program specific requirements for clinical practice.
F. Submit a completed Health and Medical Administrative Services program application.
G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application.

Medical Assisting Technology:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent
C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent
E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Medical Assisting program application.
H. Participate in individual student advisement with Medical Assisting faculty prior to application.

Current Policy - to be Replaced

Occupational Therapy Assistant:

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
C. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a Registered Occupational Therapist.
D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the OTA degree plan.
E. Complete prerequisite courses with a minimum grade of "C" as listed in the OTA degree plan.
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed OTA program application.
H. Participate in individual student advisement with OTA faculty prior to application.

Patient Care Assistant:

A. All applicants must meet general admission requirements to South Texas College.
B. Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
D. Satisfy program specific requirements for clinical practice.
E. Participate in a student advisement session with PCA program faculty prior to application.
F. Submit a completed PCA program application.

Physical Therapist Assisting:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
F. Present documentation of minimum of fifty (50) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings.
G. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
H. Satisfy program specific requirements for clinical practice.
I. Submit a completed PTA program application.
J. Participate in student advisement session with PTA faculty prior to application.

Pharmacy Technology:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted
E. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0090 or equivalent.
   Completion of ENGL 0091 or equivalent.
   Completion of MATH 0090 or equivalent.
F. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC.
G. Complete program specific requirements for clinical practice.
H. Submit a completed Pharmacy Technology program application.
I. Participate in individual student advisement with Pharmacy Technician program faculty prior to application.

Current Policy - to be replaced

Radiologic Technology:

A. All applicants must meet general admission requirements to South Texas College
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
E. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
F. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
G. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
H. Submit a completed Radiologic Technology program application.
I. Participate in individual student advisement with RADT faculty prior to application.

Respiratory Therapy:

A. All applicants must meet general admission requirements to South Texas College
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RSPT degree plan.
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Respiratory Therapy program application.
H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.

Current Policy - to be Replaced

Vocational Nursing:

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Satisfy program specific requirements for clinical practice.
E. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
F. Earn a minimum grade of "B" in Medical Terminology and Anatomy & Physiology courses.
G. Submit a completed Vocational Nursing program application.
H. Participate in individual student advisement with VN faculty prior to application.

Current Policy - to be Replaced

South Texas College Nursing Allied Health Division
Application Requirements for NAH Programs
Academic Year 2016-2017

	Selective Program	Competitive Entry	NAH Programs	Must participate in the program advisement	Required Grade on Pre-requisite Courses	Minimum Cumulative GPA	Other Exam aside from TSI	Pass Criminal Background Test & Immunizations	Meet Technical Standards	Submission of Application	Selection Process	Pass Drug Panel Screening Test (upon program admission)	Required Volunteer Hours	Interview and Letter of Recommendation	Additional Requirements
1	X	X	ADN - Traditional - LVN to RN - EMT Paramedic to RN	X	B or Better	3.0 on a 4.0 point scale	HESI Admission Assessment (A2)	X	X	X	X	X	None	None	None
2	X	X	OTA	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	25 hours	X	None
3	X	X	PTA	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	25 hours under PT supervision OR 50 hours under PTA supervision	X	None
4	X	X	Radiology Technology	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	None	X	None
4a	X	X	Radiology Technology: Diagnostic Medical Sonography	X	Must hold an Associate of Applied in Science Degree in Radiology Technology	None	Must hold an Associate of Applied in Science Degree in Radiology Technology	X	X	X	X	X	None	X	None
5	X	X	Respiratory Therapy	X	B or Better	3.0 on a 4.0 point scale	None	X	X	X	X	X	None	X	None
6	X	X	Vocational Nursing	X	B or Better	3.0 on a 4.0 point scale	None	X	X	X	X	X	None	None	None
7	X		Emergency Medical Technology	X	None	2.0 on a 4.0 point scale	Degree Option: TSI Complete Certificate Option: Complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	First-come First-serve basis	None	None	None	1. High School Graduation/GED equivalent. 2. 18-years of age for clinical/practicum experience. 3. Hold a valid Texas Driver's license. 4. Attend Mandatory Hospital Orientation

	Selective Program	Competitive Entry	NAH Programs	Must participate in the program advisement	Required Grade on Pre-requisite Courses	Minimum Cumulative GPA	Other Exam aside from TSI	Pass Criminal Background Test & Immunizations	Meet Technical Standards	Submission of Application	Selection Process	Pass Drug Panel Screening Test (upon program admission)	Required Volunteer Hours	Interview and Letter of Recommendation	Additional Requirements
8	X		Health and Medical Administrative Services	X	None	2.0 on a 4.0 point scale	Degree Option: TSI Complete Certificate Option: Complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	None	None	None	None	None
9	X		Medical Assistant Technology	X	None	2.5 on a 4.0 point scale	Level 2 certificate option: Pass college placement test with minimum scores or complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	First-come First-serve basis	None	None	None	Have a High School Diploma or GED
10	X		Patient Care Assistant	None	None	2.0 on a 4.0 point scale	None	None	Satisfy program specific requirements for clinical practice	None	First-come First-serve basis	None	None	None	None
11	X		Pharamcy Technology	X	C or better	2.5 on a 4.0 point scale	Level 2 certificate option: Pass college placement test with minimum scores or complete development classes with a grade of "C" or better	None	Satisfy healthcare agency requirements prior to clinical practice.	X	First-come First-serve basis	None	None	None	1. High School Graduation/GED equivalent. 2. 18-years of age for clinical/practicum experience.

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

March 3, 2016 as of 4:00 pm

South Texas College
Math, Science, Bachelor Programs Division
Application Requirements for Baccalaureate Degrees
Academic Year 2016-2017

	Program Name	South Texas College General Admission Requirements	TSI Complete	Minimum Cumulative GPA	ACT Exam Scores	Letter of Recommendation
1	**Organizational Leadership**	**X**	**X**	2.5 on a 4.0 scale*	None	**X**
2	**Computer Information Technologies**	**X**	**X**	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None
3	**Medical and Health Services MGMT**	**X**	**X**	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None
4	**Technology MGMT**	**X**	**X**	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None

** Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Math, Science & Bachelor Programs upon completion of a personal interview with a prospective applicant. Published in the College Catalog.*

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog

Date: March 2, 2016, as of 4 pm

South Texas College
Business & Technology Division
Application Requirements for Law Enforcement & Fire Science
Academic Year 2016-2017

	Program Name	Other Exam Aside from TSI	Pass Criminal Background Test & Immunizations	Submission of Application	Additional Application Requirements
1	Law Enforcement	1. Pass physical agility standard, exam administered by South Texas College, in accordance with the established guidelines. 2. Polygraph Examination, by an approved South Texas College polygraph examiner.	1. Background Investigation / Personal History Statement, to be conducted by South Texas College. 2. Certified Copy of Court Disposition (for all charges on criminal history). 3. Complete Criminal History Check (state and national database): Never been convicted of a Class A Misdemeanor or above; Never been convicted of a Class B misdemeanor within the last 10 years. 4. DPS/FBI Fingerprint Return. 5. Urinalysis.	X	1. Must be 21 years of age or older by the completion of the police academy. 2. Licensee Medical Condition Declaration (TCOLE L-2 form). 3. Licensee Psychologicial and Emotional Health Declaration (TCOLE L-3 form). 4. Proof of U.S. Citizenship. 5. Valid Texas Driver's License. 6. Proof of Education - HS Diploma (accredited) or GED. 7. Military Discharge Form (DD 214), if applicable.
2	Fire Science	Pass physical agility standard, exam administered by South Texas College, in accordance with the established guidelines.	1. Background Investigation / Personal History Statement, to be conducted by South Texas College. 2. Certified Copy of Court Disposition (for all charges on criminal history). Never been convicted of a Class A Misdemeanor or above; Never been convicted of a Class B misdemeanor within the last 10 years.	X	1. Must be 18 years of age or older at the start of the Fire Academy. 2. Medical Release Form. 3. Proof of U.S. Citizenship. 4. Valid Texas Driver's License. 5. Proof of Education - HS Diploma (accredited) or GED. 6. Military Discharge Form (DD 214), if applicable.

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Review and Recommend Action on Proposed Revisions to Policy #3335: *Student Attendance*

Approval of the proposed revisions to Policy #3335: *Student Attendance* will be requested at the March 29, 2016 Regular Board Meeting.

The proposed revisions to Policy #3335: *Student Attendance*, which has not been revised since July 2006, are necessary to:

- Reflect the inclusion of attendance guidelines in the faculty and student handbooks and respective course syllabi; and
- Update the policy to refer students to Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as appropriate under Title IX regulations.

The Policy has been reviewed by the President's Cabinet and the President's Administrative Staff.

The revised policies follow in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

South Texas College Attendance Guidelines

The packet also includes the *South Texas College Attendance Guidelines*, which provide the general attendance guidelines used at the College, though some departments or divisions may implement stricter attendance requirements as appropriate to their particular disciplines.

These general guidelines outline basic absence requirements and further clarify students' rights and College resources provided in compliance with Title IX.

The Committee is asked to recommend Board approval of the proposed revisions to Policy #3335: *Student Attendance* which would supersede any previously adopted Board policy.

Title	**Student Attendance**	**3335**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dates July 20, 2006** ***As Amended by Board Minute Order dated March 29, 2016***	

~~As a premier learning-centered higher education institution,~~ *S*tudent attendance and participation ~~is~~ *are* paramount to academic success~~;~~. *T*herefore, regular and punctual attendance in class and laboratories is expected of all students *at South Texas College*.

Attendance guidelines governing student attendance are published in the faculty and student handbooks. It is the student's responsibility to *be familiar with these guidelines and to address absences and make-up work with respective faculty members in a timely manner and/or* ~~communicate with the faculty member concerning any absence~~ as specified by the respective course syllabus. ~~The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.~~

Dropping a course is the responsibility of the student and not taking the appropriate steps may result in an "F" for the course.

In addition to *published* ~~Division based~~ guidelines related to attendance, *a* faculty *member* may drop *a* student~~s,~~ prior to the withdrawal deadline *if and* when~~,~~ *the faculty member determines that the student would be unable to successfully complete the course*. ~~*in* the opinion of the faculty, the student would have difficulty in successfully completing the course.~~

Information on absences related to pregnancy, parenting, or related conditions can be found in South Texas College Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct.

~~Strikethrough denotes deletion~~

Italics denote addition

South Texas College

Attendance Guidelines

Class attendance and participation are essential to student success. Regular and punctual class attendance is expected at South Texas College. Student absences will be recorded from the first day the class meets. It is imperative that students attend on the first day of class. This is when the course syllabus, schedule, deadlines, and class expectations will be discussed.

In case of absence, it is the student's responsibility to contact the instructor prior to the absence. The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and faculty member is most important, and it is the student's responsibility to initiate such communication. The faculty member will determine, based on policies outlined in the course syllabus, whether the student will be permitted to make up work and will decide on the time and nature of the makeup. If a student does not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work. A student who stops attending class for any reason should contact the faculty member and the Admission's office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

The following attendance guidelines will apply. **Some departments or divisions may have stricter policies**:

- A student in an on-campus course missing a cumulative of **10 percent (10%)** of the class meetings may be dropped by the faculty member in accordance to the policy or policies outlined in the course syllabus.
- A student in an online course is required to successfully complete the online course orientation, if applicable, **and** actively participate in the course as described in the faculty member's course requirements. A student not meeting these requirements may be dropped in accordance to the policy

outlined in the course syllabus.

- A student's absence on official school business is entitled to make up coursework missed but should contact the faculty member prior to scheduled absence to make proper arrangements on course work that will be missed.
- In addition to published guidelines related to attendance, faculty may drop a student prior to the withdrawal deadline when the faculty member determines that the student will be unable to successfully complete the course.

Example Calculations of 10% Absence

Term	# of Meetings	10% of Class Meetings	Student Dropped after X Days
16 week-1 day a week	16	1.6	2
16 week-2 days a week	31	3.1	4
16 week-3 days a week	46	4.6	5
5 week MTF (Summer I & II)	15	1.5	2
5 week MTFR (Summer I & II)	19	1.9	2
10 week MTW (Summer III)	33	3.3	4
10 week MTWR (Summer III)	38	3.8	4

TITLE IX AND PREGNANCY RELATED ABSENCES

South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking additional information should contact the Conflict Resolution Center immediately at 956-872-2180 or crc@southtexascollege.edu.

Under Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX), schools must excuse absences for students who are pregnant, who give birth, who are parenting, or who experience a related condition for as long as that student's doctor determines is necessary. At the conclusion of that period, the student must be given a reasonable amount of time to make up the work they missed.

Review and Committee Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology

The Education and Workforce Development Committee is asked to recommend Board approval to offer an Associate of Applied Science Degree in Welding Technology.

Development of this program was authorized by the Education and Workforce Development Committee in November 2014. The program is now presented to the Education and Workforce Development Committee for review and recommendation to the Board of Trustees for approval before being offered to students.

South Texas College currently offers Certificates in Combination Welding and in Structural Welding.

Students will learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

This program is designed to be appropriate for new students as well as for experienced professionals who desire the opportunity to pursue academic and career opportunities in this area.

The following pages contain the Program Development Brief, which includes:

1. Program Summary;
2. Program Demand;
3. Admission Requirements;
4. Marketing Plan;
5. Retention Plan;
6. Graduation Plan; and
7. Resources Required for Program Operation.

The program operating and instructional costs have been estimated, and are provided after the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Kristina Wilson, Associate Dean of Curriculum and Student Learning, will review the proposed new program and the development process with the Committee and will respond to questions.

The Education and Workforce Development Committee is asked to recommend Board approval to offer an Associate of Applied Science Degree in Welding Technology as presented.

Program Summary

Institution: **South Texas College, McAllen Texas**

Proposed Award: **Associates of Applied Science in Welding**

CURRICULUM QUALITY

Program Objective: The objective of the Welding Program is to prepare students for a career as a welding technician in the fabrication, construction and manufacturing industries. Advanced welding skills are integrated and students are also exposed to basic metallurgy and inspection procedures. Graduates of the Welding Technology AAS degree can anticipate remarkable career opportunities in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

Curriculum: The Associates of Applied Science in Welding would require students to complete 60 semester credit hours (SCH) of course work (please see attached curriculum) from the Texas Workforce Education Course Manual. The technical courses include Advanced Layout and Fabrication and Advanced Gas Tungsten and Arc Welding. A Capstone course (WLDG 2413 Capstone: Intermediate Welding Using Multiple Processes) will be used to satisfy the Capstone requirement. South Texas College currently offers a Structural Welding Certificate and a Combination Welding Certificate. The certificates are stackable, whereby students who complete the Structural Welding certificate can take additional coursework to complete the Combination Welding certificate. The coursework within these existing certificates is included within the proposed Welding Associate Degree curriculum.

PROGRAM DEMAND

1. **Occupational Need:**

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, welders, cutters, solderers and brazers should experience a 7.4% growth between 2016 and 2025 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 169 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., welders, cutters, solderers, and brazers should experience a 12.2% growth between 2016 and 2025 in State of Texas. A total of 7,001 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., welders, cutters, solderers, and brazers should experience an 8% growth between 2016 and 2025 nationally. A total of 34,507 additional job openings are expected during this time period.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is $13.94 in South Texas Region.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is $18.04 in State.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is $17.76 nationally.

Economic Modeling Specialists, Inc. indicated a 41% increase in average monthly hires from 2011 to 2015 (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) and a 9% increase in average monthly hires for the state of Texas.

EMSI Data Summary:

Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings	Increase in Avg. Monthly Hires
Regional	7.4%	169	$13.94	41%
State	12.2%	7,001	$18.04	9%
National	8%	34,507	$17.76	N/A

Workforce Solutions of the Lower Rio Grande Valley included Welders, Cutters, Solderers, and Brazers in the 2014 Approved Target Occupation List and In-Demand Occupation List.

The Texas Workforce Commission's *Report on Texas Growth Occupations 2015* included Welders, Cutters, Solderers, & Brazers as a growing occupation within the Manufacturing field, with an 18.5% growth expected within the 2012-2022 decade.

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of welders, cutters, solderers and brazers are expected to grow by 4% over the 2014-2024 decade. The Occupational Outlook Handbook states that "…skilled welders with up-to-date training should have good job opportunities."

According to the U. S. Department of Labor, Occupational Outlook Handbook, in May 2014 the Median annual earnings for welders, cutters, solderers and brazers was $37,420 nationally.

Student Demand: Based upon current student demand, the Welding Advisory Board anticipates approximately 65 students enrolled per year during the first five years of program existence. Admissions requirements for the Associate of Applied Science in Welding will follow the admissions requirements of the College. Taking into consideration the fact that there is no other local institution that offers this program, demand is expected to be moderate to high.

Other identified sources of potential students for the Welding Associate Degree program will be the students currently enrolled in the Welding Certificate Programs who wish to pursue further education. During the fall 2015 semester, there were 189 enrolled students with declared majors in CT1-Stuctural Welding and 307 enrolled students with declared majors in CT1-Combination Welding. A survey of 29 students enrolled in Welding certificate coursework during the spring 2016 semester indicated that 80% would be interested in pursuing an Associate of Applied Science in Welding degree.

Students are expected to be from varied backgrounds including special populations. The applicant pool may include: young adults graduating from high school, dual enrollment students, GED completers, and those individuals already employed seeking to upgrade their knowledge and skills to improve career opportunities.

Existing Programs: Del Mar Community College (which is approximately 150 miles from McAllen) offers Welding Technology Associate Degree Program. TSTC Harlingen (which is approximately 45 miles from McAllen) offers a Welding Technology Associate Degree.

Program Linkage and Opportunities for Further Education: The 60 hours of technical coursework from the Workforce Education Course manual should transfer to other community or technical colleges offering the same courses within a Welding program. Welding coursework is currently offered at local high schools through STC's Dual Enrollment Program. The following school districts are currently partnered with STC to offer Welding coursework: Weslaco ISD, Pharr-San Juan-Alamo (PSJA) ISD, Donna ISD, McAllen ISD, and Mission CISD. Graduates of the AAS in Welding Program will have the opportunity to continue their education by pursuing a Bachelors in Technology Management degree at South Texas College.

Expected Enrollment: A moderate estimate of initial enrollment for the Welding Technology Associate Degree program is 25 additional students enrolled in first year coursework, with an additional 8 students enrolled in second year coursework, for a total of 33 students enrolled during the 2016-2017 academic year. Graduates of STC's existing Welding Certificates will be able to begin the program by enrolling in the second year of the Welding AAS coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average of 80-93 students will be enrolled during the program's fourth and fifth year. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently enrolled Welding Certificate students.

Years	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**
1st Year	25	32	40	48	56
2nd Year	8	23	27	32	37
Total	**33**	**55**	**67**	**80**	**93**

PROGRAM SUPPORT

Faculty: Existing qualified faculty in the Division of Business and Technology could be used to teach Welding Technology courses. Currently, several full-time faculty members and Adjunct faculty are teaching the Welding Certificate courses.

Facilities and Equipment: Existing welding classrooms and laboratories at the Technology Campus can be utilized to emphasize industrialized training; such as mastering the welding of different joint designs with fillet and grove welds in all positions on plate and pipe, and plan, design, fabricate, and weld projects using blueprint reading and layout skills. Existing welding equipment is sufficient to begin the AAS degree. As enrollment increases, additional welding working stations will be required to keep up with program growth.

New Costs: Total new costs for the first five years of the program are projected to be $196, 260.00. Sources of funds to cover the costs are projected to include $132,660.00 from tuition, and $78,144.00 from state appropriations for total revenue of $210,804.00. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation

numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Welding Program is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools and the American Welding Society.

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCES OF STUDENTS

A variety of student populations have been identified as potential sources of students for the Welding AAS Program. Students participating in this program will be similar to the general current STC student body. Students are expected to be from varied backgrounds including special populations. The applicant pool will include, but not be limited to: dual enrollment students, young adults graduating from high schools, adults completing GED education programs, returning adults seeking career changes, graduates of STC's Combination Welding and Structural Welding Certificate Programs, and those individual already employed in the welding field who wish to formalize or update their knowledge and skills to improve career opportunities.

MARKETING

The Welding AAS Program will be aggressively marketed to all potential groups to ensure positive growth. Target areas of marketing will be in the high schools and the general public. Employees at local welding companies will also be targeted, as well as graduates of STC's Welding certificate programs. To improve the odds of obtaining a capable, diverse student applicant pool, the program will be marketed through all Campus Outreach and Information Centers, and the Office of Enrollment Management and Recruitment. Brochures describing the benefits of graduating in the Welding AAS program will be distributed throughout the different divisions at each STC campus, along with the Campus Information Centers and during special career day events at high schools and the STC campuses, including the annual Women in Technology event. In addition, school radio spots, newspaper articles and ads, and other media coverage will be sought as needed.

RETENTION

Several strategies will be implemented to retain students in the program. Faculty advising is one approach for the identification and clarification of student's goals and directions. Academic assistance is another support strategy for academic performance and retention. Student participation/interaction with a wide variety of programs and services on the campus is another technique we can implement for retention purposes. Additionally, tutoring support services will be available at the Center for Learning Excellence (CLE) for students taking general education coursework.

ENROLLMENT PROJECTIONS

A moderate estimate of initial enrollment for the Welding Technology Associate Degree program is 25 additional students enrolled in first year coursework, with an additional 8 students enrolled in second year coursework, for a total of 33 students enrolled during the 2016-2017 academic year. Graduates of STC's existing Welding Certificates will be able to being the program by enrolling in the second year of the Welding AAS coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average

of 80-93 students will be enrolled during the program's fourth and fifth year. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently enrolled Welding Certificate students.

Years	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**
1st Year	25	32	40	48	56
2nd Year	8	23	27	32	37
Total	**33**	**55**	**67**	**80**	**93**

PROJECTED NUMBER OF GRADUATES

The goal is to have at least 90% of students enrolled in the program to complete the Welding AAS degree on time (at the end of the second year). During academic year 2014-2015, there were 173 graduates in the Welding Certificate programs.

Class size will be evaluated each year and increased according to the availability of faculty, and the graduate placement rate. New students will be assigned to a specialized faculty advisor to prepare their degree plans to ensure a successful graduation rate.

2016 – 2021 Welding Student Enrollment and Graduate Forecast

Years	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**
1st Year Enrollment	25	32	40	48	56
2nd Year Enrollment	8	23	27	32	37
Graduates (90% of 2nd Year Enrollment)	**7**	**21**	**24**	**29**	**33**

SOUTH TEXAS COLLEGE FICE 031034
WELDING CIP 48.0508
ASSOCIATE OF APPLIED SCIENCE: **WELDING TECHNOLOGY**
2016-2017

PROPOSED DEGREE PLAN

		Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Cont. Hrs.	Cred. Hrs.
FIRST SEMESTER						
ENGL 1301	Composition I	3	0		48	3
WLDG 1313	Intro to Blueprint Reading for Welder OR DFTG1325	2	4		96	3
MCHN 1343	Machine Shop Mathematics or TECM1303	3	0		48	3
	Humanities Elective	3	0		48	3
WLDG 1428	Intro to Shielded Metal Arc Welding	2	6		128	4
	Total	13	10		368	16
SECOND SEMESTER						
	Math Elective	3	0		48	3
WLDG 1430	Intro Gas Metal Arc Welding	2	6		128	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	2	6		128	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding	2	6		128	4
	Total	9	18		432	15
THIRD SEMESTER						
WLDG 1417	Intro to Layout and Fabrication	2	6		128	4
WLDG 1312	Intro to Flux Cored Arc Welding	1	6		112	3
WLDG 2406	Intermediate Pipe Welding	2	6		128	4
	Social/Behavioral Science Elective	3	0		48	3
	Total	8	18		416	14
FOURTH SEMESTER						
WLDG 2435	Advanced Layout and Fabrication	2	6		128	4
WLDG 2413	Capstone: Intermediate Welding Using Multiple	2	6		128	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	2	6		128	4
	Speech Elective	3	0		48	3
	Total	9	18		432	15

TOTAL CREDIT HRS: 60
TOTAL CONTACT HRS: 1648

02/23/16

Operating Costs and Revenue Projections
AAS in Welding Degree

ESTIMATED COSTS BY YEAR FOR AAS in Welding PROGRAM						
CATEGORY	INITIAL COST 2016-2017	BUDGET 2ND YEAR 2017-2018	BUDGET 3RD YEAR 2018-2019	BUDGET 4TH YEAR 2019-2020	BUDGET 5TH YEAR 2020-2021	TOTAL BUDGET 2016-2021
Faculty Salaries and Benefits	$12,880.00	$19,320.00	$22,540.00	$25,760.00	$25,760.00	$106,260.00
Supplies and Materials (Operating)	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$7,500.00
Library Resources	$500.00	$0.00	$500.00	$0.00	$500.00	$1,500.00
Equipment and Software (Capital)	$75,000.00	$0.00	$0.00	$0.00	$0.00	$75,000.00
Facilities (Furniture) (Operating)	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00
Faculty Professional Development/(Travel)	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$5,000.00
Subtotal - Instructional & Operating Budget	$91,880.00	$21,820.00	$25,540.00	$28,260.00	$28,760.00	$196,260.00
Total Budget Per Year	**$91,880.00**	**$21,820.00**	**$25,540.00**	**$28,260.00**	**$28,760.00**	**$196,260.00**

REVENUE PROJECTIONS BY YEAR FOR AAS WELDING DEGREE						
CATEGORY	REVENUE 2016-2017	REVENUE 2017-2018	REVENUE 2018-2019	REVENUE 2019-2020	REVENUE 2020-2021	TOTAL 2016-2021
State Appropriations	$ -	$ 14,208.00	$ 14,208.00	$ 24,864.00	$ 24,864.00	$ 78,144.00
Tuition	$ 16,080.00	$ 24,120.00	$ 28,140.00	$ 32,160.00	$ 32,160.00	$ 132,660.00
TOTAL REVENUE	**$ 16,080.00**	**$ 38,328.00**	**$ 42,348.00**	**$ 57,024.00**	**$ 57,024.00**	**$ 210,804.00**

Instructional Costs and Projected Revenue
for
AAS in Welding

Faculty Salary & Benefits	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**	**Totals**
LHE Rate	$ 575.00	$ 575.00	$ 575.00	$ 575.00	$ 575.00	
# of LHE's per Course	5	5	5	5	5	
Subtotal	$ 2,875.00	$ 2,875.00	$ 2,875.00	$ 2,875.00	$ 2,875.00	
# of Sections Taught by Adjunct	4	6	7	8	8	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	$ 11,500.00	$ 17,250.00	$ 20,125.00	$ 23,000.00	$ 23,000.00	
Multiplied by Benefits Rate	1.12	1.12	1.12	1.12	1.12	
Total Salary for Adjunct	$ 12,880.00	$ 19,320.00	$ 22,540.00	$ 25,760.00	$ 25,760.00	
F/T Faculty @ $40,000	$0	$0	$0	$0	$0	
Benefit Rate (F/T Salary X 32.24%=12,896.00)	$0	$0	$0	$0	$0	
Cost for Faculty Salary/Benefits	**$ 12,880.00**	**$ 19,320.00**	**$ 22,540.00**	**$ 25,760.00**	**$ 25,760.00**	**$ 106,260.00**

Projected Revenue	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**	**Totals**
State Appropriations *						
# of Sections	4	6	7	8	8	
# of Students per Section	15	15	15	15	15	
Total # of Students per Year	60	90	105	120	120	
# of Contact Hours per Student	80	80	80	80	80	
Total Contact Hours	4800	7200	8400	9600	9600	
Multiplied by State Funding Rate ($2.96)	$ 2.96	$ 2.96	$ 2.96	$ 2.96	$ 2.96	
State Appropriations Generated	$ 14,208.00	$ 21,312.00	$ 24,864.00	$ 28,416.00	$ 28,416.00	
State Appropriations Received	$ -	$ 14,208.00	$ 14,208.00	$ 24,864.00	$ 24,864.00	**$ 78,144.00**

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**	**Totals**
Enrollment # Projected	60	90	105	120	120	
Tuition Rate per Credit Hour	$ 67.00	$ 67.00	$ 67.00	$ 67.00	$ 67.00	
Subtotal	$ 4,020.00	$ 6,030.00	$ 7,035.00	$ 8,040.00	$ 8,040.00	**$ 33,165.00**
# of Credit Hours per Course	4	4	4	4	4	
Total Tuition	$ 16,080.00	$ 24,120.00	$ 28,140.00	$ 32,160.00	$ 32,160.00	**$ 132,660.00**

South Texas College Program Evaluation Plan

Institutional Effectiveness

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Intuitional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

In addition, STC monitors and evaluates the and quality instructional degree and certificate programs through the Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of *Core Objectives* for the General Education Core Curriculum.

Program Review

Instructional programs are subject to Program Review by peers through the Curriculum and Program Review Committee on a 4-year cycle. This Program Review assessment instrument evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, program specific accreditations, faculty credentials, schedule distribution across campuses and times of day, participation in learning outcomes assessment and use of data to improve student learning, faculty professional development, and use of community advisory committees*. Program Review evaluation is conducted by a subcommittee of faculty members serving on the College Curriculum and Program Review Committee. Following the subcommittee's review, findings are presented first to the Curriculum and Program Review Committee for review and then to a subcommittee of the Planning and Development Committee (PDC), the college-wide committee charged with oversight for planning, plan implementation, and reporting. The subcommittee reviews ratings given by the faculty subcommittee and reports those rating to PDC along with any additional recommendations.

Program Learning Outcomes Assessment

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Director for Student Learning Outcomes and Assessment, along with the College Wide Student Learning Outcomes and Assessment Instructional Team lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

General Education Outcomes Assessment

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Core Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Core Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Core Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Director of Learning Outcomes and Assessment.

Presentation on New Ceramic Kiln Building

Mr. William Buhidar, Assistant Dean for Fine and Performing Arts, will provide a brief presentation on the Ceramic Kiln Building, recently completed after great support by the Board of Trustees.

Mr. Buhidar will provide a general overview of the process of creating art and the impact that the new facility will have on students in the program.

He will then share, briefly, the background of the construction project, leading up to the scheduled 4:00 p.m. Ribbon Cutting ceremony, which all Trustees and administration, faculty, staff, and students are invited to attend.

This item is for the Committee's information and feedback to staff, and no action is requested.

SOUTH TEXAS COLLEGE

Ceramic Kiln Building Presentation

Presentation for Education & Workforce Development Committee
Tuesday March 8, 2016

Presenter: William Buhidar, Assistant Dean Fine and Performing Arts

What is Ceramic Art?

- **Ceramic art** is a term used to describe decorative objects made out of clay or similar natural materials.
- In some cases, these objects may be functional such as tiles, dishes, and vases. Additionally, ceramic art can include statues and figurines as works of art.

What do Ceramicists Do?

- A **Ceramicist is an artist** that makes clay and porcelain objects.
- Some ceramicists specialize in making certain types of items, like dishes, while others may choose to create several different types of items.

Where Does a Ceramicist Work?

- The majority of professional ceramicists work as freelancers. They work in studios to design and create different ceramic pieces to sell them.
- Some ceramicists open their own stores, while others may sell their pieces at craft co-ops or on the Internet.

What is the Average Salary of a Ceramicist?

- Since many ceramicists work as freelancers, the Bureau of Labor Statistics does not collect data about these professionals specifically.
- The Bureau of Labor Statistics, however, does state that fine artists – including sculptors – made an average annual salary of about $53,080 in 2010.

Why a Ceramics Kiln Building?

- UTRGV Chair Susan Fitzsimmons and Visual Arts Faculty indicated that with the addition of our gas and Raku firing methods, **STC curriculum will help our graduates transferring into their ceramic courses**, as those methods are required for advanced ceramics courses.
- The UTRGV faculty indicated that in previous years, STC students had needed extra time and instruction to make up for deficiencies in firing methods. **With the addition of the new kiln building, our future students should be much better prepared and successful in advanced course work.**

Ceramic Work Area:
Before Construction

The Work Begins!

The Work Continues!
The Foundation & Walls

Voila! - Ready for Students!
Interior & Exterior

STC Student Ceramic Art Work

Thank you for your Support!