Board of Trustees

Education and Workforce Development Committee Meeting

Thursday, April 14, 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
Thursday, April 14, 2016
@ 2:30 p.m.
McAllen, Texas

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."

Approval of Minutes for Tuesday, March 8, 2016 Committee Meeting

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, March 8, 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, March 08, 2016 @ 2:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, March 08, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:30 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., and Mr. Gary Gurwitz

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

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Matthew Hebbard, Mr. Jayson Valerio, Mrs. Laura Sanchez, Dr. Christopher Nelson, Mrs. Kristina Wilson, Mr. Hector Cavazos, Mr. William Buhidar, Mrs. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, February 16, 2016 were approved as written. The motion carried.

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 coordinated with faculty and staff to develop 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 was 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* was provided under separate cover for the Committee's review.

Dr. Reed, and Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, reviewed the proposed guidebook with the Committee and responded to questions. Dr. Anahid Petrosian, Vice President for Academic Affairs, also responded to questions.

The Committee expressed their overall satisfaction with the *Proposed Prospective Student Guide for applying to Associate Degree Nursing Program*, stating that the development of this guide was commendable. The Committee also asked for a review of the data showing the correlation between the selective admission criteria, notably HESI scores and GPA in prerequisite courses, and student success completing the program and earning licensure.

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

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 was necessary to revise Policy #3200: *Student Admissions* to bring the policy in line with concurrent changes proposed for the College Catalog which, together, would update the College's admissions and curriculum. Policy #3200 had 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 were presented as a complete document without markup showing each change. The existing policy was 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 would 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 included matrices outlining the special requirements of selective admissions programs. These matrices were not part of the policy, but were provided to highlight the selective admissions programs and their requirements, which would be found in the Course Catalog as described.

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

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the proposed revisions to Policy #3200: *Student Admissions* which would supersede any previously adopted Board policy. The motion carried.

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 had not been revised since July 2006, were 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 was reviewed by the President's Cabinet and the President's Administrative Staff.

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

South Texas College Attendance Guidelines
The packet also included the *South Texas College Attendance Guidelines*, which provided 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 outlined basic absence requirements and further clarified students' rights and College resources provided in compliance with Title IX.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the proposed revisions to Policy #3335: *Student Attendance* which would supersede any previously adopted Board policy. The motion carried.

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 were included in the Program Development Brief:
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 were provided following the Program Development Brief.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Development Committee recommended Board approval to offer an Associate of Applied Science Degree in Welding Technology as presented. The motion carried.

Presentation on New Ceramic Kiln Building

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

He then shared 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 were invited to attend.

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 March 08, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

_____
Mrs. Graciela Farias
Presiding

Presentation and Discussion of Degree Works: *Keeping Students on the Pathway to Graduation*

Ms. Nancy Garcia, Director of Comprehensive Advising and Mentoring Services, will provide a presentation on Degree Works.

Degree Works is an online tool that provides students with up-to-date information about their academic progress toward completing their selected certificate or degree program.

Upon logging into Degree Works, a student, or their advisor, can see the requirements of their selected program, along with the courses they have completed and the courses they are currently taking. Degree Works will identify the courses they still need to complete, and will allow them to plan out future semesters and track their progress.

Degree Works is available to all South Texas College students, including Dual Enrollment students, and they can access this information through the South Texas College JagNet web portal, through which they access many vital services.

Ms. Garcia will review Degree Works with the Committee, including an overview of the degree audit process, planning future coursework, and student access to "What-if" functionality that allows students to see what coursework would be required if they were to switch to a new major.
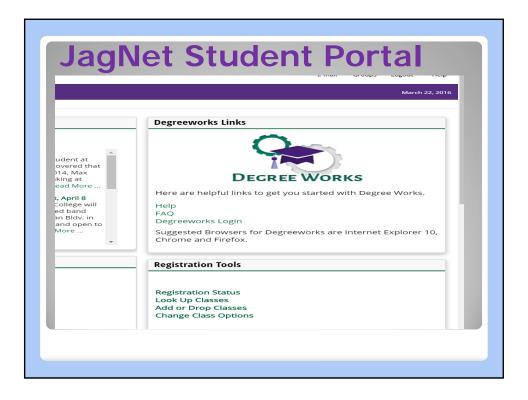
Students are encouraged to meet with an advisor each semester to monitor their academic progress and to utilize Degree Works as a valuable resource to ensure they stay on track toward graduation.

Ms. Garcia will also discuss the role of advisors and their access to Degree Works to monitor students' progress, as well as the features of Degree Works that help students stay focused on timely completion of their degree plan.

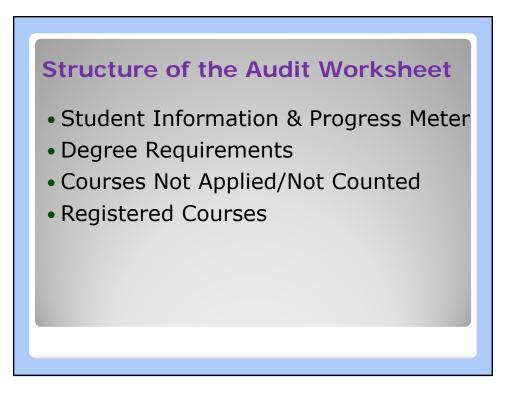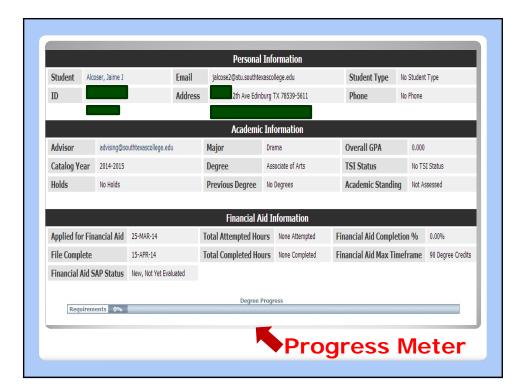This item is for the Committee's information and feedback to staff, and no action is requested.

Keeping Students on the Pathway to Graduation

What is Degree Works?

- Degree Works is a Web-based tool for students to monitor their academic progress toward degree completion.
- Degree Works allows students and their advisors to plan future academic coursework.

JagNet Student Portal

Degree Works

ALL Students Have Access to Degree Works via JagNet, Including

All Dual Enrollment Students

Student Audit

- A Degree Works audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree.

Structure of the Audit Worksheet

- Student Information & Progress Meter
- Degree Requirements
- Courses Not Applied/Not Counted
- Registered Courses

Student Information

- At first glance, the student will view a block of information that will display information pieces such as:
  - Personal Information – Name, A#, student email
  - Declared Major
  - Catalog Year
  - TSI Status
  - Financial Aid Information

Personal Information						
Student	Alcoser, Jaime J	**Email**	jalcose2@stu.southtexascollege.edu	**Student Type**	No Student Type	
ID		**Address**	2th Ave Edinburg TX 78539-5611	**Phone**	No Phone	

Academic Information						
Advisor	advising@southtexascollege.edu	**Major**	Drama	**Overall GPA**	0.000	
Catalog Year	2014-2015	**Degree**	Associate of Arts	**TSI Status**	No TSI Status	
Holds	No Holds	**Previous Degree**	No Degrees	**Academic Standing**	Not Assessed	

Financial Aid Information					
Applied for Financial Aid	25-MAR-14	**Total Attempted Hours**	None Attempted	**Financial Aid Completion %**	0.00%
File Complete	15-APR-14	**Total Completed Hours**	None Completed	**Financial Aid Max Timeframe**	90 Degree Credits
Financial Aid SAP Status	New, Not Yet Evaluated				

Degree Progress

Requirements **0%**

Progress Meter

Degree Requirements

- Core Curriculum
- Major Requirements

✓ Core Curriculum			Catalog Year:	2012-2013	Credits Required:	44
			GPA: 3.220		Credits Applied:	45
✓ 44 to 45 Minimum Credits Required						
✓ COMPOSITION/WRITTEN COMMUNICATION - 6 CREDIT HOURS						
✓ Composition	ENGL 1301	Composition		B	3	Fall 2011
✓ Composition II-Rhetoric	ENGL 1302	Composition II - Rhetoric		B	3	Spring 2012
✓ SPEECH - 3 CREDIT HOURS						
✓ Select 1 of the Following Courses	SPCH 1311	Intro. to Speech Communication		A	3	Fall 2010
✓ MATHEMATICS - 3 TO 4 CREDIT HOURS						
✓ Select 1 of the Following Courses	MATH 1414	College Algebra		A	4	Fall 2013
✓ NATURAL SCIENCES - 8 CREDIT HOURS						
✓ Select 2 of the Following Courses	BIOL 1409	General Biology II		A	4	SU I 2013
	BIOL 2401	Anatomy and Physiology I		C	4	Fall 2013
✓ VISUAL & PERFORMING ARTS - 3 CREDIT HOURS						
✓ SELECT 1 OPTION						
✓ Option 1: Select 3 Credits from the Following	ARTS 1301	Art Appreciation		B	3	Fall 2011

Note: A student must have a declared major in order to see their respective audit.

Course Availability for Next Semester

Additional Blocks

- Courses Not Applied
- Currently Registered
- Courses not Counted

Courses Not Applied to Degree					
EDCS 0101	Educational College Success		A	3	Fall 2015
MATH 0090	Inter. Algebra I & Geometry		A	3	Fall 2015
Currently Registered Courses					
CRIJ 1306	Court Systems & Practices	REG		3	Spring 2016
ENGL 1301	Composition I	REG		3	Spring 2016
HIST 1301	United States History I	REG		3	Spring 2016
MATH 1414	College Algebra	REG		4	Spring 2016

What-If Scenario

- The What-If function allows you to hypothetically change your major and will show you:
  - what coursework is required for the new major
  - what courses you have taken that satisfy requirements, and
  - what courses are still left for you to take.

Student Education Planner

- The Planner is a tool that arranges course requirements into semester blocks to plan out future semesters.
  ◦ Forecasts the students academic career;
  ◦ It is recommended that students meet with their advisor every semester to maintain an active plan.

Degree Works Video

http://studentservices.southtexascollege.edu/advising/degreeworks/index.html

For More Information:

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Director of Comprehensive Advising & Mentoring Services
nancyhg@southtexascollege.edu
(956) 872-1689