SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

August 2016

Board Meeting

September 27, 2016

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **September 27, 2016**

TO: Dr. Shirley A. Reed, President

FROM: Matthew Hebbard, Division of Student Affairs & Enrollment Management

SUBJECT: **August 2016 Activity Report**

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

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

  - Dr. Estella Garcia, President of TSTC lunch meeting
  - Mary Elizondo, Vice President for Finance & Administrative Services
  - Ken Jones, Director of LRGVDC to review Legislative Strategies
  - Tony Matamoros, Director of Dual2Degree High Schools & Services
  - Paul Hernandez, Dean of Student Affairs
  - Matt Hebbard, Dean of Enrollment Services
  - Karina Garza, Human Resources Specialist
  - Dr. Daniel King, PSJA Superintendent

Attended:

- Weslaco EDC Board meeting
- LRGVDC Board meeting
- Principals Summit Dual Credit
- Farewell get together at the Pecan Campus
- Retirement get together at the Technology Campus
- Student Handbook meeting
- MOU signing ceremony with a new partner in India
- IE planning and revisions meeting
- Retirement breakfast given by Human Resources
- LRGVDC meeting with Ron Garza, Tom Logan and Ken Jones
- UTRGV Medical School to Chancellor McRaven

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

Attended:

- Student Success Specialist planning meeting
- Research Park Discussion meeting
- President of the Ombudsperson Association meeting

Participated:

- Superintendent's Coffee
- Conference call with Tina Atkins, Administrator, Region One
- Conference call with Andrew Wisner, Strategic Account Executive Blackboard
- Conference call with Joe Biden, Matthew Hebbard and Paul Hernandez
- Conference call with Fernando Chapa and Vice President David Plummer

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Fall 2016 semester on March 1, 2016; to date, **34,443** students have registered due to staff processing their required documents and clearing their admissions file.
- Assisted students with various issues since the Fall 2016 semester began on August 29, 2016.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean/Directors and BUGs.
- Director and Coordinator of Records ("Coordinator") worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Attended various meetings/events to work on special projects, such as CourseLeaf Catalog (online), Enrollment Appeals Committee, Grade Appeals Committee, JagNet registration pilot for dual enrollment high school students, JagNet portal redesign, TCC eCommunities training session, and Welcome Center renovation at Pecan Campus, Building K, first floor.
- Director and Coordinator, along with the search committee, completed the hiring process for the new FY2016 position – Transcript/Graduation Analyst – by interviewing applicants and making a recommendation.
- Document Management Specialist downloaded, reviewed and verified **5,438** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during August 2016.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students; STC has **122** international students enrolled for Fall 2016 semester.
- Processed *Schedule Change Forms* for **1,487** students prior to the deadline to withdraw from Summer Session II on August 5, 2016.
- Processed *Change of Grades* for **130** students during August 2016.
- Processed **5,463** high school and **1,102** college/university transcripts during August 2016.
- Evaluated **774** transcripts from other colleges and universities during August 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,224** STC transcripts during August 2016.
- Scanned and indexed **7,000** documents submitted by students during August 2016.
- Processed **51** online *Course Substitution Forms* during August 2016.
- Assisted faculty with online grade submission for Summer Session II and downloaded grades into the system on August 15, 2016.
- Graduation Analyst began certifying August 2016 graduates after grades were posted.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students personal e-mail accounts, provided on their ApplyTexas application for admissions.

Matt Hebbard, Dean of Enrollment Services & Registrar

- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Coordinator Anna Barrera, Specialist Rolando Solis and Marisela Lozano attended the Title VI Training in Dallas, Texas
- SFS Department staff was required to work until closing time and weekends to help students complete their FAFSA requirements before the Fall semester.
- SFS Veteran Affairs office has requested for 6 data drops for the CLE room 123 that will be the Veterans study room, as additional computers will be given.
- SFS Veteran Department has requested equipment needed for the 9/11 ceremony taking place at all campus.
- SFS Outreach Specialist assisted with 20 First Year connections throughout the month of August

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Monthly Activity Report					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/CAAP/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**797**	**1400**	**1225(88%show)**	**TSI EXAM**	**5358**
		70	**35(50%show)**	**CAAP**	**303**
			(%show)	**ACT**	**417**
Mid-Valley Campus	**481**	**475**	**450(95%show)**	**TSI EXAM**	**3021**
Starr Campus	**318**	**359**	**342(95%show)**	**TSI EXAM**	**1544**
Pecan Plaza			**%show)**	**GED/ PEARSON**	**1079**
			(%show)	**TSI EXAM**	**1707**
TOTAL:	**1596**	**2304**	**2052(89%show)**		**13,429 – All Campuses YTD**

- Director attended meetings with TR, the BUGS meeting, meeting with assessment staff among others
- Coordinator of Testing, Mr. Hector Irlas attended the 2016 NCTA conference held in Seattle, WA.
- Continuous processing of TSI, ACT, SAT test scores into banner
- Planning and Construction commenced construction at Pecan Plaza to renovate 2603 Pecan Plaza
- Letters are sent to only the students whose file has been checked and have found they are not TSI complete. Meaning, they need to test and pass the TSI or sign up for a Developmental Course.

Assessment Center cont.

- Letters are sent to inform students they need to meet with an advisor and register for appropriate developmental course or test for TSI exam and pass

TSI Placement Report

TSI Scores: by placement score August 2016			
READING			
Monthly (08/01/16 - 08/31/16)		**Year To Date (08/24/15 - 08/31/2016)**	
College ready (351+)	373	**College Ready** (351+)	1746
Holistic Placement (349-350)	84	Holistic Placement (349-350)	435
Developmental Ed (342-348)	364	Developmental Ed (342-348)	1720
ABE Level 6 (Developmental Ed)	104	ABE Level 6 (Developmental Ed)	469
ABE Level 5 (Developmental Ed)	253	ABE Level 5 (Developmental Ed)	1103
ABE Level 4	72	ABE Level 4	280
ABE Level 3	7	ABE Level 3	25
ABE Level 2	5	ABE Level 2	36
ABE Level 1	1	ABE Level 1	7
Total	**1263**	**Total**	**5821**
MATH			
Monthly (08/01/16 - 08/31/16)		**Year To Date (08/24/15 - 08/31/2016)**	
College Ready (350+)	218	**College Ready** (350+)	1222
Holistsic Placement (348-349)	64	Holistic Placement (348-349)	446
Developmental Ed (336-347)	445	Developmental Ed (336-347)	2531
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	339	ABE Level 5 (Developmental Ed)	1474
ABE Level 4	261	ABE Level 4	920
ABE Level 3	35	ABE Level 3	130
ABE Level 2	19	ABE Level 2	58
ABE Level 1	5	ABE Level 1	17
Total	**1386**	**Total**	**6798**
Writing			
Monthly (08/01/16 - 08/31/16)		**Year To Date (08/24/15 - 08/31/2016)**	
College Ready (363 & 4+ Essay or 5+)	439	**College Ready** (363 & 4+ Essay or 5+)	2215
Holisitc Placement (361-362 & 4 Essay)	31	Holistic Placement (361-362 & 4 Essay)	125
Developmental Ed (350-362 & 0-4 Essay)	406	Developmental Ed (350-362 & 0-4 Essay)	1580
ABE Level 6 (Developmental Ed)	131	ABE Level 6 (Developmental Ed)	455
ABE Level 5 (Developmental Ed)	53	ABE Level 5 (Developmental Ed)	194
ABE Level 4	72	ABE Level 4	266
ABE Level 3	7	ABE Level 3	89
ABE Level 2	4	ABE Level 2	20
ABE Level 1	4	ABE Level 1	19
Total	**1147**	**Total**	**4963**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

*TSI Placement Report Notes

TSI Student Notifications Report August 1st- August 31st 2016							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/24/2015	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/24/2015	YTD Number of Students not TSI Complete Weekly for Month	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	144	1449	84	580	60	751	0
Nursing	0	132	0	95	0	65	0
Technology	0	292	0	86	0	228	0
Starr	56	297	36	137	20	169	0
Mid-Valley	82	350	44	153	38	88	0
Total	282	2520	164	1051	118	1301	0

Reading	Placement
DE Diagnostic 349-350	Holistic Placement Option
DE Diagnostic 342-348	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Math	**Placement**
DE Diagnostic 348-349	Holistic Placement Option
DE Diagnostic 336-347	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Writing	**Placement**
DE Diagnostic 361-362 & 4 Essay	Holistic Placement Option
DE Diagnostic 350-362 & 0-4 Essay	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	

Dual2Degree

DUAL ENROLLMENT ADMISSION & REGISTRATION:

- **Fall Dual Credit Student Admission and Registration:**
- Dual2Degree Department Staff facilitated enrollment of dual credit students at 44 traditional high schools and provided support to the Early College High School Department with 3 early college high schools.
- There was a 22.8% increase in the number of dual credit students registered by the first day of classes compared to Fall 2015 (see table below). This is attributed to the revamped admission and registration timeline, which significantly increased the amount of high school rosters submitted by the deadline. Additionally, new processes require the submittal of student transcripts and test scores electronically via TREx, which have significantly reduced the amount of manual labor, and streamlined early registration of students in courses.

Fall 2016 First Class Day Dual Credit Enrollment Comparison

Fall 2016	Fall 2015	Difference	%
12,305	10,019	2,286	22.8%

DEPARTMENT INITIATIVES:

- **Student Self-Service Advisement & Self-Service Registration Initiative:**
  - The student self-service advisement and self-service registration initiative at Weslaco East HS was successfully implemented for the Fall 2016 semester. More than 400 students logged on to JagNet to register for dual credit courses, and accessed their degree plan via DegreeWorks. The initiative allows students to take responsibility for the initial stage of their college experience, and will promote student success by increasing awareness of degree pathways and enrollment processes. This was the first time such advisement and registration approach was utilized in the Dual Credit Program. With the success of this initiative at Weslaco East HS, the model will be scaled up to other school districts in the Spring 2017 semester.

- **New Student Orientation Via Blackboard Collaborate:**
  - Planning for the upcoming implementation of the Virtual Orientation for new dual credit students continued. The purpose of the initiative is to provide orientation to prospective Dual Credit Students via Blackboard Collaborate, which will enhance the student orientation experience, and enable the Dual2Degree Department to reach a wider audience virtually when conducting New Student Orientations. Sharyland ISD has agreed to pilot this initiative for Fall 2016, and efforts are underway to scale the project to other ISDs by Spring 2017. The first orientation is scheduled at Sharyland Pioneer HS on September 23rd.

IMPORTANT HIGHLIGHTS:

- **Texas Pathways Project:**
  The Director of Dual2Degree High Schools was among nine STC faculty and staff selected to serve as a member of South Texas College's Texas Pathways Project Institutional Team. The Texas Pathways Model is an integrated, system-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from the selection of their high school degree program to her/his point of postsecondary entry through to attainment of high-quality credentials and careers with value in the labor market. South Texas College will be utilizing this model to determine how it can strengthen its educational pathways for Dual Credit students.
- **PSJA ISD Academic Advisory Workgroup:**
  The Director of Dual2Degree High Schools was asked to serve on the PSJA ISD Academic Advisory Workgroup. The purpose of the committee is to improve collaboration with South Texas College to better inform districts counselors and enrollment updates and best practices.

MEETINGS WITH ISDS:

- **South Texas College Principals' Summit:**
  The Director of Dual2Degree High Schools delivered a presentation to school district counselors and administrators regarding the Fall 2016 Dual Credit Program Enrollment Timeline. The presentation focused on changes to the student admission and registration process. In particular, schools were informed of the dual credit roster submittal deadline, the need to submit student enrollment documents electronically via TREx, and the first class day enrollment deadline. District officials were also informed of changes to the Dual Credit roster reconciliation and appeals processes.
- **Meetings with ISD Faculty, Staff, and Administrators:**
  Several meetings with school district personnel were held throughout the month to plan for the successful implementation of the Fall 2017 enrollment timeline. These meetings included dual credit faculty, high school officials and central office administrators. The following is a list of high schools where meetings were held:

  - Achieve ECHS
  - IB/Lamar Academy
  - Juarez-Lincoln HS
  - La Joya HS
  - Mercedes HS
  - McAllen HS
  - McAllen Memorial HS
  - Nikki Rowe HS
  - Palmview High School
  - Premier HS - Edinburg
  - PSJA ECHS
  - PSJA North ECHS
  - Roma HS
  - South Texas Business, Education, and Technology Academy
  - Weslaco East HS
  - Weslaco HS

Dual2Degree cont.

UPCOMING PROJECTS:

- **Monthly Dual Credit Updates with ISDs:** The Dual2Degree Department will host monthly meetings with school district officials beginning September 27, 2016. The purpose of the meetings is to update high school administrators and counselors on upcoming Dual Credit Program enrollment deadlines, and best practices. The goal of the meetings is to ensure school districts implement changes to improve the scheduling and advisement processes for dual credit students, which includes pre-screening of student eligibility requirements, inclusion of STC student identification numbers in dual credit rosters, and resolving ongoing issues with the Texas Records Exchange (TREx) system software.
- **PR Campaign for Spring & Summer I 2017 Enrollment –** The Dual2Degree Department has continued collaboration with the Public Relations Department to design fliers and posters that promote critical Dual Credit Program enrollment deadlines for the Spring and Summer 2016 terms. The purpose of the materials is to increase student awareness of admission and registration deadlines to ensure all students are registered early.

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Distinguished Leadership Academy
  - Banner Workflow Approval Online System for Mileage Reimbursements

The Dual2Degree Upcoming Events for September Include:

- Continue Fall 2016 Dual Credit Processing and Registration
- Fall 2016 Dual Credit Records Retention
- Fall 2016 Dual Credit Monthly Updates with ISDs
- Continue working with Director of Comprehensive Advisement & Mentoring Services to implement Dual Credit Enrollment & Advisement Blueprint at high school sites for 2016-2017 academic year
- Continue finalizing implementation of New Student Orientation via Blackboard Collaborate
- Begin meeting with potential high school sites to scale up Self-Service Advisement and Registration Initiative for Spring 2017 implementation
- Continue to finalize Dual Credit Parent Manual
- Monthly Dual2Degree Department Meeting

Collection Connections

- Extended Registration Hours
- Hobsons Radius Implementation Planning
- Partnerships
  - Deep South Texas Financial Literacy Alliance Meeting
  - Region One Gear Up Outreach Committee Meeting
  - RGV Lead Career and Education EXPO Planning Meeting
  - South Texas Area Recruiter Network Planning Meeting
  - PSJA ISD Transition Specialist Planning
- South Texas College
  - NAH Ground Breaking Ceremony
  - Beacon Mentoring
  - Jaguar Academy
  - Student Success Specialist Telemarketing Planning
  - STC La Joya Teaching Center Advisory Committee Meeting

Collection Connections cont.

- Continuing Education Parent Outreach Planning
- NAH Division Meeting
- Tech Division Meeting

- Registration Events
  - PSJA Teaching Center Registration Round Up
- Orientation
  - Emergency Medical Technology
  - College Success for Healthcare Majors
  - Radiology
  - Patient Care Assistant
- Back to School Rally
  - Hidalgo ISD – Ida Diaz Jr High School
  - Hidalgo ISD – Kelly Elementary
  - Roma High School
  - Mercedes Housing Authority
  - Weslaco Housing Authority
  - City of Mercedes Police Department
- PR & Marketing
  - Televisa Interview
- Recruitment
  - UTRGV Talent Search Senior Survival Workshop
- Apply Texas
  - Roma High School
- Campus Tours
  - Pecan Campus – 40 Students
    - New Valley Scholars Class
  - Mid-Valley Campus – No Tours
  - Starr Campus – No Tours
  - NAH Campus – 40 Students
    - UTRGV Group Campus Tour
  - Tech Campus – 60 Students
    - Personal Tour
    - HSPS-GSMP Cyber Camp
- Call Center

Phone Calls	
August 1 – August 31	23,046 Inbound Calls
JagChat	
August 1 – August 31	871 Chats
Web Leads	
August 1 – August 31	444 Emails
Telemarketing	
Campaign: NAH College Success	48 Calls
Campaign: Enrolled in Wrong Campus	50 Calls
Campaign: Student Success Specialist Unpaid List	442 calls/2858 emails

Collection Connections cont.

Upcoming College Connection Events

- TACRAO College Fairs
  - Rio Grande Sept. 26
  - La Joya Sept. 26
  - McAllen Sept.26
  - Mission Sept.27
  - Donna ISD Sept.27
  - PSJA Sept.27
  - Sharyland Sept.27
  - Weslaco Sept.28
  - Edinburg Sept.28
- November 4 – Counselors' Update
- December 2 – Junior Jaguar Leadership Academy

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
121	Student Contacts & Outreach
27	Student & Alumni Registered on CCN
48	Student & Alumni Resumes Revised/Uploaded on CCN
103	Employer Contact and New Employer Registered on CCN
46	Jobs posted to CCN
7,528	Total Students Registered to date
3,357	Total Alumni Registered to date
2,908	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 3 Career & Employer Services Overview presentations, Automotive Technology & Bachelor of Applied Technology
- 8 First Year Connection presentation
- 1 Career & Employer Services Information Table
- 3 Resume Writing & Interviewing Skills workshops, DARS, Technology Campus & Continuing Education
- Conducted Tips and Tricks for Interviewing presentation for Business Office
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee; meeting with World Class Training
- Coordinating OCR events for Fall Semester
- Coordinating employer classroom presentations
- Updating calendar of events for Fall Semester
- Reviewing Work-Study applications; Conducting Work-Study interviews
- Completed IE Plan review
- Completed Carl Perkins Annual Report

Career Planning & Employer Services cont.

- Completed Department Handbook
- Attended Action Plan presentation by Ellucian
- Attended HR Seminar Meeting
- Attended Critical Dual Credit Program Memorandum of Understanding Changes and Policy Updates
- Meeting with Web Development Team for online forms
- Meeting with Dean Pablo Hernandez about Career Curriculum Integration
- Updating and reviewing Comprehensive Operational Plan Year 1: Mid-Year-Status Report FY 2015-2016
- Attended Global Leadership Summit Conference
- EEO Laws and Discrimination Prevention for Higher Education Training & Unlawful Harassment Prevention for Higher Education Staff
- Manage Social Networking pages.
- Job Development (Allstate; EB International LLC; G&M Unlimited; Lower Rio Grande Valley Development Council; R Communications; The Salinas Law Firm; VSolvit; Bridgestone Retail Operations; Cinch Connectors Inc.; Greater Mission Chamber of Commerce; Innovative Therapy PC; iSoftStone; Royal Technologies; Cellkon Wireless; Coast 2 Coast Soccer; Barajas Vision Clinic; INGENIUM Projects Solutions and Services, LLC; Procter & Gamble; Productos Winnuts; Rio South Texas Economic Council; Agroexport LLC; Alps Electric NA; Am-Mex Manufacturing & Logistics; Dexter Systems Inc.; Entravision Communications; Imprezos Pro Uniforms LLC; Nestle Purina PetCare Company; Santos International; The Bridges at Mission; Vector Marketing; Aptus Health Care; Falcon Lake Nursing Home; Global Rescue; Hillsborough County Public Schools; iSoftStone; Maxi-Lift Inc.; Salata; South Texas Insurance Services; Univision; Cricket Wireless)

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of August 2016				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		183	38	145
*Mediation		19	0	19
Conflict Coaching		1	1	0
Title IX: Requesting Pregnancy Accommodation		189	27	162
Title IX: Victim Advocacy Support		20	0	20
Written Complaints/Maxient Referred to Human Resources Student to Employee		65	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**458**		

Mediation Services are not included in the total cases calculations

Office of Judicial Affairs and Conflict Resolution Center cont.

CRC Student Cases per Campus for the month of August 2016		
		YTD Cases
Pecan		204
Nursing & Allied Health		118
Technology		13
Mid Valley		66
Starr County		21
Internet		32
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		2
Total		**458**

Student Conduct Cases per Campus for the month of August 2016		
		YTD Cases
Pecan		116
Nursing & Allied Health		30
Technology		13
Mid Valley		22
Starr County		5
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**191**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of August 2016		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	0	110

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

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

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

Office of Judicial Affairs and Conflict Resolution Center cont.

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	42	7	31	3	24	0	13	0	0
Human Resources	0	0	0	0	0	1	0	0	0	0
Police & Security	0	0	0	0	0	0	0	2	0	1

Student Activities & Wellness

- Participation at the Pharr Teaching Center Registration Roundup
- Ping Pong Tournament (Pecan)
- Basketball Skills Tournament (Pecan)
- Student Veterans of America/South Texas College Chapter volunteered at the VA Outpatient Clinic outreach event/car show
- South Texas College students attended the 2016 Texas Male Student Leadership Summit at University of Texas at Austin
- First Year Connection Registration
- First Year Connection Sessions
    - 11 Sessions
    - 3 Campuses
    - From August 20 to August 27
    - 2,752 students attended First Year Connection
    - Highest attended First Year Connection ever

Counseling/Student Disability Services

	Counselor Student Contacts							
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs.**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**1172**	**169**	**207**	**81**	**0**	**694**	**160**	**2483**
Weslaco	**23**	**0**	**51**	**29**	**160**	**522**	**0**	**785**
Rio Grande	**82**	**1**	**40**	**23**	**0**	**92**	**11**	**249**
Tech Ctr.	**73**	**47**	**109**	**4**	**14**	**22**	**0**	**269**
NAH	**14**	**3**	**23**	**3**	**533**	**10**	**25**	**611**
Total	**1364**	**220**	**430**	**140**	**707**	**1340**	**196**	**4397**

Meetings/Consultations

- Counseling Meeting Online – NAH/Tech/MVC/Pecan
- Paralegal Faculty Interviews/Search Committee – Tech
- Economics Faculty Interviews/Search Committee – Tech
- Note-taker/Reader/Scribe Meeting – Pecan
- Association of American Women in Community Colleges Meeting – Pecan
- National Association of Social Workers Texas Steering Committee Meeting – Pecan
- Hope Family Health Center Board Meeting – Pecan
- Administrative Review with CARE Team Cases – Pecan
- Hidalgo County Family Violence Taskforce Meeting – Pecan
- ADA and Assistive Technology Meeting – Pecan
- Meeting with UTRGV Interns– Pecan
- Interview by STC Student for Art Class – Pecan
- Interview by STC Social Work Student – Pecan
- Supervision with UTRGV Student – Pecan
- Enrollment Meeting – Pecan
- Staff Case Meeting - Pecan Campus
- Title IX Meeting – Pecan
- Program Chair meeting – Tech

Workshops/Presentations

- Nursing Allied Health Orientation – MVC
- Hope FHC Fundraising Event Meeting – Pecan
- Overdose Awareness Event at MVC – Pecan
- Counseling & Student Disability Services Presentation to Mathematics Faculty – Pecan
- Distance Education Symposium - Counseling & Student Disability Services Presentation – Pecan
- Patient Care Technician/Assistant Orientation - Counseling Services Presentation – NAH
- Vocational Nursing Orientation - Counseling Services Presentation– NAH
- Radiology Technology Orientation - Counseling Services Presentation– NAH
- Associate Degree Nursing Orientation - Counseling Services Presentation– NAH
- Associate Degree Nursing Level 4 Group – Counseling Services Presentation – NAH
- Emergency Medical Technician Orientation - Counseling Services Presentation– NAH
- College Success for Health Care Orientation - Counseling Services Presentation– NAH
- Workshop: Introduction to the Five Love Languages of Children – Tech
- Workshop: Problem Solving & Decision Making – Tech

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	7264
Weslaco	2067
Rio Grande	999
Tech	1714
Total	**12,044**

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in September, October , & November ; 5 training dates are planned and scheduled from September 19, 2016 through September 26th, 2016; 37 presentations are scheduled for the cohort; campus visits are planned for September 26th at the Technology, NAH , Campuses ; cohort makeup TBD**; # of** participants for training pending;
- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors site supervisors; mentors currently assigned to Starr Campus; programs reports have been submitted; Nancy conducted initial meeting for new mentees, three have been identified for new hires, working on references, High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School has (1); NOE's for rehires-mentors were completed they started working on September 1, 2016;

Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for fall term class cohort; 4 Mentors from last cohort are asking to be renewed for new academic year; (Fall 2016) able to recruit 10 new mentors for this term; 13 sections have been assigned mentors 7 pending due to scheduling and confirmation, 20 sections are being considered for mentors; Training was held on August 12th, 2016 11 faculty and staff attended

- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; assisted with book distribution, for students being served by program, reviewed data for last reporting period for FY 2015-2016 Carl Perkins program year; Handbook being revised and edited

B. Participated in the Following:

- **Faculty Advising Steering Committee** – participated in meetings for development of implementation of current advising guidelines and strategies for new academic year, representing Nancy and the department; next meeting TBD
- **Search Committees** – participated in meetings for search committees of new faculty and staff (TBD) next meetings TBD for September

C. Preliminary Forms:

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

D. Follow Up Status:

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

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FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: September 19, 2016

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

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

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

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

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

- **Attended or held meetings as follows:**
  - Human Resources:
    - Reviewed HR Policies and discussed outstanding personnel matters with Director of Human Resources and legal counsel
  - Facilities Planning and Construction:
    - Attended the NAH Groundbreaking Ceremony
    - Reviewed Bond Construction Program Budget with Broaddus and Associates and College staff

- Business Office:
  - Attended the registration with Bursar
  - Discussed the Organizational Chart Software with Business System Analyst
  - Discussed the student ACH initiative with Bursar and Cashier's staff
  - Reviewed outstanding items with Comptroller, Director of Human Resources and Bursar
  - Reviewed the cost model and budget for Continuing Education with Dean of Continuing Education and Workforce Commission, Comptroller, and Accounting Group Manager
  - Worked on the Legislative Appropriation Request with Comptroller, Vice President's, and Accounting Group Supervisor
- Accountability Department:
  - Discussed the compliance department with Director of Accountability Services
  - Reviewed Cardinal contract and implementation with Director of Accountability, FAS Project Manager, Application Development Manager and VP IS&P
  - Reviewed the SWOT Analysis with Director of Accountability
- Risk Management:
  - Discussed the Emergency Plan Meeting with Risk Manager, Director of O&M and Chief of Department of Public Safety
- Department of Public Safety:
  - Reviewed the First Responders with Chief of Department of Public Safety
- Internal Auditor:
  - Discussed outstanding projects with Internal Auditor
- Other Meetings:
  - Attended a J.P. Morgan meeting with new representative
  - Attended the Board of Trustees Meeting
  - Attended the Cardinal Internal Meeting with College staff and Cardinal representatives
  - Attended the Coordinated Operations Council
  - Attended the Enrollment Team Meeting with other College Departments
  - Attended the Facilities Committee Meeting
  - Attended the Facilities packet with Director of FPC and FAS Support Specialist
  - Attended the Finance, Audit and Human Resources Committee Meeting
  - Attended the Retirement Ceremony with College staff
  - Discussed the Project Management Software Solution with FAS Project Manager
  - Discussed the Time Plus action plan with College staff
  - Attended a Title IX Committee Meeting
  - Attended interviews for FAS Project Manager
  - Attended interviews for Vice President for Student Affairs and Enrollment Management
  - Hosted the Finance and Administrative Services Director's Meeting
  - Reviewed TR Project updates with FAS Project Manager

- **Worked on the following items**:
  - Board Policies:
    - New
      - ⇒ Policy #4919: Standards of Conduct
    - Revised
      - ⇒ Policy #4910: Employee Complaint Procedure
      - ⇒ Policy #4911: Disciplinary Action Procedures
      - ⇒ Policy #4921: Termination of Non-Faculty Employees During The Term of Their Letter of Appointment
    - Deletion
      - ⇒ Policy #4920: Discipline and Dismissal
      - ⇒ Policy #4002: Standards of Conduct

- Budget and Financial:
  - Received the Certificate of Achievement for Excellence in Financial Reporting for August 31, 2015
  - Researched on the Tuition and Fees Texas Public Community Colleges
  - Reviewed the Budget Reports
  - Reviewed the FY 2017 Tuition Grant for Dependents verification and Tuition Reimbursement Increase
  - Worked on the Property Tax Rate Calculation
  - Worked on the Revenue Report
- Bond:
  - Reviewed the Groundbreaking Ceremonies Schedule
  - Reviewed the Pharr Master Plan
  - Reviewed the GMP Matrix
  - Worked on the Bond 2013 Construction GMP Tracking
  - Worked on the Broaddus and Associates Contingency
  - Worked on the Comparison CCL's and GMP's and Contingencies
  - Worked on the Bond Construction Website and NAH Groundbreaking Ceremony
- Other:
  - Reviewed cafeteria processes and procedures
  - Reviewed the Cell Phone Guidelines and Request Form
  - Reviewed the Clery Act Statistics
  - Reviewed the Continuing Education Allocation of Revenue and Expenses and THECB Audit Summary Report
  - Reviewed the Department of Public Safety Title IX Report
  - Reviewed the Employee Relations Officer Title IX and other reports
  - Reviewed the Fixed Assets and Action Plan
  - Reviewed the Vacancy Report and Action Items
  - Reviewed the Online Clery Act Training
  - Updated the Building Responders List
  - Worked on the Campus Carry Action Plan
  - Worked on the Cardinal Tracking System Status
  - Worked on the Lean Article for Public Relations Department
  - Reviewed the Physical Inventory Certification Report
  - Reviewed the President's Cabinet Projects and Due Dates
  - Reviewed the registration report and unpaid graph
  - Reviewed the South Texas College Organizational Chart FY 2016 – 2017
  - Reviewed the Subpoena and Flowchart
  - Reviewed the TPEG Management Report
  - Worked on the Transparency Award
- Worked on the following items for Committee and Board approval:
  - Finance, Audit and Human Resources Committee Meeting
  - Facilities Committee Meeting
  - Board of Trustees Meeting

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Accounting Assistant assisted Financial Services with specialist interviews
  - Attended BUGS (Banner User Group) meeting
  - Attended Cardinal testing with banner integration
  - Attended phone conference with Banner consultant to discuss what is needed to set up dual credit revisions using banner tuition tables
  - Attended the AP Card Reconciliation meeting
  - Attended the CPWE Appropriation meeting
  - Attended the Ellucian Action Plan presentation
  - Attended the Finance Committee Meeting
  - Attended the Nursing Mentorship Program Closeout
  - Attended the President's Administrative Staff meeting
  - Attended the Self Sufficiency Grant Closeout meeting
  - Attended the Texas Regional STEM Degree Accelerator Grant Budget meeting
  - Attended the VWR Account meeting
  - Cashier Accounting Group Supervisor met with Associate Dean of Curriculum to discuss developmental courses included in the assessment of the >27 rule
  - Cashiers met with Technology Resources to continue testing >27 hour rule
  - Completed the Uniform Guidance Project
  - Interviewed Accounting Assistant candidates
  - Interviewed Financial Analyst candidates
  - Interviewed Project Manager candidates
  - Met for status on On-line Emergency Loans
  - Met for testing on Cardinal/JagParking
  - Met to discuss Bond 2013 budget
  - Met to discuss Integration of Cafeteria / Merchant
  - Met to discuss Student and Non-student NSF procedures
  - Met to discuss the Cafeteria Ordering & Administrative Process
  - Met to discuss the Texas Department of Public Safety MOU
  - Met to discuss TimeClock Plus Implementation
  - Met with Cardinal CEO and Project Manager to go over contract and agree to start the contract once we go live
  - Met with Cardinal Team at various meetings about the technical and functional side of Cardinal
  - Met with Continuing Education Software Solution team and agreed to gather questions for Tyler College about the Elevate Software Solution
  - Met with Dual Credit staff on process of creating "S" sections & process to incorporate so that hybrid fees are assessed beginning Spring 2017
  - Met with FAS Support Specialist & Broaddus & Associates to discuss Bond 2013 projected cost
  - Met with Space Management Team and agreed to have another demo on the proposed software solution
  - Met with Student Success Specialists to plan and discuss the communication plan to contact students on the unpaid lists
  - Met with Technology Resources on ACH revisions required on refund table
  - Met with Technology Resources to review Dual Credit timeline
  - Met with the Enrollment Team to discuss early drops on August 17, 2016

- Met with the Investment Advisor to discuss the investment strategy
- Met with the VPFAS to discuss Levy 2016 property tax calculations and tax abatement
- Met with various Elevate stakeholders on responses to Cashier questions
- Participated in a teleconference with Rosalva Guerra of the Starr County Appraisal District
- Participated in the Legislative Appropriation Request teleconference with the Texas Association of Community Colleges
- Participated in the Skills Development Grant for Medical Consortium meeting
- Staff attended the Academies program attribute discussion meeting
- Weekly phone conference meeting with BBVA Compass bank reference merchant conversion
- Trainings:
  - Debt Management Update on Disclosure
  - Live Webinar – 1099 Misc Explained
  - SQL/ARGOS Dashboard Training
  - Webinar on Adobe Acrobat DC Part 1
  - Webinar on Adobe Acrobat DC Part 2
  - Webinar on Adobe Acrobat DC Part 3
  - Working with Upset Customers
  - Workshop - Preparing for an Interview "Tips & Tricks"

- **Worked on the following items:**
  - Accounts Receivable Process Mapping
  - Adjusted the Bachelor Applied Technology base funding request in the 2018-2019 Legislative Appropriation Request
  - Cashier call agents contacting students on the unpaid lists
  - Cashiers extended hours of operation to assist students with Fall drop payment deadline and options on August 17, 2016
  - Cashiers generating the Fall 2016 unpaid lists
  - Completed and submitted application for Transparency Stars
  - Completed AP Commercial Card Contract Extension Minute Order
  - Completed the Nursing Mentorship Program Closeout
  - Contacted Hidalgo County Appraisal District to discuss the FFE Rendition form & to request copies of the forms previously submitted by the College
  - Continued the Travel & Expense System Upgrade Testing
  - Continued working on new reports for constructions related to bond expenditures & budget
  - Created flat rate tuition scenarios
  - Ellucian On-Demand Subscription Library access/review
  - Finalized and submitted the Legislative Appropriation Request for the 2018-2019 biennium and submitted to state agencies
  - Met with FAS Support Specialist to discuss Bond 2013 budget and prepare construction reports binder
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 104 monthly reports were completed during the month of August 2016
  - Prepared on-line emergency loans
  - Prepared a breakdown of unpaid Continuing Education contact hours by age group
  - Prepared hiring proposal for 3 staff positions
  - Prepared procedures on steps to be follow after cash is submitted to the Lost & Found department & cash is unclaimed. An account code was created to deposit the funds received from the Lost & Found department
  - Prepared process and procedures for Artwork Donations

- Prepared the journal entry to record the donated land from the City of Pharr & PSJA ISD
- Provided information in response to the Moody's Data Request: General Obligation Limited Tax Bonds. Information was forwarded to the VPFAS for release approval
- Researched GASB 68 - Pension Liability FY 2016
- Reviewed cafeteria cash handling procedures
- Reviewed ERS payment and reconciliation procedures
- Set up Mail Merger Automation for the 30-60 days outstanding check letters
- Staff has begun to submit items required for the completion of the 2016 audit
- Staff is working on finalizing the FY16 fraud surveys and preparing 1,000 mail out copies to the Finance and Administrative Services Division staff and general faculty/staff
- The TWC file was processed correctly by the state, waiting on patch to be implemented in production before marking item as complete
- Third Party Billing – Dual Credit High School Billing
- Worked with TimeClock Plus to configure our test instance in their test server
- Worked on Year End Action Items
- Budget
  - Prepared the Budget Development Application for the testing of activating FY 2017 in Banner
  - Requested information from the Starr County Appraisal District about the Levy 2016 taxable assessed value and property exemptions/exclusions
  - Researched the $200 minimum non-resident tuition rate rule and revised flat-rate tuition revenue projections
  - Submitted information in response to the Moody's Data Request: General Obligation Limited Tax Bonds
  - Tested and activated the FY 2017 Budget in Banner
  - Updated the Levy 2016 property taxes motion, presentation, and newspaper notices and forwarded to the VP FAS
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the August board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports

- Checks Processed as of August 31, 2016:

Bank No.	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16	8/16
01 E&G	538	627	576	637	871	810	831	598	744
01 Direct Deposit	60	85	88	105	105	120	126	81	102
03 Student	84	18,044	2,479	339	1,738	1,237	3,337	2,257	9,094
12 I&S Taxes	-	1	-	-	-	-	-	1	-
16 I&S Bond	-	1	-	-	-	-	-	1	-
17 Plant	11	11	7	9	12	10	9	9	23
32 AP Card	279	455	461	422	377	351	271	231	246
38 Unexp-LT Bond Series 2014	7	20	14	16	18	13	18	19	23

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

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	15	750
01 Direct Deposit	8	102
02 Payroll	15	727
02 Direct Deposit	4	1,897
03 Student	6	9,094
12 I&S	0	0
16 I&S	0	0
17 Plant	6	23
38 Bond Series 2014	5	23
Total	59	12,616

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	23

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	3
Approval Queues	3
Bank Reconciliations	6
Cafeteria daily sales report	88
Cancelled checks provided to AP and/or verification and positive pay	19
Copies of booklets/journal entries requested	75
Deposits prepared	13
Disbursement of returned mailed checks	19
Donations - telephone calls & emails received	8
Errands to Inter-office deliveries	34
Financial manager changes	13
FOAP created/inactivate	61
Hours filing and organizing of Journal Entries and boxing	2.25
Hours used for scanning - estimated	50
Hours used to log and file Positive Pay	3
Hours used to prepare documents for scanning	1
IDT's - telephone calls received	23
Interdepartmental Transactions reviewed	105
Invoices and encumbrances reviewed	73
Journal entries prepared	39
Journal entries processed including FUPLOAD	1,221

Journal entries processed - transactions including FUPLOAP	5,176
Journal entries/documents scanned - including daily's	1,403
Journal entries logged and file	600
Positive Pay submitted	50
Requisitions prepared	2
Stale dated list prepared	3
Stale dated letters prepared an mailed	319
Student's/FA – telephone calls received	15
Stop payments processed	73
Transactions removed from bank reconciliation	210
Special project-hours/ Add AR/student club on FOATEXT depending on Fund and updated abbreviations and punctuation	31

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

Activity	Numbers
Payroll Re-Issue Processed	11
Payroll Cycles	6
Payroll Checks & DD	2,898
New Employee Setups For Timeforce	23
Timeforce Access Forms Processed	21
Number Of Employees With OT Reviewed For OT Memos	421
NOE's Approved	266
Salary Budget Transfer Forms Processed	5 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,838	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	776	Bank Transfers	4
Timecards Processed		**Hand Cut/PBK**	
(Waged 07/16-07/31) SR15	397	Salaried	0
(Waged 08/01-08/15) SR16	385	Wages	0
(Salaried: August) SU02	473		
Regular (Salaried: August) MR08	1,961		
		Stop Payment Processed	
NOE's Processed		Salaried	4
(Additions, Deletions, Changes)	11	Waged	3
Salaried	186		
(Salaried: August) SU02ADJ02	3		
(Additions, Deletions, Changes)	0		
Waged	43		

Payroll Adjustment Worksheets		Void Checks Processed	
(Additions, Deletions, Changes)	15	Salaried	4
Salaried	85	Waged	3
Labored Distributions (Elida)	0		
(Additions, Deletions, Changes)	0	**Replacement Checks Processed**	
Waged	2	Salaried	8
		Waged	3
Liabilities Processed			
ORP	11	**Voided Direct Deposits**	
Annuity	11	Salaried	1
Student Loans	4	Waged	0
United Way	1		
Child Support	3	**Direct Deposit Processed**	
IRS Levy	1	Salaried	1790
Withholding & FICA	5	Total Net	$ 4,263,764.02
Met Life	1	Waged	391
Legal Judgement	1	Total Net	$ 99,186.04
U.S. Department of Treasury	1		
TexFlex	1	**Checks Processed**	
Social Security Administration	1	Salaried	297
		Total Net	$ 602,649.21
Reports Processed			
Compass Bank Direct Deposit File	4	Waged	420
Void And Replacement Check Cycle File	1	Total Net	$ 119,845.82
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	209
General Journal Entry (Inter-Fund) (JE 16)	98
Cash Receipts (CR 05)	991
Misc Receipt Payments (CA 10)	12
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	0
General Journal Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	0

Food Services

- **Attended or held meetings as follows:**
  - Cafeteria Sales and Meals Report
  - Started the process of hiring thirty work studies for Fall 2016. WS Breakdown:
    - Pecan 15
    - MV 7
    - Tech 5
    - Starr 3

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

- **Attended or held meetings as follows:**
  - Campus Security Authority Training - The South Texas College Department of Public Safety has trained campus security authorities in the requirements for reporting crimes brought to their attention by students and employees, as required by the Federal Clery Act
  - Police Active Shooter Training - Police Active Shooter training has been confirmed for October 26, 2016 at the Pecan Campus Library Rainbow Room. This training is for law enforcement officers responding to an active shooter situation at South Texas College. Participating agencies will include the FBI, Texas Department of Public Safety, Hidalgo County Sheriff's Department, McAllen Police Department and the South Texas College Department of Public Safety
  - Classroom Door Locks - The South Texas College Department of Public Safety recommends the installation of classroom door locks that can prevent an active shooter or other perpetrator from accessing classrooms
  - Cardinal Tracking Program - Integration issues with Banner are being addressed and the necessary Active Directory protocol is a priority for completion
  - Police Officer Active Shooter Training – The South Texas College Department of Public Safety conducted continuing training in responding to active shooters on campus. Police officers were given classroom instruction and field exercises, practicing response techniques in Pecan campus building J when classes were not in session. These techniques included entry into a building and classrooms with the appropriate equipment and weapons to stop an active shooter and prevent additional injuries as quickly as possible
  - TCOLE Audit, 08/25/16 - The Texas Commission on Law Enforcement (TCOLE) conducted an unannounced audit of the South Texas College Department of Public Safety. The TCOLE field agent conducting the audit stated that 95% of the police departments he audits have findings that need to be corrected. There were no findings as a result of his audit of the South Texas College Department of Public Safety. TCOLE commended the College for its operation of the police department

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended a meeting led by Broaddus & Associates concerning the Bond procurement of IT equipment, audio-visual equipment, building access equipment, and security cameras
  - Attended a meeting with the College attorney to discuss South Texas College's procurement process for professional services and construction services
  - Attended a pre-qualification meeting related to RFQ 16-17-1013 Request for State of Qualifications for MEP Engineering Services
  - Attended a presentation on copyright law at the South Texas College Library
  - Attended the Ellucian evaluation and action plan presentation on Banner
  - Conducted two (2) staff meetings to review the close of the FY2016 fiscal year and the beginning of the FY 2017 fiscal year
  - Discussed and reviewed the RFP process with the Accountability staff
  - Presented at the Annual Grant Manager Training on Purchasing and Fixed Assets

- Presented the at the Business Office monthly Administrative Assistant and Financial Manager Round Up on the Year End Encumbrances and Fixed Assets
- Reviewed the update of our department's Institutional Effectiveness Plan with the Office of Institutional Effectiveness
- Reviewed twenty four (24) agreement/contracts and negotiated changes with the vendors

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - Prepared RFP:
      - ⇒ 16-17-1013 Request for Statement of Qualifications for MEP Engineering Services
      - ⇒ 16-17-1014 Technology Campus – GM Car Storage Area Upgrade
      - ⇒ RFQ-16-001 Pecan Campus Infrastructure for Portable Buildings
    - Public Bid Openings:
      - ⇒ 16-17-1008 Printing Projects
      - ⇒ RFQ 17-17-1013 Request for Statement of Qualifications for MEP Engineering Services
  - The Purchasing Department processed in excess of four hundred thirty six (436) purchase orders, approved two hundred thirty one (231) requisitions, disapproved fifty three (53) requisitions, processed change orders for goods and services and completed nine (9) travel authorizations. A total of fifty two (52) new vendor W-9 forms were verified and entered into Banner Finance and six (6) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since August 2016. The asset review process was completed as follows:
    - Fixed Assets approved two hundred twenty seven (227) assets through August 31, 2016
    - Adjusted fifty nine (59) assets in Banner for the month of August
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed seven hundred three (703) deliveries (purchase orders and complimentary books) and a total of five thousand eight hundred twenty one (5,821) packages/boxes. A total of three hundred thirty two (332) purchase orders were posted received in Banner. A total of three thousand nine hundred sixty seven (3,967) items were transferred/relocated as per move/set up request forms. A total of two hundred fifty six (256) faculty or staff moves were completed in August

  - The Mail Services/Copy Center processed the following mail and copy request:
    - Student Financial Aid - $4,118.92, Cashiers - $533.64, Valley Scholars - $70.85, and Continuing Education - $126.23
    - A total of four hundred ninety six thousand one hundred seventy six (496,176) copies were completed at the copy center for the month of July
    - A total of forty thousand three hundred sixty three (40,363) letters were mailed out and eight hundred twenty five (825) letters were returned to South Texas College due to bad addresses

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - Attended a Banner User Groups (BUGs) - Banner Downtime Meeting
  - Attended a Coordinated Operations Council Meeting
  - Attended a Title IX Meeting

- Attended Ellucian Action Plan Meeting
- Attended FAS Director's Meeting
- Attended HR Staff mediation with Staffing & Compensation Manager
- Attended meetings regarding PeopleAdmin onboarding process
- Attended meetings regarding revamping the HR Website and developing a Careers Website
- Attended monthly Board Meeting
- Attended personnel hearing at the Office of the President
- Attended President's Administrative Staff Meeting
- Attended the Annual Grant Management Training
- Attended the Space Management Qube Scope Elaboration Meeting
- Coordinated Immunization Clinics for all campuses
- Coordinated the 2016 Employee Annuity Fair
- Hosted a Staff Retirement Ceremony for FY15-16 retirees
- Held interviews for the HR Specialist position
- Participated in an employee mediation
- Presented Employee Relations training to Mail Staff and Central Receiving Staff
- Presented Title IX training at the NAH Division/Department Meeting
- With Chief Information Security Officer regarding IS&P acknowledgement/Jagnet/Data Security Trainings
- With Director of Accountability Services regarding the Faculty Credential Report
- With Internal Auditor regarding I-9 Verification Audit
- With legal counsel regarding EEOC case and Public Information Request
- With VP FAS on Staff Retirement Ceremony
- With VP FAS regarding Time Clock Plus time keeping system
- <u>Personnel matters:</u>
  - Director of Instructional Technologies
  - Employee Relations Officers
  - IS&P staff
  - Vice President for Finance and Administrative Services
- <u>Trainings:</u>
  - Attended Argos SQL training, held at Pecan Campus
  - Attended EEOC Training Conference, held in San Antonio
  - Attended online training "TCC eCommunities Training Session 1 of 4"

- **Worked on the following items:**
  - Assisted departments with preparing extension requests for temporary agency employee assignments that carried over into new fiscal year
  - Assisted Faculty & Staff with access to Workplace Answers online training
  - Continued testing of X-tender/BDSM scanning program
  - Coordinated the Staff Retirement Ceremony
  - Created new positions and updated titles per staffing plan
  - Distribution, review, and processing of the FY2016-2017 Staff letters of appointment
  - HR Update: Notice of revised Policy 4922 "Separation of Employment and Re-Employment"
  - Prepared for the new FLSA rule – updating list
  - Published Employee Hiring Manual
  - Reviewed EEOC Case
  - Scheduled data purge on PeopleAdmin system
  - Trained HR Staffing Specialist on temporary agency employee processes
  - Worked on Budget profile corrections for 2017 Grant positions and General positions coded "restricted"

- Worked on Full Time Temporary Compensation and Faculty Hiring Proposals
- Worked on FY17 Staff Letter preparation
- Worked on FY2016-2017 Employee Handbook and Acknowledgement notification
- Worked on FY2016-2017 Faculty Handbook and Acknowledgement notification
- Worked on Position Control – Identified Faculty pools in the staffing plan for funding Adjunct/Overloads
- Worked on Public Information Request
- Report development:
  - Position report in Argos for FY2016-17
  - Faculty information, requested by VP Academic Affairs
  - FY 2015-2016 Organization Chart, for distribution
  - Active Employee Mailing Addresses, requested by Business Office

HR Staffing	
Staff Position w/ Job Description Requests processed	31
Positions posted to HR Website	32
Canceled positions	2
Advertisement of Staff Positions placed	5
Search committees assigned/searched committee forms requested	23
Hiring Proposals reviewed and approved	20
Job offers/New Hire paperwork completed	14
Vacancy Reports completed	3
Staff resignations processed	31
Educational supplements processed	4
Notices of Employment (NOE's) Processed	
Direct Wage (DW)	119
Trainer (PT)	22
Work Study (WS)	65
HR Faculty Staffing	
Adjunct/Dual Enrollment Faculty Applications Processed	25
Intent to Hire/Adjunct process	39
Intent to Hire/Dual Enrollment	41
Full Time Temporary Faculty Hires Processed	20
Transcript Reviews (PeopleAdmin)	
Faculty	10
Staff	0
Transcripts Entered into Transcript Database	20
Positions posted to HR Website	0
Advertisement of Faculty Positions Placed	0
Search Committees Assigned/Search Committee Forms Requested	0
Hiring Proposals Reviewed and Approved	20
Job Offers/New Hire Paperwork Completed	20
Vacancy Reports Completed	3
Educational Supplements Processed	0
Notices of Employment (NOE's) Processed	
Adjunct	21
Overload	8

Dual Enrollment	0
Benefits	
New Hire Orientation	20
Internal Transfers	0
Benefits Credits/Collections	1
Tuition Reimbursement Applications	0
TRS Records Reported	372
TRS Prior Years of Service Verifications Completed	67
TexaSaver 457/403B Accounts Completed	10
Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	34
Staff (Direct Wage, Part Time)	428
Affordable Care Act 1094-C/1095-C Records Transmittal (CY 2015)	0
Exits	
Full Time	25
Part Time	0
Retirees	11
FMLA	
New Claims	4
Closed Claims	16
Workers Compensation	
New Claims	1
Closed Claims	0
Tuition Grant Applications	
Employee	53
Dependent	55
Leave Forms	
Exempt	594
Non-Exempt	2,408
Sick Leave Pool	
New Eligibility emails sent	0
Renewal Emails sent	0
New Members	0
Payroll	
Notice of Employment	
Direct Wage (DW)	154
Work Study (WS)	0
Adjunct	10
Overload	30
Dual Enrollment	0
Trainers	66
Faculty Special Assignments or Other Stipends	51
Faculty Salary Retroactive Pay Adjustment	0
Student Loans	0
IRS Levy	0
Faculty Base Salary Pay-Off	0
PeopleAdmin Requisitions/Transactions	

Approvals	0
Hiring Proposals	5
NOE/Staff/Faculty Payroll Worksheets	24
Direct Deposit Transactions	17
PDR Notifications	50
Cell Phone Stipends	151
Exits/Resignations	19
Garnishments	4
Texas Office of Attorney General (TXOAG) Reporting	250
Under Hours/DOC Worksheets	31
HR Support	
Application Processing	
Staff applications	722
Faculty applications	23
Part-Time applications (DW/PT/AD)	73
Verification of Employment	
Forms processed	45
Letters sent	6
Phone Calls made	12
New Hires/Rehires/Transfers processed	174
Temporary Agency Employee Requests	4
Records Technician	
Current files prepared for Xtender	255
New Hire/DW/WS files prepared	55
Termed files processed	19
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	958
Fingerprints, Total FTYD	157
Fingerprints this month	0
Fingerprints pending processing	245
DPS Driver's Eligibility Checks, Total FYTD	416
DPS Driver's Eligibility Checks, Total for month	190
TWC Claims, FYTD	56
TWC Claims this month	9
Open Records Request, Total FYTD	6
Open Records Requests this month	1

Facilities Planning & Construction
Ricardo De La Garza, Director of Facilities Planning and Construction

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus and Associates; attended the review of color boards for the Technology Campus and NAHC bond projects

- District Wide Bond Projects – attended various meetings and reviewed furniture and budgets with HPG Consultant and Broaddus and Associates
- District Wide 2013 Bond Construction– attended meeting and reviewed the AV/IT and Security equipment procurement process
- La Joya Teaching Center – attended a meeting with Facilities and Committee Advisory meeting and reviewed scope of work and estimated costs for both entities. Attended meeting with La Joya ISD Facilities Director and reviewed scope of work and existing conditions
- Mid Valley Thermal Plan / Health Profession – attended Construction progress meeting
- Pecan Campus North Academic Building – attended Pre-Construction meeting
- Pecan Campus Thermal Plant Expansion – attended the bi-monthly construction progress meetings
- Nursing and Allied Health Campus Bond Projects – attended a meeting with Broaddus, PR and FPC on site and reviewed logistics for the ground breaking ceremony
- Nursing and Allied Health Campus – attended various construction progress meeting; attended testing lab services meeting; attend pre-construction progress meeting, pier drilling and concrete meeting; attended Irrigation line relocation meeting
- Regional Center for Public Safety Excellence – attended meeting with Broaddus & Associates, PBK and Charrette attendees and reviewed master plan design; attended conference call with PBK and Broaddus and discussed master plan. Provided master plan drawings to administration as requested; attended the review of the preliminary schematic design presentation by PBK Architects; attended meeting with Business Office and reviewed reporting requirements for TXDPS
- Starr County Campus Thermal Plant and Health Profession – met with Broaddus and contractor and reviewed construction mobilization plans
- Technology Campus Southwest Building Expansion – attended pre-construction meeting

- <u>Other:</u>
  - Attended meeting with Purchasing and new owner of Pecan PB 1 to discuss schedule for removal of portable building
  - Attended the Action Plan presentation by Ellucian
  - Attended the Board of Trustees Meeting
  - Attended the Facilities Committee Meeting
  - Attended the Facilities Operations Council Meeting
  - Attended the Facilities Planning and Construction Staff Meeting
  - Attended the Jaguar Academy
  - Nursing and Allied Heath Campus Resurface of Parking Lot #2 – attended a substantial completion walk thru
  - Pecan Campus Building K Enrollment Center – attended pre-negotiation meeting with the Architect and contractor
  - Pecan Campus Infrastructure for Portable Buildings Phase II – attended a negotiation meeting with awarded contractor and reviewed proposal issue
  - Pecan Campus Rebid Infrastructure for Portable Buildings – attended a bid opening; received two proposals
  - Pecan Plaza and Starr County Generator – attended meeting with Engineer to review program scope and request proposal
  - Reviewed bond project status with College administration and Public Relations staff
  - Reviewed modifications and scope of new lease agreement with La Joya ISD with legal counsel and Broaddus and Associates
  - Reviewed new canopy location with AECHS staff
  - Reviewed the Facilities Committee packet with VP FAS
  - Reviewed the scope of the Space Management software

- Technology Campus GM Car Storage Area Upgrade – attended temporary fence location meeting with vendor, automotive program chair and FPC staff
- Technology Campus Mechanical Concrete Floor repair – attended follow up meeting
- Technology Campus Mechanical Room Concrete Floor Repair – conducted site visit; met with engineer to discuss scope of work

- **Worked on the following items:**
  - 2013 Bond
    - Pecan Campus Thermal Plant Expansion – conducted overhead ceiling inspection with STC staff
    - Pecan North Academic Building – reviewed the fencing location on site with contractor; performed site visits to review installed fencing, progress of building pad and installation of job site trailer, worked on conditional use permit
    - Regional Center for Public Safety Excellence – worked on updating budget with Broaddus and Associates and College staff
    - Requested outstanding GMP agreements from Broaddus and Associates
    - Reviewed construction drawings for the Bond projects with FPC staff
    - Reviewed invoices from various Architects, Engineers and other services
    - Reviewed various proposals, agreements and additional services
    - Starr County Campus Thermal Plant and Health Profession – coordinated the delivery of the construction trailer
  - Other:
    - Conducted work-study interviews
    - District Wide ADA Improvements – conducted substantial completion walkthrough; received change orders and substantial completion certificate
    - District Wide Marker Boards Replacement – reviewed campus marker board locations; worked on cost analysis
    - Mid Valley Campus Covered Walkway for Building G – worked on revised location
    - Nursing and Allied Health Campus – conducted site visit; coordinated with the contractor to repair damaged sprinkler heads be of City of McAllen
    - Pecan Campus Building K Interior Overhead Signage – reviewed and revised quote
    - Pecan Campus Infrastructure for Portable Buildings – issued Notice to Proceed
    - Pecan Campus Sports Fields – assisted Student Activities staff with coordinating the installation of new scoreboards
    - Pecan Campus Upgrade of Fencing Along 31st Street – conducted final punch list walkthrough
    - Presented at the 2016 Fall Convocation for the Division of Math, Science and Bachelor Programs
    - Technology Campus Building B Domestic/Fire Sprinkler Lines – attended pre-qualifications meeting
    - Technology Campus GM Car Storage Area Upgrade – received quote for fencing and coordinated installation of temporary fence; worked on Power point presentation and conducted the Pre-Proposal Conference
    - Technology Campus Workforce Building Conference Room and Building B Door and Frame Replacement – participated in the evaluation of bids
    - Worked on and assisted with District Wide Space Modification Requests
    - Worked on Cabinet items
    - Worked on Coordinated Operations Council items
    - Worked on Facilities Committee agendas, write ups and responses to questions
    - Worked on Facilities Planning and Construction organizational chart

- Worked on lease agreement issues
- Worked on move requests
- Worked on SACS update
- Worked on updating Facilities Planning and Construction job descriptions

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Bond Construction Program Planning Meeting
    - Attended the E-Con Tech Campus Bid Opening
    - Attended the Meeting to discuss the Revised Color Board & Elevations for Tech and NAH Campus
    - Attended the MVC Bldg A Kitchen Move Meeting
    - Attended the MVC Construction Progress Meeting
    - Attended the NAH Expansion Progress Meeting
    - Attended the NAH Ground Breaking Ceremony
    - Attended the NAH Existing Conditions/Proposed Improvement Meeting
    - Attended the Pecan Campus - North Academic Bldg. - Pre-Construction Meeting
    - Attended the Pecan Campus Thermal Plant Expansion Progress Meeting
    - Attended the Pharr Regional Center for Public Safety Excellence "Charrette" - Preliminary Master Plan Review
    - Attended the Regional Center for Public Safety Excellence - Schematic Design for Building and Fire Training
    - Attended the Technology Campus - Building B Domestic - Fire Sprinkler Lines Pre-Qualification Conference
    - Attended the Thermal Plant Expansion HVAC Equipment & Controls Meeting
    - Discussed roofing options with Broaddus and Associates
    - Reviewed Landscape & Irrigation with Tom Hull for the MVC

  - Other:
    - Attended interviews for the Staff Secretary position
    - Attended the Board of Trustees Meeting
    - Attended the Coordinated Operations Council Meeting
    - Attended the DeWalt New Product Release
    - Attended the Emergency Plan Meeting with VP FAS
    - Attended the Facilities Committee Meeting
    - Attended the Facilities Operations Counsel Meeting
    - Attended the Facilities Operations Managers' Meeting
    - Attended the Poetry Event Meeting
    - Attended the President's Administrative Staff Meeting
    - Attended the Vice President of Student Services Candidate Open Forum
    - Met with City of Weslaco Officials on Facilities Inspections for MVC Kitchen in Building A
    - Met with James Knight from Siemens to discuss the STC Fire Alarm Migration Planning
    - Met with the City of Weslaco City Manager
    - Met with various vendors on MVC Kitchen Renovation
    - Reviewed move to Building A Kitchen with MVC Cafeteria staff
    - Reviewed the Starr Campus Facility/Space with Director of Student Activities and Wellness

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ More irrigation quotes approved district wide
      - ⇒ Protection 1 is working on investigating an issue with fire panel dialers that are having problems district wide
      - ⇒ Completed fire alarm inventory project and supplied information to Siemens for review
      - ⇒ Typical landscaping and pest control issues
    - NAH Campus
      - ⇒ Six Shooter Softwash completed a thorough cleaning of the exterior walls
      - ⇒ Wooden railroad ties have been replaced with concrete tire stops
    - Mid-Valley Campus
      - ⇒ Completed inspection and repair of kitchen hood in Building A
    - Pecan Campus
      - ⇒ Roth Construction completed levelling of Parking Lot 13B on North Side of Pecan
      - ⇒ Chiller #3 control panel issues have been resolved
    - Pecan Plaza
      - ⇒ Carpet replacement in faculty offices at 2607 has been completed
    - Starr Campus
      - ⇒ Spoke with Maldonado Landscaping about new plants at Starr County Campus, will be obtaining quotes
      - ⇒ Repair of roof at Building E has held, no leaks despite several heavy rains

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	149	$ 5,548.18
Electrical	96	7,224.33
Energy	80	3,426.97
HVAC	354	14,980.96
Locksmith	139	617.76
Painting	44	2,169.68
Plumbing	97	4,637.21
Plant Services	1	5,843.22
Total Cost		**$ 44,448.31**
General Preventative Maintenance	649	
Total Work Orders	**1,609**	

  - Maintenance Department Work Orders and Expenditures

Work Orders Created	1,943
Work Orders Completed	1,609

  - Custodial Department

Set-Ups	247
Moves/Relocations	86

Accountability Services Department
Jason Gutierrez, Director of Accountability Services Department

- **Attended or held meetings as follows:**
  - Attended and facilitated the SWOT Analysis – Faculty Professional Development Day
  - Attended SWOT analysis meeting with VP for IS&P, Project Manage OSI, and Qualitative Researcher to discuss and review results generated from previous SWOT analysis sessions. In addition, discuss plans for Professional Development Day to include a multi-voting and goal setting exercise
  - Attended the Action Plan presentation by Ellucian
  - Attended the Finance and Administrative Services Director's Meeting
  - Attended the President's Administrative Staff Meeting
  - Continuing Education Formula Funding meeting with VP FAS, Dean of Continuing Education, Comptroller, and Accounts Manager
  - Discussed Accounts Receivable module, A/R Collections guidelines, Faculty Credentials Review, Fixed Assets procedures, cell phone stipend guidelines, hiring workflow process times, and Food Services procedures with Accountability staff
  - Discussed and reviewed cellular stipend guidelines with the Chief Information Officer
  - Discussed and reviewed the SWOT Logistics meeting with Assoc. Dean of Professional Development for the upcoming SWOT session with dual credit faculty scheduled on August 25, 2016
  - Discussed SWOT sessions, cellular phone stipend guidelines, job descriptions, project status dashboard, compliance department functions, and open records request procedures with VP FAS
  - Discussed the restructure of departments with Risk Management and Accountability Services staff
  - Reviewed and discussed the faculty credential report with Human Resources Director and Assoc. Dean of Curriculum and Student Learning
  - Reviewed and updated the current state map of RFP process with Director and Assistant Director of Purchasing
  - Reviewed Cardinal agreement and document concerns with testing phase with Project Manager for FAS, Application Development Manager, and Risk Manager
  - Reviewed current internal controls and procedures with Lead Cook
  - Reviewed the Accounts Receivable module and collection efforts with Comptroller, Director Student Accounts & Bursar and Accounting Group Supervisor
  - Reviewed the Food Service Department's purchase requisition process and daily functions with the Administrative Assistant for FAS
  - Reviewed the functions, duties, and responsibilities of the position and department with Risk Manager

- **Worked on the following items**:
  - Accountability Services Webpage
    - Updated webpage to reflect the mission and services of the department
  - Accounts Receivable Collection Procedures
    - Researched procedures from other institutions regarding collection efforts on accounts receivables
    - Researched state and federal laws regarding debt collection
    - Created a summary of notes gathered from meeting with Comptroller, Director of Student Accounts

- Accounts Receivable Banner Module
  - Assisted Accounts Receivable department in documenting AR current state process map.
- Cell Phone Stipend Guidelines
  - Revisions made to working draft and stipend request form
  - Additional research performed on service plan costs and stipend amounts offered by other institutions
  - Feedback from PAS meeting was incorporated into draft and forwarded to President's Cabinet for review
  - Contacted our legal counselor regarding Public Information on phones. Reviewed and incorporated information received in cellular stipend request form. Form will be presented at President's Cabinet for review
- Comprehensive Plan – Year One
  - Reviewed and updated department's plan
- Continuing Education Formula Funding
  - Worked with Account Manager to identify the estimated number of contact hours not paid
- Dual Credit Process Maps
  - Updated process maps to include issues/roadblocks encountered by DC Staff
- Dual Credit SWOT Analysis
  - Researched and tested polling solution for Professional Development Day SWOT presentation
  - Created power point presentation for Professional Development Day
  - Researched and gathered information detailing steps to take after completing a SWOT analysis. These procedures are aimed at strategic planning and ensuring results from a SWOT analysis are appropriately addressed
  - Facilitated SWOT session with Full-Time STC faculty teaching dual credit courses.
  - Compiled data gathered during a SWOT session conducted with adjunct and dual credit faculty attendees
  - Revised Power Point for Professional Development Day to include notes per President's Cabinet
- Faculty Credentials Review
  - Provided examples of credential qualifications tables from other schools to the Curriculum and Student Learning Department
- Fixed Assets
  - Researched procedures from other institutions regarding the categorization, tagging, transfers, and tracking of fixed assets
  - Developed matrix of tracking and capitalization thresholds of other institutions
  - Action plan dashboard updated reflecting status updates on action items
  - Began developing procedures for performing inventory of assets with a purple tag
- Food Services Procedures
  - Researched procedures from other institutions regarding internal controls, cash handling, inventory, reconciliation, deposits, petty cash, etc
  - Compiled data on current internal procedures for Food Service IDTs
- Hiring Workflow (FT staff)
  - Graphed raw data regarding process times

Lean Training/Workshops
  - Researched lean trainings to attend this Fall semester
- Open Records Request
  - Researched and compiled information regarding open records procedures

- Professional Development Day Oz Speaker
  - Contacted Tom Himmer of Partners in Leadership to inquire about pricing and availability of presenting on the Oz Principle
  - Worked with Partners in Leadership to finalize and approve an agreement for services
  - Communicated with Professional Development dept. to reserve location for FAS training
- Request for Proposal
  - Documented current state process map of RFP process

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - Attended the Title IX Committee Meeting
  - Attended the HRP Webinar – Department of Transportation (DOT) Training Part 1 of 2
  - Discussed coverage of furniture and equipment for new buildings with Carlisle Insurance, Montalvo Insurance, VP FAS and Director of Facilities Planning & Construction
  - Discussed Environmental Health & Safety with Director of Operations & Maintenance
  - Discussed MOUs with Kent Seaver, Director of Learning Resources/Title IX Coordinator, North Lake College
  - Discussed Record Retention with vendor
  - Discussed the reorganization of Risk, Accountability and Compliance Departments with Director of Accountability
  - Discussed Title IX training for Professional Development Day with NCHERM and Pepper Hamilton, LLP and UTRGV
  - Meeting with Dean of Student Affairs regarding Title IX & SACS-COC 5th Year Compliance Report
  - Meeting with VP FAS regarding Ambassador's Leadership Academy, Environmental Health & Safety, and other items
  - Meeting with VP IS&P, IS&P Personnel and Risk Management Consultant regarding Data Breach Insurance Coverage
  - Reviewed Cardinal Tracking, Inc. agreement with South Texas College with Director of Accountability, FAS Project Manager, Application Development Manager – Infrastructure and Security Support Specialist
  - Reviewed Disaster Recovery, specifically Rio Grande Valley "hot site" with Chief Information Officer
  - Reviewed record retention for subpoenas and open records with FAS Reporting Coordinator
  - Reviewed record retention with Dean of NAH
  - Reviewed TACC Consortium Fee/Approve Invoice with TASB personnel and FAS Reporting Coordinator
  - Reviewed the Emergency Plan meeting with VP FAS, Chief Administrator of the Department of Public Safety and the Director of Facilities Operations and Maintenance
  - Reviewed updates to the Complaint Process Flowchart with Title IX Committee
  - Reviewed various insurance items with Risk Management Secretary
  - Worked on Bond items with Starr County Tax Assessor, VP FAS and Comptroller
  - Worked on the Risk Management section in Comprehensive Plan with FAS Support Specialist

- **Worked on the following items:**
  - Title IX
    - Coordinated PaperClip Communications Webinars at the NAH Campus
    - Developed Title IX Case Review Worksheet for Title IX Committee
    - Reviewed Title IX cases in Maxient
    - Title IX Committee Meetings – Minutes, agenda, packets, sign-in sheets and track action items
    - Updated Title IX website
  - Other
    - Edited narrative and upload evidence items for SACS-COC 5th Year Compliance Report
    - Prepared and revised subpoena procedures flowchart for VP FAS
    - Prepared cover letters and ACORD forms for South Texas College affiliations (Professional Medical Liability Insurance)
    - Prepared draft letter to Cardinal Tracking, Inc.
    - Reviewed and approved consulting invoice for Sheppard Walton King
    - Reviewed and approved insurance invoices
    - Reviewed and approved Maverick invoice
    - Reviewed and provided feedback on Cardinal Tracking Agreement for VP FAS and Director of Accountability
    - Reviewed Bond for Starr County with VP FAS and Comptroller
    - Reviewed Record Retention with VP FAS
    - Reviewed report on environmental policy with VP FAS
    - Sent out Insurance award letters
    - Updated Building Responders List
    - Updated Department of Public Safety, Risk Management and Student Insurance websites
    - Worked on miscellaneous tasks and requests from VP FAS

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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Memo

Date: September 13, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **AUGUST ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Vice President for Academic Affairs to our Board of Trustees for review at the September 27, 2016 Board of Trustees meeting.

Academic Affairs Highlight August 2016

Division: Academic Affairs
Department: Distance Learning
Highlight: Dual Enrollment Graduate Publishes Book on Sustainable Initiative

On **August 9, 2016**, **Dr. Erasmus Addae,** has officially been appointed as a member of the Learning Technology Advisory Committee (LTAC) by the Texas Higher Education Coordinating Board. The term of his appointment is for three years, beginning September 1, 2016 and ending on August 31, 2019.

LTAC serves as a forum for problem solving and generating ideas to improve online education that reflect the goals of Texas' higher education plan, 60x30TX. The committee is composed of 23 voting members (10 from community colleges, 10 from public universities, two from independent universities, and one from a health-related institution), and one non-voting undergraduate student member.

Academic Affairs Highlight August 2016

Division: Academic Advancement
Department: High School Programs and Services
Highlight: 5th Annual Dual Credit Principals' Summit

On **August 10, 2016**, South Texas College hosted the **5th Annual Dual Credit Principals' Summit** at the Pecan Campus Cooper Center.

The purpose of the Principals' Summit was to bring to focus activities that support the continuing quality enhancement of all dual enrollment initiatives, as well as to highlight the review process that the Dual Credit Program has gone through the last academic year. Educational leaders from **12 participating independent school districts** were in attendance. The chart below provides the breakdown of participant categories.

Participating ISD's	
1	Donna ISD
2	Edinburg CISD
3	La Joya ISD
4	La Villa ISD
5	McAllen ISD
6	Mercedes ISD
7	Mission CISD
8	PSJA ISD
9	South Texas ISD
10	Sharyland ISD
11	Valley View ISD
12	Weslaco ISD
	STC

SOUTH TEXAS COLLEGE
Dual Credit Principals' Summit
Wednesday, August 10, 2016 • Cooper Center, Pecan Campus • 8:00 a.m. - 12:45 p.m.

AGENDA-AT-A-GLANCE

8:00 a.m.	**Registration & Networking Breakfast**
8:30 a.m.	**Welcome** Dr. Anahid Petrosian, Interim Vice President, Academic Affairs Wanda Garza, Interim Vice President, Student Affairs & Enrollment Management Division
8:45 a.m.	**State of the Dual Credit Program** Dr. Anahid Petrosian, Interim Vice President, Academic Affairs Division
9:15 a.m.	**Partnership Towards Continuous Improvement** Nick Gonzalez, Administrator, High School Programs and Services
9:50 a.m.	**Networking Break**
10:15 a.m.	**Dual2Degree Updates** Tony Matamoros, Director, Dual2Degree High Schools
11:00 a.m.	**SACS Visit to the ISD's Update** Laura Sanchez, Associate Dean, Institutional Research & Effectiveness
11:30 a.m.	**Dual Credit Faculty Professional Development Opportunities** Lee H. Grimes, Associate Dean, Office Professional & Organizational Development
12:00 noon	**Q&A Discussion**
12:40 p.m.	**Evaluations**
12:45 p.m.	**Adjourn**

2016 Summit Participants	
Administrative	9
Principals & Assistant Principals	38
Deans of Instruction	9
Directors/Counselors/Advisors Directors =15 Counselors=35 Advisors=10	60
Total of ISD	**116**
STC Faculty, Staff, & Administrators	33
Overall Total	**149**

Academic Affairs Highlight August 2016

Division: Academic Affairs
Department: Nursing & Allied Health Division
Highlight: Nomination to the Texas Team of Nursing Coalition

On **August 17, 2016,** the Nursing and Allied Health Division Dean, Dr. Jayson Valerio, was named as a **State Representative for all the community colleges nursing schools** to address the problems in nursing faculty shortage statewide.

The taskforce is under the **Texas Team of Nursing Coalition** headed by Dr. Joyce Batcheller, current member of the Strategic Advisory Committee for the Texas Team Future of Nursing Initiative, adjunct faculty, Texas Tech University HSC SON, Dr. Michael Evans, current President of Texas Organization of Baccalaureate and Graduate Nursing Education Programs, Dean and Professor at Texas Tech University HSC SON, Dr. Susan Sportsman, Texas Team Education Committee Member and Educational Consultant for Elsevier, Dr. Carol Boswell, Texas Team Education Committee member and current Professor and Endowed Chair at Texas Tech University HSC SON, and Texas Team Education Committee member , and Dr. Patricia Allen, current member of the Texas Team Education Committee and Director of the Graduate Nursing Education Track at Texas Tech University HSC SON.

One of our activities of the committee is to apply for a small grant so we can put an ear to our legislators and nursing practice partners about the dilemma we are facing with nursing faculty shortage.

TEXAS NURSES ASSOCIATION

Academic Affairs Highlight August 2016

Division: Academic Affairs
Department: Academic Affairs
Highlight: 2016 Academic Affairs Convocation

On **August 22, 2016**, Academic Affairs, in collaboration with the Office of Professional & Organizational Development hosted the 2016 Academic Affairs Convocation at the Edinburg Conference Center with over 500 faculty, staff and administrators in attendance.

The day highlighted "Celebrating Excellence in Teaching and Learning" and featured a presentation by Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, who discussed the many ways the Academic Affairs team contributes to improving the lives of our students. In addition, keynote speaker, Liz Benavides Melson, delivered a presentation on Guided Pathways for Student Success. She touched on some of our own STC faculty success stories, along with her own personal experiences with students. Moreover, Rachael Brown, Associate Professor of Art delivered a moving presentation on her commitment and meaning of Excellence in Teaching and Learning.

Furthermore, two additional faculty retirees were recognized, along with a total of 26 outstanding faculty and staff members were highlighted and awarded the Distinguished Teaching and Learning Award (DTLA) and Distinguished Staff Award (DSA), Faculty Community Service Recognition, and Distinguished Faculty Community Service Awards. As well, two outstanding faculty members were highlighted and award the Faculty of the Year (Delia Magdaleno) and eFaculty of the Year (Dari Cather).

2016 eFaculty of the Year

Distinguished Staff Award Recipients

2016 Faculty of the Year

Distinguished Faculty Community Service Award Recipient

Distinguished Teaching & Learning Award Recipients

Faculty Community Service Recognition Recipients

Academic Affairs Highlights August 2016

Division: Academic Advancement
Department: Academic Excellence Office
Highlight: Valley Scholars Program receives $2,500 sponsorship from DHR

On Tuesday, **August 23, 2016**, The Valley Scholars Program recently received a Platinum Sponsorship ($2,500) from Doctor's Hospital at Renaissance for the 11th Annual "A Night with the Stars". All net proceeds from the event will benefit Valley Scholars Program Scholarships.

"The importance of DHR giving back to institutions like South Texas College is we have a lot of shared alignment and vision," said Marisa Castaneda, Chief Operations Officer at DHR. "Many graduates from South Texas College come here and help us deliver care as nurses or technologists. Some work in our business office with our information systems technology. Again, this is just a very small token of our commitment to higher learning in the region. We are proud to partner with South Texas College, and we look forward to the graduates helping us deliver care here."

The generous donation will allow the Valley Scholars Program to continue providing students with financial assistance, leadership development, and the opportunity to achieve their goals of academic excellence.

Academic Affairs Highlight August 2016

Division: Academic Affairs
Department: Distance Learning
Highlight: 2016 Symposium

On **August 25, 2016**, the **Distance Learning Department** hosted its **2016 Symposium**. The event provided networking opportunities for new and veteran online faculty members. This year's symposium **focused on learning analytics and student success**. The event **featured 20 presentations and sessions on best practices in online teaching and learning**, with **over 175 participants** from around the STC district in attendance.

The **keynote address was delivered by Kara Bosch,** Director of Financial Information Systems and Business Intelligence at Central Piedmont Community College in Charlotte, North Carolina. Additionally, Kara has served as a part –time faculty member for the Business and Accounting Department in CPCC since 2010 teaching classes such as Management, Business Administration, Human Resources, and e-Commerce. Her team manages the support, design, and training for over 400 analytics users' college-wide including faculty, staff and administrators. CPCC now has over 200 user-designed dashboards/reports targeting student success and college goals.

In addition, **service awards for teaching online were presented** to faculty members, along with the award for the **2016 e-Faculty of the Year**. The Distance Learning Department strives to find new and innovative ways to tackle faculty and student support and other big issues faculty and students are facing in online teaching learning.

Academic Affairs Highlight August 2016

Division: Math, Science, & Bachelor Programs
Department: Biology
Highlight: STEP2 Grant-1st Year Completion

On **August 2016**, the **Biology department**, in partnership with the University of Texas-Rio Grande Valley, and USDA, completed the first year of the 4-year **STEP2 Grant**. This multi-institution USDA-funded grant **pairs South Texas College students with local biologists** at government or academic research institutions where the **students perform scientific research for a 10-week period over the summer**.

Prior to the summer research, students interested in the program participated in various engagement activities including, STC-organized seminars and biotechnology workshops to help prepare them for the summer research. The **students' research included projects on aquaponics agriculture, treatments for citrus diseases, regulators of gene expression in mitochondria, and Rio Grande Valley water quality**.

At the end of the research, the **students presented their work at UTRGV to students and scientists from all participating institutions**. Three of the four STC students participating in this first year of the grant were offered research positions in their respective labs after their 10-week grant commitment was over.

Pictured above left to right: Jacob Wolfe (student), Christopher Barbola (student), Dr. Keith Murray, Alma Lopez (student), Dr. Mehrzad Mahmodian Geller, Dr. Thomas Ndolo

Academic Affairs Report **August 2016**

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Attended the Coordinated Operations Council meeting held at the Pecan Campus – Tuesday, August 2nd
  - Participated in the Enrollment Team meeting held at the Pecan Campus – Tuesday, August 2nd
  - Met with Business Administration Faculty Candidate for follow-up interview – Tuesday, August 2nd
  - Met with HVAC Faculty Candidates for follow-up interviews – Wednesday, August 3rd
  - Held the Business and Technology Program Chair Meeting at the Technology Campus – Thursday, August 4th
  - Participated in the judging for the McAllen Innovation Grant Awards 2016 at the McAllen Chamber – Thursday, August 4th
  - Attended the STLA for Chairs and Assistant Chairs held at the Pecan Campus – Friday, August 5th
  - Attended the Superintendent's Coffee held at the Pecan Campus – Tuesday, August 9th
  - Attended the America's Promise Meeting held at the Pecan Campus – Tuesday, August 9th
  - The Business Administration held the INNO 2016 Planning Meeting to review all agenda items and planning for INNO 2016 – Tuesday, August 9th
  - Met with Economics and Accounting Instructors to discuss updates for the program – Tuesday, August 9th
  - Attended the Retirement Luncheon for Business Administration Instructor – Wednesday, August 10th
  - Met with Economics Instructor to discuss updates for the program – Wednesday, August 10th
  - Attended the Enrollment Team Meeting held by the Dean of Enrollment Services & Registrar at the Pecan Campus – Thursday, August 11th
  - Attended the AA Leadership Meeting held at the Pecan Campus – Thursday, August 11th
  - Phone call with Paralegal Faculty Candidate for follow-up interview – Thursday, August 11th
  - Visited Grants and Compliance Office for updates – Thursday, August 11th
  - Met with Economics Instructor to discuss updates for the program – Friday, August 12th
  - Met with Paralegal and Fire Science Faculty Candidates for follow-up interviews – Friday, August 12th
  - Attended the Enrollment Team meeting held at the by the Dean of Enrollment Services & Registrar at the Pecan Campus – Thursday, August 18th
  - Attended the Lunch with the Vice President for Academic Affairs scheduled during the New Faculty Orientation – Thursday, August 18th
  - Provided a campus tour to the new faculty – Friday, August 19th
  - Attended the President's Administrative Staff Meeting held at the Pecan Campus – Friday, August 19th
  - All programs prepared for the Fall 2016 semester
  - Business and Technology Faculty and Staff attended the Academic Affairs Convocation at the Edinburg Conference Center at Renaissance – Monday, August 22nd
  - Held the Business and Technology Division Meeting at the Technology Campus Auditorium – Monday, August 22nd
  - Visited the Pharr Gun Range – Tuesday, August 23rd

- Met with Program Chair at Human Resources to finalize paperwork for new faculty hires – Tuesday, August 23rd
- Attended the DHR Check Presentation at the Edinburg Conference Center at Renaissance for the donation of a scholarship to the Valley Scholar's Program – Tuesday, August 23rd
- Attended the Facilities Committee – Tuesday, August 23rd
- Attended the Skills Development Fund Grant Award Announcement at the Edinburg Conference Center at Renaissance – Wednesday, August 24th
- Attended the Swearing in Ceremony in Pharr for the two new cadets who graduated – Thursday, August 25th
- Participated in the INNO & ACBSP site visit update held at the Technology Campus – Friday, August 26th
- Attended Mrs. Wanda Garza's reception – Friday, August 26th
- Attended the STC Bond Program – Regional Center for Public Safety Excellence – Schematic Design Review held at the Pecan Campus – Friday, August 26th
- Attended the TXDPS MOU held at the Pecan Campus – Friday, August 26th
- Met with Ron Garza, Lower Rio Grande Valley Development Executive Director to discuss funding opportunities for our Public Safety Program – Wednesday, August 31st
- The 4th Annual INNO' 2016 Conference is scheduled for October 7th at the Technology Campus

Business Area:

Business Administration:

- On Tuesday, August 2, 2016 representatives from the Department participated in the Pharr Teaching Center Open Hours
- On Friday, August 5, 2016 attended the Professional Development meeting (STLA) for Program Chairs
- Prepare Articulation Letter for UTRGV Business Administration Program
- On August 8, 2016 Interview Dual Enrollment Faculty for McAllen H.S Title IX Training Sessions on July 19 – 21st
- On August 9, 2016 attend ACBSP Site Visit Meeting
- On August 9, 2016 attend INNO 2016 Conference Planning Meeting
- On August 10, 2016 attend Conference Meeting for Human Resources
- On August 10, 2016 attend Retirement Luncheon for Elizabeth Dietz
- Business Administration Orientation on September 2, 2016
- On September 18 – 21, 2016 ACBSP Re-affirmation Site Visit
- INNO' 2016 Conference will be held on October 7th

Paralegal:

- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from August 1st to August 3rd.
- Program Chair attended the Pharr Teaching Center Registration Round-Up on August 2nd.
- Program Chair met with Search Committee on Thursday, August 4th.
- Program Chair attended Business & Technology Chair Meeting on Thursday, August 4th.
- Program Chair attended the STLA for Chairs on August 5th from 8a.m. to 12:00 noon.
- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from August 8th to August 12th.

- Program Chair administered Summer III Final Exams on August 11th, and worked on finalizing practicum with students.
- Program Chair met with Search Committee for interviews on Wednesday, August 10th.
- Meeting for Tech Faculty with Dean Reyna – Monday, August 22, 2016
- Attend New Faculty Orientation at the Pecan Campus– Friday August 26, 2016
- Meet with Dean Reyna to discuss Paralegal Adjunct, Tuesday, August 30, 2016
- Paralegal Program will continue its efforts both on recruiting and retaining students through its continued efforts to follow up with the paralegal inquiries-online service, and by calling existing students.
- Paralegal Department plans to work together with other departments to help and assist the community.

Technology Area:
Faculty and Program Chair's Activities
<u>Advanced Manufacturing Technology:</u> 8/1/16 – 8/5/16

- Continued working on the America's Promise Grant
- Submitted a write up for DTLA and DSA nominees from department
- Processed paper work for the hiring of adjuncts
- Carl Perkins report update
- Planning for Manufacturing Day, registered event on website
- Attended the Program Chair Meeting
- Paralegal Search Committee – met to discuss applicants
- Attended the STLA for Chairs – a half day event **8/8/16 – 8/12/16**
- AMT IE Plan _ Met with David Flores to review IE plan
- Worked on JagPride four summer courses
- Reviewed equipment for the Industrial Maintenance program
- Send 1st Draft of Spring 2017 Schedule
- Worked on Agendas for Prep Week meetings
- Planning for all Semester trainings.
- Paralegal Search Committee- conducted interviews for department
- Planning for Manufacturing Day, contacted manufacturers for tours
- Met with Larry Barroso, Javier Loyde and Tony Delgado to plan for the 2016 Counselor's Update taking place in Technology Campus
- Submitted budget for America's Promise Grant for the new Industrial Maintenance Program
  8/15/16 – 8/19/16
- Worked on JagPride four summer courses – Monday, August 15th
- Reviewed equipment for the Industrial Maintenance program – Monday, August 15th
- Worked hiring of adjuncts – Wednesday, August 17th
- Worked on Agendas for Prep Week meetings – Wednesday, August 17th
- Worked on write up for DTLA and DSA nominees from department – Friday, August 19th
  8/22/16 – 8/31/16

- Academic Affairs convocation – Antonio Delgado, our lab assistant was recognized with the Distinguished Staff Award and Mario Olivera was recognized with the Distinguished Teaching and Learning Award.
- Attended the Business and Technology Division meeting
- Department meeting to welcome everyone and discuss and plan for semester
- Attended the STMA monthly meeting

Architectural & Engineering Design Technology (formerly Computer Aided Drafting and Design)

- AEDT Program Chair and Faculty attended the Pharr Teaching Center's Open House and Registration Round-up on Tuesday, August 2, 2016.
- Labs A207 and A208 updated lab furniture to promote an active learning environment.
- Program Chair attended the STLA for Chairs on Friday, August 5, 2016.
- Assistant Professor Margarita Vanguelova attended the ASCE (American Society of Civil Engineers) RGV Branch's Lecture and Lunch meeting on August 10, 2016.
- AEDT faculty attended the Distance Ed Symposium on Thursday, August 25, 2016 in an effort to standardize the classes in the AEDT program. Additional Blackboard training will continue throughout the semester.
- Faculty from AEDT participated in the Dual Enrollment/Adjunct Faculty Meeting on Saturday, August 27, 2016. Dual Enrollment and Adjunct Faculty attended Region One training and in the morning and then attended a Departmental meeting at the Technology Campus in the afternoon.

Collaborations with the Art Department faculty are underway in an effort to introduce the faculty to the 3D printing environment. During Professional Development Day, on September 23, 2016, the AEDT Program will host the Art Department for a 3D Printing Basics Break-out session.

- AEDT Program Chair and Faculty will attend the Building Communities Conference at South Padre Island on September 30 – October 2. The AEDT Program will have a booth to display student work and promote the program.
- Assistant Professor Margarita Vanguelova taught two sections of the first academic architecture class, ARCH 1311: Intro to Architecture.
- Networking efforts have begun with local Architecture and Engineering firms in an effort to involve them in the support of our students. ERO Architects is in the process of sponsoring the registration fee for some students to attend the Building Communities Conference.

Police Academy:

- Two cadets completed their Peace Officer certification course on August 18th
    - Both cadets took their state licensing (Texas Commission on Law Enforcement) exam on August 22nd and passed on first attempt

- The 11th Police Academy began on July 25th and will end December 16th
  - 33 students were accepted into the program
  - Doubled the amount of the average attendance for the last four academies
  - 16 students are open enrollment students
  - 17 students are sponsored by four different valley agencies
    - 8 – Pharr Police Department
    - 6 – Edinburg Police Department
    - 2 – Harlingen Police Department
    - 1 – McAllen Police Department

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Symposium
  - Contact keynote – Kara Bosch from Central Piedmont Community College
    - Conference call about presentation
  - 6 Sessions
    - Ana R. Peña presented Blackboard Analytics for both sessions A and B
    - Juan M. Gonzalez presented on Introduction on Distance Learning & Instructional Technologies initiative on assistive technology.
    - Blackboard – Rita Vela presented on Rubrics
    - Dropbox presented on their product
    - Respondus presented on the features on how to import/export exams and the use of Respondus monitor.
  - Creation of the 2016 Symposium Agenda
  - eFaculty of the Year Committee

Projects:

- Month of August
  - Phone/Email - contacted 1,232 students for Fall 2016 registration
- SoftChalk Lesson for ADN program
  - Revised Lesson with project management team for Academic Affairs
    - August 11 and August 26
- Distance Learning Sign-in Application – Testing Phase
  - Application that will take care of walk-ins to the office and phone calls to staff not using the helpdesk line. Both students, faculty and staff will log in and first person available will assist them as soon as possible.
  - Track traffic that walk in and office calls.
    - Reporting tool provided.
  - Training was August 10 to DL Staff on usage of application.
  - DL Staff will be testing for the month of August/September
- Distance Learning First Time Online Student - Orientation Pilot Course
  - TR help with the project
  - Created integration to get all students who are taking a 'V' section for the given term who have not taken a V section previously.
  - List populated for Fall 2016 is around 2567 students
- Distance Learning assisted with Hiring Committee for the following departments
  - Maintenance
  - Public Relations
- Accessibility Compliance
  - Purchase 3Play Media
    - Provides closed captioning to faculty videos
    - Identify instructions that use video extensively in online courses
      - Created a work-flow to get videos caption

Distance Learning – Technologies

- **Blackboard Learn**

  Blackboard Weekly call with Tiffany Kisker every Thursday at 10:30am has been on-going. Discuss about all the issues we have during the week with Blackboard.
  - Master courses (xlist)
    - Created 150 requests for Spring courses
  - Blackboard Learn Ultra Cohort
    - Pilot group for the new Blackboard Learn Ultra that is coming out with Blackboard.
      - Weekly Cohort Collaborate meetings
        - August 16
        - Overall Design and features
        - Path to SaaS
        - Roadmap and Feedback
    - New Blackboard Collaborate Ultra Building block released
      - Installed in staging environment for testing the month of August
      - Plan to install in production the month of September after census day.
  - BASOL courses
    - Extended dates for courses with students with incompletes for Spring 2016 and Summer courses.
    - Contacted Pearson support for issues with their content not displaying properly.
  - Banner Integration – eLearning
    - Month of August – eLearning and BEP are not in functional state, after applying the streams to feed over which required a restart from the banner system.
    - Manual XML updates twice a day until eLearning gets resolved.
      - Notice that the full extract is not functional, TR has to run update on each course instead of full for it to work properly.
      - TR submitted a ticket with Ellucian to get this issue resolved.
      - In the meantime, a lot of manual add and drops have been applied to the system.
  - Online courses
    - Check for content for all Fall 2016 V sections the first week of class.
- **Blackboard Analytics/Outcomes**
    - Blackboard Analytics: tool that combines the extensive data from Blackboard Learn with student and course attributes from Banner to create comprehensive reports and dashboards for your students, instructors, staff and leadership.
      - Blackboard Analytics weekly meeting with Lindsey Rutledge
        - Continue customizing dashboards for chair programs.
        - Reported the color scheme to be changed for our institution.
    - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student

work for evaluation and reporting related to your accreditation and improvement efforts.

- Blackboard Outcomes meeting with Dr. Laura Little from Blackboard.
    - Review and Planning for pilot group with Kristina Wilson and her department.
    - History Department and Respiratory Department will be part of the pilot group.
    - Review PLO, CLO and courses required for the demo.

- **Distance Learning Helpdesk/ Trainings**
    - Numbers for the month of August
        - Students/Faculty Chats: 1,174
        - Students Tickets: 329
        - Faculty Tickets: 49
    - Face to Face Trainings
        - Bb Analytics
            - August 4
                - 15 faculty/staff
        - Gradebook Training
        - eTeach I
            - August 17
                - 21 faculty
        - SI Leader Trianing
            - August 26
                - 9 staff/students
    - Presentations
        - First Year Connection
            - Pecan Campus
                - August 20, 22, 23, 26, 27
            - STARR Campus
                - August 24
        - Early College HS
            - August 29

- **Student Success Activities:**

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

Type of Service	**Number of Students**
General Advising:	575
Distance Education Walk-Ins:	15
Career Advising	1,232
Distance Education Chats:	1
Early College HS:	50
Telephone Contacts:	872
Virtual Campus Advising Email:	490
Total:	***3,235***

- **Lab A-121**
  - Instructional Technology will started installation of AV equipment and completed
    - August 8-9
  - Painted wall to color purple
  - Light switches were modified
- **Professional Development**
  - FOCUS Academy
  - Webinar
    - Tips for Designing Impactful e-Learning
    - Learner Centered Design
    - Blackboard's Teaching & Learning Roadmap Series for North America Higher Education
    - Transforming Student Planning & Advising for Today's Mobile-Driven World
    - Blackboard Predict: The Future of Analytics for Student Retention and Success
    - Grow enrollments with personalized experiences
    - The Ultra experience for Blackboard Learn: Top 20 questions
  - Face to Face Facilitator Certification
    - August 25
    - Courses involves how to successfully facilitate the rubric to a target audience.

- **Distance Learning Meetings**
  - Weekly Department Meetings
    - Every Monday at 10am
  - Monthly Department Meeting
    - Symposium staff meeting
  - Jagnet Portal
    - Meetings with Cohort for new Jagnet portal
    - Discussed features inside
    - Apps and resources link modified
  - StarFish Meetings
    - Every Thursday of every week at 11am.
    - Added production building block to Bb Learn.
  - Blackboard Analytics Status meeting
    - Every Thursday of every week at 1:30pm
  - Counseling Department bi-weekly meeting
  - Counseling Department Scholastic Appeal Committee
    - August 5, 12
  - Met with TR for Sign In Application Training
    - Full time staff
  - Meeting with Student Services staff over Kayako Tickets System.
    - Gave them requirements needed before they get Kayako Ticket System to their staff.
  - Hobsons/South Texas Implementation
    - Software for recruiting

        - Every Tuesday of each week at 10am
    - Student Success Specialist Planning Meeting
        - August 16
    - Instructional Designers Meeting
        - August 31
        - Dates for all fall semester trainings.
        - Selection of courses that will be re-structured or re-designed based on the recent course audits.
    - Student Activities Meeting
        - Student activities staff wanted an overview on how to utilize SoftChalk for their student orientations.
    - Blackboard Visit/Presentation
        - August 25
        - Student services and Bb Planner was presented to VP Plummer and staff.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

Coordinated Operations Council:

- During the Coordinated Operations Council, matters were discussed with regards of the public use of college facilities. The general consensus was to hold off on request to use our facilities until bond construction projects have been completed. After that time, clear procedures and policies were set to minimize liability concerns and damage risk.
- Cost and effectiveness of La Joya teaching site construction was discussed as well as who would be responsible for these costs.
- It remains a difficult task to name the new bond construction buildings. Some would like to see buildings get more character by clustering programs within one building and naming that building after the respective programs. Others feel we should keep the names general, because there is a great likelihood that all general education classes will have to be offered in all buildings.
- There was an enrollment meeting to discuss Fall enrollment, non-paid lists, and needs of the different programs.
- A Sign Language Coordinator is needed and Ms. Jovonne Delgado agreed to serve.
- The Dean attended the American Psychological Association's yearly convention. Workshops focused on trans-gender issues, the teaching of Psychology, terrorism and its psychological causes and consequences, and many cultural matters in Psychology. The opening session addressed how most of our values are determined by religion and politics.
- The Dean attended the Superintendent's Coffee in the Rainbow room, where superintendents were made aware of the upcoming rule changes and important requirements with regards to Dual Credit students. The next day, it was the principals' turn. Interesting questions were asked with regards to logistics in the dual enrollment programs. Especially the exemptions to have both dual credit and high school level students in one class were discussed with great interest.
- The LASS chairs met to discuss the upcoming enrollment challenges, class room usage, the FEIPOL and Career Discovery fairs, the need to find out about the nature of students that are part of the influx in developmental enrollment, the need to hear more about the new responsibilities of the Ombuds person's office, dean's chair expectations on teaching load and other matters.
- The Dean met with the new chairs to explain forms and procedures of a variety of logistics such as travel paperwork, search committee duties, student forms, scheduling and curriculum review.
- The academic deans met with the VP to discuss enrollment matters, new offices need, and the upcoming bond construction projects.
- The Dean met with the UTRGV Dean of Education, Dr. Patricia McHatton, and Education chairs to discuss how we can obtain better results on the certification exams, which cover mostly our core classes. It seems difficult to adequately prepare education students since a set number of classes was allotted for our AATs by the THECB, while especially the Social Studies test covers a variety of subjects: Economics, History, Government, and other social sciences. We also don't know whether more UTRGV native students pass the exam or whether other variables than having an STC background play a role. For future meetings we will get more data. The new plan to have regular meetings with our counter parts at UTRGV seems a great step forward. Dates were exchanged for outreach.
- Victor Gonzalez visited the Dean's office to look into security settings that prevented our fax/scanner/copy machine from working properly. He was able to fix the issue without compromising our security settings.
- A retirement ceremony was held to celebrate the retirement of Pauline Herron, former Political Science secretary.

- Dr. Laura Lopez, who was hired to help out with the Faculty Advising Grant, asked the Dean to become her mentor for the DTLA.
- A brief meeting was held to make sure we were on track for the new RAND initiative that can help ABE students succeed with the help of My Foundation Lab.
- The President's administrative staff meeting discussed several administrative issues such as the increase in cell phone stipend, the Ellucian action plan by our CTO, enrollment numbers, the trainings our faculty and staff will have to do, and the use of our facilities by outside organizations.

- The Academic Affairs Convocation was held in Edinburg's Renaissance Convention Center and faculty were informed on career paths and the state of the South Texas College academic affairs. It was also the time for the Distinguished Staff Awards to be issued, for the LASS division to Angie Garcia, Matthew Martinez, and Janie Ruiz. The LASS division also scored high with the faculty awards. Tom Fuschetto got the Community Service award, Darcie Cather the E-teacher of the Year, and Delia Magdaleno was Teacher of the Year. Juan Ochoa also got a Community Service award.
- The roughly 250 LASS division faculty convened for the first division meeting of the year, where a two hour presentation highlighted the most successful departments in graduation numbers, enrollment increases, the most celebrated faculty, and the philosophical directions community colleges are asked to take. Is education all about the job that follows the degree, or is education what makes you excel in no matter what job you get? Copies of Terry O'Banion's "Bread and Roses" were distributed in support of the latter and the soft skills members of the workforce are asking for. Department chairs and activities organizers presented their successes as well and folks were offered an opportunity to sign up for initiatives and committees.

- Departments held their first meetings of the year as well, with long agendas covering dos and don'ts' of faculty existence. The Dean visited those departments which were going to have new chairs to explain the process.
- The Board Meeting was held with an extensive explanation of interior decorating matters for the new buildings in addition to the regular agenda of approvals.

- An event at the Renaissance celebrated the Workforce check UTRGV received in support of the NAH-UTRGV-Dual Credit collaboration.
- The Dean attended the Ellucian Action Plan presentation, where executives outlined their impressions of how our Banner System could be used more effectively. Two items that stood out for Academic Affairs were the ability to have a waitlist that automatically adds students when a place becomes available and the ability to show how classes are linked.
- An emotional but oftentimes humorous reception was held for Ms. Wanda Garza who assures us she will be retiring. People highlighted her successes and great work ethics and commented on how she will be missed.

Social and Behavioral Sciences Area:
From the Department of Political Science

- The chair of the Political Science Department worked with the scheduling technicians, the Office of High School Programs, the Office of Admissions and Records and the site directors to finalize the schedule for the fall semester.
- The Program Director for Public Administration worked with Janie Ruiz, LASS Division retention specialist, and the Testing Center to clear students and get them registered in Public Administration classes.

From the Criminal Justice

- Criminal Justice Instructor Jorge Fuentes' Criminal Investigations class hosted the lead investigator from the Hidalgo County Sheriff's Office Crime Scene Unit on August 4th.
- Chair Blair met with Chair Kennedy to coordinate some classes for the DECJA program
- Four Faculty from the Criminal Justice and Social Sciences Department attending Blackboard Analytics training on August 4th
- Faculty attended Convocation and Division Meetings and Department meeting
- Four CJSS faculty participated in the Fall 2016 FOCUS Academy kickoff. James Blair, Roy Escaname, Myra Navarro, and Eric Moeler are part of this cohort
- Nine CJSS faculty, including one adjunct, attended the Distance Education Symposium Thursday morning. Likewise, six CJSS faculty attended the Dual Credit faculty training held that afternoon.
- Adjunct faculty and Dual Enrollment High School teachers will attend professional development in the morning at the ESC Region 1 service center, and the CJSS Department meeting in Pecan T 1-402 in the afternoon.
- Chair Blair assisted students with last minute advising and schedule change request.
- Wendy Branwell reports that she is starting to receive calls from across the country from people interested in our online Anthropology program. It appears word has gotten around the country about STC's low tuition and wide variety of online programs. Anthropology is not an easy program to find online.
- We are coordinating upcoming classroom visits with agents from US Customs and Border Protection.
- Assistant Professor David Arizmendi submitted the following report for his summer activities: "August activities: Through my relationship with the Hermes Music Foundation, I facilitated the distribution of 300 back packs to needy families in Hidalgo and Starr county. LUPE's back to school event - 200 families in Hidalgo County (August 17th). Pictures can be viewed through forward LUPE email link. Colonias Unidas' community meeting - 100 families in Star County (August 11th)."

From the Department of Communication Arts

- Laura Nunn met with the Coordinator of Faculty Advising, Dr. Laura Lopez, to discuss this semester's assignment for the Lead Faculty Advisors and the Faculty Advising Steering Committee. She also met with the Faculty Advising Steering Committee to unveil the revised modules for faculty advising training. Researched opportunities to submit proposals for the Faculty Advising Training program to national and state conferences.
- Andrea Fuentes spoke with student life and STC tech Dept. about the possibility of having a public viewing of the Presidential debates on campus for the Comm. Arts students! Eli at Student life thought it was such a good idea that he wanted to open it up to all students and he has been helping me resolve any tech issues. An update will be given at the September Department Meeting.

From the Department of Psychology

- Chair Israel from the Psychology department recently presented at the National Conference for Maternal Child Health Directors in Austin, Texas, through the March of Dimes. Her presentation was titled "Developing Volunteer Leaders". Through her service to the community, her role as Texas State Chair of the Maternal Child Health committee places her in a position of advocacy for Texas leaders in the medical and allied health arenas where the focus in on reducing birth prematurity and developing policies to eliminate health disparities.
- When Psychology Instructors Eli Sarabia and Alex Sarabia first established the Starr County Campus Psychology Club in 2009, little did they know that their efforts would produce one of the most active and largest student organizations at South Texas College, as natives of Starr County, the brothers felt it was important to give back to their community and have instilled the club's core values of

excellence, service, teamwork, communication, reliability, a positive attitude, and the pursuit for higher education.

- The Starr County Campus Psychology Club has served 400 members, held 150 regular club meetings, in addition to advisor/officer meetings, and hosted 62 fundraisers with over $22,000 fundraised. These funds have been used for scholarships, annual trips, club socials and donations for the Starr County Relay for Life.
- The Starr County Campus Psychology Club is known for hosting several signature events throughout the year that have become a staple in Starr County, including the Starr County Role Models Get Inspired Conferences, Starr County Mental Health Awareness Conferences, Starr County's Got Talent Shows, Starr County Campus Psychology Majors Orientation, and Crossing Disciplines Conferences. Since 2012, the club has sponsored 32 major signature events. Student members also learn more about the field of psychology via workshops, guest speakers, club meeting discussions, also participating in local events year-round year-round throughout Roma, Rio Grande City, Escobares and La Grulla.
- Students take part in events such as the Starr County Relay For Life, Roma's Walk all Over Cancer, RGC Art Walks, RGCCISD Autism Walks, Roma and RGC's National Night Outs, Roma's 5k Runs, La Grulla and RGC highway trash pickups, Roma and RGC's domestic violence awareness candlelight vigils, Roma and RGC's child abuse prevention candlelight vigils, RGCCISD anti-bullying and drug free rallies, Starr County Industrial Foundation events, Roma's Easter Egg Hunts, RGC Boys and Girls Club's Halloween Monster Mash, The Pediatric Care Center's Winter Wonderland in RGC, Earth Day Projects, RGC Parades, and the 1st ever RGC Color Rain Dash.
- The Starr County Campus Psychology Club promotes the importance of graduating on time and transferring to a four-year university. Since 2012, a graduating club member who demonstrates academic excellence and outstanding service to the college and community has been awarded a $1,000 scholarship. Eli and Alex Sarabia are dedicated to student success and motivate club members to become the leaders of tomorrow.
- Dr. Linda Jackson recently returned from the American Psychological Association National Convention in Denver Colorado. She attended 15 hours of symposiums focused on currents in psychological research, evolutionary psychology, ethics, issues on aging and working with Veterans.
- Dr.'s Jennifer Reid and Janene Israel participated in this semester's FOCUS academy through the Office of Professional and Organizational Development. They meet Friday mornings along with 30 other faculty building on their use of active learning strategies in the higher education classroom.
- Dr. Janene Israel presented two workshops on the Professional Development Day for Adjunct and Dual Credit STC Faculty. Her presentations were title, "Finding Your Authentic Teaching Presence.
- Dr. Janene Israel has been asked to become a member of the International Advisory Board for the upcoming open access, peer reviewed journal titled the *International Journal for Prenatal and Life Sciences.* The new journal is based in Greece but will have an international audience.

Activity Report from the Assistant Dean of Humanities

- The Chair of the History Department concluded the search for FTT in History
- The Assistant Dean of Humanities continued to meet with the Jagnet Portal Content Team (08/03), refining functionality for the student Jagnet site
- The Assistant Dean of Humanities continued to meet with the Starfish EAS Project Team (08/04), finalizing details for faculty trainings in August and September
- The Assistant Dean attended and presented at the STLA for Chairs (08/05), specifically on the upcoming pilot launch of the Starfish EAS
- The Assistant Dean of Humanities began working with the Chairs of English and Developmental English, to deal with an unprecedented (and unforeseen) boost in enrollment in both ENGL-1301 (primarily DC) and ENGL-0100 sections in the Fall

- The Assistant Dean of Humanities met with the chairs of both English and Developmental English to cooperatively address the issue of a potential teacher/classroom shortage for Fall 2016 (08/08); between overloads, some new hires (both FTT and adjunct), and split (ENGL-1301 & ENGL-0100) duties for some faculty, it appears that we were able to accommodate the need as of early last week – but if enrollment in these courses (and the demand for sections of DC) continues to rise (somewhat inexplicably), we may face some difficult decisions later this week …
- The Assistant Dean of Humanities gave a tutor workshop on "informal fallacies" for the Humanities Tutors at the Mid-Valley CLE (08/09)
- The Assistant Dean of Humanities continued to meet (on an accelerated schedule) with the Starfish design and implementation team (08/10, 08/11), and the move from "testing" to "production" was officially scheduled for later this week (Thursday, 08/18)
- The Assistant Dean of Humanities participated in the filming of some video shorts for a "Guided Pathways" promo video (08/10), to be screened at the Academic Affairs Convocation
- The Assistant Dean of Humanities stepped in for the LASS Division Dean at the Enrollment Team meeting (08/11), to discuss strategies for the upcoming two weeks of registration, drops, class cancelations, etc.
- The Assistant Dean of Humanities continued to work with the Jagnet Portal Construction Team (08/12); the student Jagnet portal is nearly complete, and possibly ready to move to production after one more meeting
- The Assistant Dean of Humanities attended the MOU ceremony with Panwar Community College (08/12), and began speaking casually about the prospects for a Summer 2018 Study Abroad venture to India, involving faculty from the Arts, History, and Philosophy
- The Assistant Dean of Humanities continued to meet and work with the Starfish Early Alert implementation team – after weeks of testing, we are ready to move into production in time for a Fall 2016 pilot run
- The Assistant Dean of Humanities continued to meet and work with the Rand ABE 1-3 initiative team, finalizing details for the launch of the tutor facilitated Foundations Course option for ABE level 1-3 testing students in Developmental Math, Developmental Reading, and Developmental English
- The Assistant Dean of Humanities, along with the rest of the Academic Affairs Leadership Team, had lunch with the new faculty
- The Department of History had a productive department meeting, during which a significant amount of time was spent reviewing and debating the particulars of the B (BASOL) sections of HIST-1301 and 1302
- The Department of English had a productive department meeting in which a host of exciting initiatives for the year were debuted and discussed
- The English, History, and Spanish departments held discipline specific professional development trainings for their respective DCF
- The Assistant Dean of Humanities introduced the Starfish early alert system to the faculty in English, History, Developmental Reading, Developmental Writing, and Developmental Math, at their respective department meetings – everything looks promising for a September 1 "go live" date for the Fall 2016 pilot
- The Assistant Dean of Humanities met with the Philosophy faculty to discuss the idea of creating and instituting a "capstone" course for students pursuing the A.A. in Philosophy
- The Assistant Dean of Humanities continued to meet and work with the Jagnet portal redesign team – the student portal looks nearly complete, with only some technical items (mostly financial aid) remaining on the "to-do" list
- The Assistant Dean of Humanities met with the New Enhanced Faculty Advising Steering Committee – the numbers from 2015-2016 were reviewed, and are above projections; plans for rolling out further trainings, in multiple formats, were discussed for the 2016-2017 year
- The first week of the Fall 2016 semester came and went, without any major issues

- The “feipol” event was a well-attended success [photos forthcoming from English faculty]
- The Starfish Early Alert pilot project has moved into production, with a projected go-live date of September 26th, subsequent to the four faculty training sessions scheduled for September 22nd and 23rd, with the first (Week 4-6) faculty reporting/flagging period opening that week
- The 10-week, pilot, “tutor-facilitated Foundations course,” for ABE level 1-3 students in Reading (0100), Writing (0100), and Math (0100), is set to begin this week – although there is some concern about the low number of students who signed up (we are currently cross-referencing all students enrolled in 0100-level courses and their ABE scores to ensure that all ABE 1-3 testing students are advised about this initiative, which was to have been mandatory for them)
- The Assistant Dean of Humanities gave a brief presentation at TLA on the annual Faculty Evaluation process
- The Assistant Dean of Humanities continued to work with the Jagnet portal redesign team, moving ever closer to the launch of the new student portal

Activity Report from the Assistant Dean of Fine & Performing Arts
From the Department of Art

- Interim Chair Neumann reviewed adjunct applications, interviewed potential candidates, perform reference check phone calls
- Prepared the first department meeting agenda, gathered data and documents for faculty to review for the department meeting
- Interim Chair Neumann and committee are organizing and preparing the art gallery for the next visiting artist
- Collaborate with FEIPOL on the art exhibits for the event on Sept 2 and 3.
- Prepare a schedule of supervised hours for Art Studios.
- Procure materials and supplies in preparation for the Fall16 semester.
- Attend the AA/FM roundup to increase knowledge of the business office protocols and procedures.
- Gather syllabus from all faculty to deliver to the Dean’s office for review
- Collaborate and assist with FEIPOL in order to finish with preparations for the Festival on 9/2-9/3
- Conduct Art Studio safety walks to ensure they are ready for the new academic year.
- Procure supplies related to instructional materials, and safety equipment
- Glaze and fire 200 bowls to be donated to the Food Bank
- Gallery Committee meeting to better serve our students and improve scheduling of exhibits in building B.
- Faculty advising of students, and searching for classes to fit their schedule, also providing max overrides when appropriate.
- Install artwork in Building B gallery.

Upcoming Events:

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

COMPUTER SCIENCE

- STC CyberCamp
- RGV SFI Summer Camp
- Computer Science and BAT in CITP Student Advising (Faculty)

PHYSICAL SCIENCES

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

Department

- The Physical Science Department met on August 24th to allow faculty and staff who travelled to different conferences from March to May 2016 the opportunity to share their experiences. The faculty presenters included Dr. Ludivina Avila, Dr. Reginald Gonzales, Mr. Martin Knecht, Dr. Pramod Lamichhane, Dr. Khalidbaig Mirza, Dr. Joe Studer, and Dr. Gevorg Sargsyan. The staff presenters included Ms. Maria Castillo, Ms. Irma Garcia, and Ms. Samantha Guerra-Montes. The presentation topics covered included expanding outreach activities via the Chemistry Club, information regarding the new telescope NASA will be launching to replace the HUBBLE telescope, progress on the LID project, POGIL instructional method, FLIP classroom instruction, open sources chemistry resources, undergraduate chemistry research opportunities at 2 year institutions, different organic synthesis, and maintaining a safe working environment. Mr. Mario Lopez also presented on the challenges of measuring Core Objectives in online courses.

TRSDA Grant

- Grant Activity -- Media: Website updated with Cohort II Application information, Wrap-up PDF link : http://www.southtexascollege.edu/grants/trsda/
    - Press Release developed and distributed to PIOs of local ISDs.
- Major Meeting: Planning Team 08/04/2016: Timeline and locations for STEM Faculty Institute Cohort II were developed.

- Grant Activity: Initialized development of IRB documentation for Cohort I observation and evaluation, communicated information to Gibson Consulting evaluator.
- Grant Activity: Organized a team to attend upcoming Texas Pathways to Partnership Convening 09/27-9/2106. Team members attending: Dr. Esmaeili, Dr. Davis, Dr. Grimes, Ms. Valerie Gamez, Mr. Mario Morin, Ms. Rachael Brown, Ms. Maricela Silva, and Ms. Walaa Shaath.
- Major Meeting: Presented STEM Faculty Institute information to Math and Science Division Meeting to recruit for Cohort II.

The first year of the 4-year STEP2 grant has recently been completed. This multi-institution USDA-funded grant pairs STC students with local biologists at government or academic research institutions where the students perform scientific research for a 10-week period over the summer. Prior to the summer research, students interested in the program participate in various engagement activities including STC-organized seminars and biotechnology workshops to help prepare them for the summer research. The students' research included projects on aquaponics agriculture, treatments for citrus diseases, regulators of gene expression in mitochondria, and Rio Grande Valley water quality. At the end of the research, the students presented their work at UTRGV to students and scientists from all participating institutions. Three of the four STC students participating in this first year of the grant were offered research positions in their respective labs after their 10-week grant commitment was over.

STC students and faculty at UTRGV after research presentations were done. August 19, 2016.

Each of the three students pictured above did a small write-up about their experience in the program, which are reproduced below.

The STEP2 research program was a wonderful opportunity for me. It helped me broaden my career options and gave me a firsthand experience of what it is to work in a laboratory. In the beginning I

must admit it is a nerve-wracking experience. As a new student I was unknowledgeable and inexperienced about many things related to my project assignment. With time however, I learned so much and continue to do so. Slowly, my progress in the lab improved so now I feel much more confident about my work there. What I'm trying to say is: Don't let fear of the unknown hold you back. You learn as you go, as long as you put in the effort to do so. This research program is both fun and challenging. The program leaders, professors, mentors, and scientists gave me beneficial information regarding Graduate School and the broad range of degree programs they offer. I recommend that students take advantage of this great opportunity and explore career options in the research field. Without a doubt, the STEP2 program has been a stepping stone in my education.
-Alma Lopez

The Step2 program has provided me with countless benefits in field of science from hands on experience to knowledge on wide variety of scientific subjects. However, not all was perfect, my original scientist had to let me go due to unfortunate transportation issues. It was because of this event that I was given an even greater opportunity at Texas A&M Citrus Center where I would be introduced to the plant pathology lab. In this lab I was taught invaluable information about pathogens such as viruses, bacteria and even my beloved fungi and their effect on the Citrus industry. I also learned about mycorrhiza which is a symbiotic relationship between fungi and plant roots that greatly affect crop yield of all types of plants. Before coming to college I had originally thought that my goal of working with fungi would come way later in my career but due to the Step2 program I was able to accomplish this in my second semester at South Texas College.
-Christopher Barbola

During my time in the STEP 2 program I worked with many individuals from UTRGV, STC, and the USDA in order to conduct research and learn about taking the next academic step such as graduate school. The instructors and students I met and worked with were all extremely kind and informative trying to better my research, along with showing me possible future careers. All of the time spent working and interacting with all of the program members was invaluable and insightful. This program is great for those who already have a set plan or for those who are unsure and want to discover something new and I would recommend it to all those interested in the field of science.
-Jacob Wolfe

Jayson Valerio
Division Dean – Nursing and Allied Health

A.D.N.

- Program Orientation for the new Traditional Cohort for 70 students and 6 paramedics to RN. These students will begin Fall 2016.
- Level 3 LVN-RN transition track had their community project at the Day Care Besos Y Caricias in Elsa, TX. The day care had approximately twenty patients, 98% of them Spanish speaking; only two percent were English speaking. The large majority of the patients have diabetes along with other comorbidities such as hypertension, peripheral neuropathy and heart disease. The students selected Diabetes Mellitus as their educational teaching project. The class was provided in Spanish with a length of 30min. One of the students, Gerardo Reyna translated the class to English to accommodate the needs of the rest of the patients. The class' objectives were to reinforce what is diabetes, its causes, complications, management, and prevention. In addition, the students discussed sign and symptoms of hypoglycemia and hyperglycemia, foot care, and nutrition. The patients at the day care were very receptive to learn and they asked questions. The students spent time with all the patients in individual bases answering questions and reinforcing the topics discussed during the class. At the end of the class, the patients received pamphlets in English and Spanish about diabetes and diabetes care from the Diabetes Texas Council. The students also provided fruit snacks to the patients of the day care. The project was very successful, the director of the day care thanked all of our students and welcomed them to go back anytime.

Occupational Therapy

- The Occupational Therapy Assistant Program is finalizing its selection of the Class of 2018 cohort. Student acceptance letters will be sent via email at the end of the week.

RADT

- 100% pass rate for both Radiologic Technology and Diagnostic Medical Sonography Programs! This was the first cohort to graduate from the DMS Program.

- The RADT Program has selected the participants for the Class of 2016-2018. There are a total of 20 students in this cohort and they are scheduled to begin the program in the fall of 2016.
- The next RADT Program Department Meeting is scheduled for Tuesday, August 23rd, from 1:00 pm – 5:00 pm.

PTCA

- Ms. Sharon Rice, PTCA Program Chair attended Bbworld 16 in Las Vegas, NV; Introduction to all things Blackboard and more. Captain Mark Kelly was a featured speaker.
- Every semester PTCA students experience some of the symptoms of dementia via a total sensory experience. This experience has a lifelong impact on students and ultimately on the patients and family members they will serve.
- Glucometer Readings

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Administrator's Office**
  - Hosted New Faculty Orientation Tour – August 19th
  - Hosted forum for VP for Student Affairs – August 23rd

- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - First Year Connection – August 25th
  - Welcome Tables – August 29th & 30th
  - Meet a Jaguar – August 31st

- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.

- **Continuing Education at Mid Valley Campus**
  Coordinate with MET Corporation and IAM Department to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month Cont. Ed. in cooperation with MET Corporation held classes for:
  - MET Staff Meeting – August 12th
  - Workplace Literacy Program – Saturdays

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations –
    - TAMU College of Nursing Representative Visit – August 3rd
    - Texas A&M University Health Science Center Representative Visit – August 1st, 2nd, 11th
  - Custodial Department – Annual Custodial/Maintenance Safety Training – August 17th
    - Employee Services Department – H&R Block On Campus Recruitment
  - Child Development Center hosted parent orientations and staff training sessions.
  - Nursing Department hosted orientation sessions for students.
  - Chemistry Club recruitment tables – August 31st
  - Dual2Degree Department hosted student orientation session. – August 10th
  - Security Department held CPR, First Aid and AED Training – August 2nd

- **The STC Mid-Valley Campus** - Meeting location for many local organizations to host their events:
  - VIDA Counseling Sessions are held for Nursing Students throughout the semester.
  - ASA Communications set up information tables – August 4th, 11th
  - Texas Association of Sports Officials held a TASO Football meeting – August 2nd
  - DARS Organization held presentations for DARS students – August 10th & 16th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Begin new school year collaboration with Principal ECHS RGC
- Begin collaboration new school year RGC/Roma ISD Counselors to encourage enrollment
- Discussions with Campus Ministries Club regarding use in J building
- Prepare Student Activities for new semester - Student Government
- Discuss new requirements with community members for reserving space on campus
- Coordinating with RGCCISD and TAMUK to offer undergraduate/ graduate courses in Starr County
- Coordinating with Roma ISD and TAMUK to offer undergraduate/ graduate courses in Starr County
- Working with RGCISD Counselors to fill Dual Enrollment sections at high schools and ECHS
- Meeting with faith-based community leaders and campus ministries club to service students during semester
- Coordinating with UTRGV to continue negotiations to offer undergraduate/graduate courses in Starr County
- Meat with RGCCISD Counselors for updates on new semester
- Working with community for 9-11 event on campus
- Working with Campus Ministries club to offer students guidance in J building
- Collaborating with Roma ISD to discuss Jag Bus routes
- Meeting with Town Crier newspaper to discuss Spring advertisement
- Coordinating meeting with local Rotary to discuss new building construction
- Recruiter working with community businesses to encourage enrollment
- Working with Roma ISD & RGCCISD to get involved in back to school events
- Working with ISD to present at board meeting progress on construction
- Coordinating with City and county to present progress on bond construction

Campus Events

- Community Prayer Breakfast D1-116 8/9
- HEB Training C-316 & C-318 8/9
- Puente Meeting D1-116 8/12
- Hill Country Child Care Providers Association “Child Care Training” D1-116 8/13
- Open Forum D1.116 8/23
- FYC Starr County Campus Auditorium 8/24
- Texas A&M AgriLife Extension Service“2016 Child Care Conference “Auditorium & Cafeteria 8/15
- HEB Training C-316 & C-318 8/17
- Safety Training E1.516 8/18
- New Faculty Orientation Campus Tour D1-116 8/19

- Texas A&M AgriLife Extension Services “Yo Puedo con mi Diabetes Celebration” D1-116 8/19
- Easter Seals RGV Auditorium & Cafeteria 8/20

Facilities Related

- Prepare document for landscaping contract performance
- Prepare for work to begin on Distance Ed - Cyber Lounge
- Prepare move of Puente Program to J building 114.
- Collaborate with HSI grant administrators to schedule room occupancy courses offered
- Gather documents to forward to staff on bond construction schedule.
- Work complete on roof leak in E building
- Work complete on A building South Exit door lock
- Work in progress to install Distance Education equipment in J building
- Puente Program to move to new section of J building begin semester
- Discussion on relocating gym equipment to building F from Building H
- Landscaping exterior cut ready for new semester
- New mulch in place for new semester
- Building E cleaned for new semester
- Maintenance complete for new semester
- Pest control serviced for new semester
- Building J prepared for new semester student activities
- Preparing for College Connections orientation in auditorium
- Coordinating with LASS to get space in F building for KINE equipment and classes
- Landscaping issue resolved
- Focus on stocking welding lab for new semester
- Focus on computer labs for new semester
- Security Department has new security entrance equipment installed.

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continued to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights:
    - 100% pass rate for Diagnostic Medical Sonography: 1st Cohort
    - Dean of Distance Learning Officially Appointed to LTAC Committee
    - Dean of NAH Named State Representative for Texas Team of Nursing Coalition
    - 5th Annual Dual Credit Principals' Summit
- **Projects (development, data compilation, design, publication)**
  - Continued assisting OPOD with Academic Affairs Faculty/Staff awards
  - Created cover design for a Fine & Performing Arts Booklet
  - Continued to work on Convocation program booklet
  - Coordinating Principals' Summit event
  - Finalized Convocation program booklet
  - Redesigned cover for the Faculty Spotlight Booklet
  - Finalized all changes to the ADN Student Handbook
  - Continued to work on the Online ADN Information Session
- **Reports (development, data compilation, design, publication)**
  - Assist Academic Affairs with communicating and compiling data from HSPS team, Research and Analytics Services team regarding college and dual enrollment Data compilation for upcoming meetings and presentations for month of August.
  - Assist VP with presentation development for the following upcoming meetings:
    - Dual2Degree Superintendent's Meeting with STC Team: August 9th
    - Dual Credit Principal's Summit: August 10th
    - New Faculty Orientation: August 18th
    - Academic Affairs Convocation: August 22nd
    - STC Faculty Teaching Dual Credit Professional Development Day: August 25th
    - Adjunct and Dual Credit Faculty Professional Development Day: August 27th
- **Student Course Evaluations**
  - Communicated and submit requests through Data Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation uploads/drop uploads, & related items for upcoming Summer 2016.
  - Facilitated with email distribution for scheduled Summer I 2016 course evaluations and send updates for new & ongoing evaluation periods to Curriculum & Student Learning Dept.
  - Prepared evaluation schedule for Fall 2016 for Curriculum and Student Learning Dept. review and discussion for development of a reference guide for aforementioned activity.
- **Honors Program**
  - Assisted Academic Excellence Dept. with student inquiries regarding program admissions and requirements for Fall 2016
  - Submitted honors course requests on behalf of students, register and contact students upon approval for Fall 2016.

    - Met with Honors Program Coordinator to review the current program process to admit students to program, course requests, and registration steps. Also, setup a plan to transition program activities for upcoming semester: August 17th
    - Submitted requests to Technology Resources to provide access to new Honors Program Coordinator program's tools and resources
- **Meetings**
    - Met with La Joya Teaching Center Coordinator to review for EWDC: August 9th
    - Attended ADN Online Information Session with Distance Learning: August 11th
    - Attended Distinguished Leadership Academy (DLA) Kickoff Session and Coaching Session : August 11th & 12th
    - Attended NAH Campus Expansion Breaking Ground Ceremony: August 17th
    - Participated in a Hiring Committee meeting for Division of Finance and Administrative Services: August 18th
    - Attended New Faculty Orientation Luncheon with Vice President of Academic Affairs: August 18th
    - Attended Academic Affairs Convocation: August 22nd
    - Meeting with Curriculum & Student Learning regarding Fall 2016 evaluation schedule: August 24th
    - Attended Distance Learning Symposium: August 25th
    - Attended STC Faculty Teaching Dual Credit Professional Development Day: August 25th
    - Meeting with Distance Learning to finalize the Online ADN Information Session: August 26th

Jessica S. Garcia
Coordinator – Academic Excellence Program

Valley Scholars Program

- **Fundraising** – Continued following up with potential sponsors through emails and phone calls soliciting donations for the 11th ANWTS. Worked on creating content for the 11th ANWTS Event Brochure. Donations received in Aug.: Cash - $15,600; Pledged - $6,500; Silent Auction - $2,587. Met with USCF Chess Director to plan for a K-12 Chess Tournament to raise funds for the VS Club Account.

- **Recruitment –** Continued reviewing Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Met with students accepted into the program to go over program procedures and advising for Fall 2016. Pulled report of eligible STC students for Fall 2016 and invited students to apply. Continued working with Bachelor Program Student Success Specialists to finalize eligibility requirements for Valley Scholars Bachelor Program Scholarship.

- **Retention** - Held Valley Scholars Orientation for Class 20 on Aug. 12, 2016. Students learned more about the program and STC. Presenters included the library, CLE, College Connections, and Student Activities. Continued meeting with the students about advisement, registration, and schedule changes. Awarded Fall 2016 scholarships to all eligible students.

- **Presentations** – Presented information about the Valley Scholars Program and the 11th ANWTS at the Aug. 23, 2016 STC Board Meeting.

- **Administrative** – Held interviews for Valley Scholars Assistant position on August 1, 2016. Completed findings for 2013-2015 IE Reports.

Phi Theta Kappa

- **Meetings** – Held officer elections for remaining positions in the Phi Theta Kappa Honor Society during the Aug. General Meeting. Met with all officers for the monthly officer meeting to continue planning activities for the semester and work toward meeting five star chapter goals.
- **Recruitment** –Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.

Honors Program

- Assisted Academic Excellence Dept. with incoming student inquiries about program and application reviews and submit honor split section requests on behalf of requesting student for Summer I 2016.

Maricela Silva
Officer - Academic Grants and Projects

Grant Activity for the Month of July:

- **24 Active Grants**
- **4 grants were under development for consideration and 3 were closed**

Recently Awarded:

- No new grants were awarded in the month of August.

Grant Oversight

- **Texas Regional STEM Degree Accelerator Grant**
  - Reviewed and responded to emails from STC staff regarding the grant.
  - Attended Budget Revision meetings.
  - Attended Faculty Institute planning meeting for Cohorts 2 and 3.
  - Travel paperwork was started for upcoming Educate Texas Meeting. This meeting is part of the grant requirements and therefore attendance is mandatory. The meeting is scheduled for September 28th-29th.
  - Participated in the monthly check-in call to provide Educate Texas with updates.
  - Tentative: Attend Educate Texas/Collaborative Economics Conference to assist with Panel scheduled for October 25th -29th in Denver, CO.

- **IPAS2 Grant (Starfish)**
  - Attended weekly meetings to plan for upcoming pilot.
  - Sent e-mail to OPOD to request information as to how Starfish Training sessions could be included in CWPD day.
  - Reviewed and responded to various emails regarding planning for upcoming training scheduled for September 22nd and 23rd.
  - Checked Starfish system to make sure faculty and courses for Fall semester are correct.
  - Logged on to Starfish to run tests before piloting program.
  - Submitted proposal to OPOD to request that we be included in the Breakout Sessions so that we may offer Starfish training to Faculty during College-Wide Professional Development Day.

- **Carl Perkins Grant (2015-2016)**
  - Reviewed and responded to emails from STC faculty and staff regarding report.
  - Sent follow-up email to Compliance to request information about the report.
  - Sent e-mail to Compliance to follow-up on my request for additional information on upcoming Biannual Final Report (i.e. due date, etc.).
  - E-mails sent to Deans, Chairs, and staff requesting updates/data to be used for Biannual Final Report due to the Compliance Department by September 7th.
  - Biannual Final Report was updated as data/information became available.
  - Reviewed report, edited, and requested additional information from Deans, faculty, and/or staff. At end of August, the report was pending; however, it will be turned in before the due date of September 7th.

- **Carl Perkins Grant (2016-2017)**
  - Reviewed and responded to emails from Compliance Department regarding new grant award.

- Information was forwarded to Deans, faculty, and/or staff notifying them of new funding award.

- **Texas Pathways Project Grant**
  - Reviewed and responded to emails from faculty and staff.
  - Gathered grant documents (i.e. Application, Award Letter, etc.) and asked Sarah to create a binder for VPAA.
  - Reviewed grant documents regarding upcoming Pathways Institute scheduled in November.
  - Called Dr. Cynthia Ferrell at the Texas Success Center to clarify how many participants can attend the Institute and costs for attendees.
  - Spoke with Angela Peña from Texas Success Center who provided information/clarification as to the number of participants who can attend November session and costs.
  - Email sent to VP with information regarding attendees and costs.

- **TWC – Jet Grant (Round 9 – 2014 Award to EMT Dept.)**
  - Reviewed email sent by Compliance Department regarding shortfall of unduplicated students participating in the program.
  - Email sent to Dr. Gonzalez offering support/assistance with the report.

- **TWC – Jet Grant (Nursing Simulation Lab)**
  - Reviewed email sent by Grant Department regarding contract review/approval and request for development of Board Agenda Item.
  - Created draft of Board Agenda Item and emailed to Jayson for review/approval.

- **Step 2 Grant (UTRGV lead/STC Sub-Awardee)**
  - Participated in grant meeting to review challenges from year 1 plan and plan for year 2.
  - Reviewed and responded to emails sent by the Grant office.
  - Emails sent to Dr. Murray offering support and requesting that I be included in future meetings with UTRGV.

- **RAND (ABE) Grant**
  - Reviewed and responded to emails from THECB/RAND.
  - Finalized draft of upcoming report due September 1st, and submitted to Kristina Wilson for review.
  - Report was submitted by due date.

<u>Grant Development</u>

- **Recently submitted: 4 grants were submitted in the month of August**
- **In Preparation for Submission: 4 Potential Grants in the month of August and 3 were submitted.**

1. **THECB Nursing Innovation Grant Program**
   Due Date: August 15, 2016, (Submitted)
   Grant Amount: Up to $200,000
   - Reviewed emails and attachments between the Grants office and Nursing & Allied Health.
   - Sent follow-up email to Dr. Valerio & Dr. Candelaria offering support/assistance with proposal;
   - Reviewed budget draft.

2. **Dept. of Education – Investing in Innovation Fund (i3) (Partnership w/ Region One & DHR)**
   Due Date: August 15, 2016, (Submitted)
   Grant Amount: Approximately $2M
   - Reviewed email correspondence between STC and Region One representatives;
   - Reviewed proposed budget information;
   - Participated in conference call to discuss budget issues/constraints.

3. **Dept. of Labor (DOL) – America's Promise Job Driven Grant Program**
   Due Date: August 25, 2016, (Submitted)
   Grant Amount: $1M - $6M
   - Briefly met with Dr. Champion who informed me the grant had been submitted.

4. **NSF- Louis Stokes Alliances for Minority Participation (LSAMP)**
   Due Date: November 4, 2016
   Grant Amount: $1,075,000
   - No new updates in the month of August.

Academic Projects:

- **Miscellaneous**

DPR Assignment

- Reviewed and revised various documents/handouts and presentations for the Degree Progress Report (DPR) Assignment.
- Met with Kristina and Sarah to review documents and develop strategy for DPR implementation during the Fall 2016.
- Contacted Willie Johnson to request a DegreeWorks training session for faculty participating in the DRP Assignment.
- Responded to request from W. Williams regarding DPR training for his faculty.
- Scheduled DPR Training for staff under Wayne Williams and PSJA Dual Credit Teachers training.
- Provided presentations/training on the Degree Progress Report (DPR) Assignment as follows:
  - NAH (Wayne Williams and his faculty on August 23rd.
  - PSJA High School (Dual Credit Faculty and Directors of ECHS) on August 24th.
  - STC Pecan Campus (Dual Credit Faculty who teach at PSJA High School) on August 26th.
- Degree Progress Report Assignment:
  - Follow-up emails were sent to faculty/Chairs who participated in the training.
  - Formstack opened September 1st to begin collecting student information.

Comprehensive Plan

- Reviewed Comprehensive Plan and provided edits.
- Met with April to make additional edits to the Comprehensive Plan for upcoming year.

Institutional Effectiveness Report

- Scheduled to participate in an IE meeting/training session for Friday, August 5th.
- Follow-up emails and calls to various departments regarding IE Report updates needed to finalize report. Draft of IE Report was printed and placed in a binder for Dr. Petrosian's review/approval.

- Follow-up emails and calls were made regarding IE Report updates.
- Called David Flores at IE to provide additional information/edits for Report.
- Reviewed IE Report to check for errors. The report was approved.

Events Attended

- Attended STLA for Chairs.
- Attended NAH Campus Extension Ceremony.
- Attended New Faculty orientation luncheon.
- Academic Affairs Convocation – Aug. 22nd.
- Annual Grant Management Training – Aug. 23rd.
- La Joya Board Meeting – Aug 24th.
- STC Faculty Teaching Dual Credit Professional Development Day – Aug. 25th.
- STC Faculty Advisors Steering Committee meeting – Aug. 26th.

➢ **Upcoming**

- 60x30TX Workshop in Harlingen September 15th.
- Starfish Training scheduled for September 22nd & 23rd.
- TRSDA mandatory meeting scheduled in San Antonio for September 28th & 29th.
- SACNAS Conference October 12th – 15th.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Collaborated with faculty, program chairs, Christy Cantu, Sonia Cuellar and Perla Andrade to schedule courses for the fall. Pecan G101 and T 1.506 have the best utilization with Mid-Valley and Starr showing improvements from last Fall. NAH is better utilized with eligible instructors, but has a good amount of room for courses. Tech has one instructor scheduled Monday – Thursday Morning.
  - Monitored the progress of the workflow to reallocate tables from Pecan, Mid-Valley, Starr and Tech campuses. Inspected tables transferred from PCN G101. Mid-Valley G169, and Starr E 2.104. One table was damaged in the transfer process. It has been documented by Fixed Assets. Awaiting tables from Tech A119 to NAH 3.422 and PCN T 1.506.
  - Set up classroom arrangement for T 1.506. The remainder of tables and chairs should be in the week of the 8th.
  - Researching the courses instructed at the Tech campus and cross referencing it with eligible faculty members to improve utilization.
  - Checked in the remaining furniture order of 55 mobile chairs for NAH 3.422 and Pecan T 1.506. The chairs have the incorrect upholstery. Collaborated with Lee and Becky to begin the process of correcting the order.
  - Researched and submitted the schedules of eligible Tech Campus faculty to campus for Fall 2016 and the learning space needs to be better utilized.
  - Followed up with Purchasing and Facilities to check the status of the incorrect upholstery on the 55 received chairs. Facilities is handling the situation.
  - Set up and organized T 1.506 for the First day of class. The damaged table was set away from student use and will be exchanged with a non-damaged table within the next week.
  - Emailed all faculty utilizing the ALCs with a welcome and pertinent information to assist them in using the room.
  - Revised ALC Calendar for each campus. An additional invitation to eligible parties will be extended to improve utilization. A visit to the Tech campus is planned for the upcoming week.

- **FOCUS Academy**
  - Continued recruitment for the Fall 2016 FOCUS Academy. Currently there are 35 registrations (BT=2, LASS=12, MSB=10 and NAH=11) with one seat available before beginning a wait list.
  - Continued efforts to complete for the FOCUS Academy for each program, including TLA status.
  - Continued communication with Fall participants to answer questions about the program.
  - Drafted a Tracking Record for Fall 2016 Instructional Coach projects and Memorandum. The documents are under review by Lee Grimes. Upon completion a Statement of Commitment will be included.
  - Reviewed the updated curriculum and pacing for the Fall cohort.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Finished final drafts a Fall Tracking Faculty Advisors to transition project from research/implementation to implementation/mentoring. One of the five FLAs has a unique Tracking Record to dedicate their time to progress monitoring for faculty certification and recertification rather than training.
  - Met with Dr. Laura Lopez to review the progress of the summer Lead Faculty Advising (LFA) tasks.
  - Drafting a formal amendment and justification are in process of being drafted for approval before submission to the Department of Education.
  - Drafted a Fall Tracking Record, Statement of Commitment and Memorandum for the Lead Faculty Advisors to transition project from research/implementation /mentoring. These documents are under review by Nancy Garcia and Dr. Lopez
  - Met with Dr. Laura Lopez to review documentation and planning.

Component 3

- **Enhancement of Technology Infrastructure**
  - Shared the evaluation plan and milestones to increase student participation via Blackboard Collaborate from NAH to Starr with Dr. Petrosian, Dr. Addae, Dr. Valerio, Alicia Gomez, and Lee Grimes. This is in preparation for the Annual Progress Report (APR)
  - Met with Amanda and Marie to review the technology needs for the ALCs, quotes are pending.
  - Eddie checked in the AV equipment that arrived. It was a partial order and we are still waiting on the document cameras. The equipment will be stored in C115 until installation.

Management/Compliance

- **Department of Education**
  - Met with Lee Grimes to review the evaluation plan for FOCUS on Learning and who we will proceed in preparations for the Annual Progress Report (APR).

- **South Texas College**
  - Completed the HIS Grant portion of the STLA Presentation.
  - Collaborated with Sylvia Valdez to complete the workflow for C115 and technology setup request.
  - Monitored the progress on the Faculty Development Trainer – Technology hiring proposal.
  - Coordinated the Instructional Coach's office set up in C115.
  - Met with Dr. Petrosian and Lee Grimes to review the status of the grant.
  - Met with Lee Grimes, Sandra Ledesma and Erika Leal for the weekly HSI meeting.

Other

- **South Texas College**
  - Reviewed the Dual Credit booklet and MOU for local ISDs.
  - Participated in the Academic Affairs New Faculty Orientation.
  - Presented FOCUS on Learning and FOCUS on Advising at the MSB Division meeting.
  - Participated in the Annual Grant Management Training.
  - Implemented training for the new Faculty Development Trainer-Technology. Training will take place over the next few weeks to ensure grant compliance and confidence to complete essential tasks of the position.

- **Highlights**
  - MOU Signing Ceremony, MS Panwar Community & Technical College – August 12.
  - Academic Affairs New Faculty Orientation – August 18.
  - Fall Convocation – Division of MSB – August 22.
  - Annual Grant Management Training – August 23.
  - FOCUS Academy Kickoff – August 24.
  - Faculty Development Trainer- Technology, First Day September 1.
  - Second FOCUS Academy Kickoff – September 1.
  - FOCUS Academy – September 9.
  - FOCUS Academy Rounds Beginning - September 19.
  - Online Spring 2017 FOCUS Academy Registration – Tentative date October 17.
  - Annual HSI Steering Committee Meeting – Tentative date October 27.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Assisted with validation of STC online catalog.
- Participated in search committee interview for the Student Services Division.
- Continued working with Ellucian Consultant to troubleshoot TSI reading and writing prerequisites for STC courses.
- Sent Summer 2017 schedule to deans for program chair review.
- Completed cashier's request for fee attributes on Fall 2017 sections.
- Collaborated with Admissions, Assessment and Technology Resources to troubleshoot and perform testing in order to resolve TSI pre-requisites error.
- Worked on page reviews for placement and advertising pages.
- Finalized evidence items for SACS 5th year department chair roster.
- Sent out first week roster verification updates.
- Updated the TSI Placement Scale on the online catalog.
- Updated department website to include information on 2016-2017 College-Wide Curriculum Committee Meeting and Curriculum information.
- Completed HR Online training course.

➢ **Program Development**

- Completed Fall 2017 Hybrid Exceptions report.
- Reviewed program summary for AAS Culinary Arts Specialization: Baking.

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

- Attended the CourseLeaf weekly webinar meeting on August 4.
- Met with Associate Dean of Curriculum & Student Learning regarding SmartEval evaluation request procedures.
- Coordinated and attended CourseLeaf weekly meeting August 11, 18, 26 and September 1.
- Met with Respiratory Therapy Program Chair to discuss escrow credit for applicants with CRT credentials.
- Attended a Financial Aid meeting with Miguel Galvan, Renee Medina and Judy Martinez.
- Attended the Vice President of Student Affairs and Enrollment Forum.
- Attended the Ellucian Action Plan Meeting.
- Attended training for Release to Admins phase for the online catalog. Attended weekly CourseLeaf Status meeting.
- Attended the BlackBoard Presentation.
- Met with Project Manager to review Fall 2016 student evaluation schedule.
- Attended the first Teaching & Learning Academy session to distribute faculty handbooks to new faculty.

➢ **Curriculum Software**

- Worked on CourseLeaf migration pages.
- Assisted with validation of STC online catalog.
- Worked on CourseLeaf review of SSAPREQ and SCAPREQ attribute edits.
- Worked on CourseLeaf review work with 4 pages processed and approved.
- Continued reviewing and approving catalog content for validation of CourseLeaf Online credit.
- Worked on CourseLeaf Affiliations page, Automotive Technology Certifications, Automotive Technologies Associates, Advanced Manufacturing Technology degrees.

- Worked on Automotive Technology course research and WECM research.
- Worked on page reviews for Financial Aid, Business Administration, Anthropology and Communications.
- Reviewed and approved content for the validation of the online catalog.
- Worked on CourseLeaf afflictions for Anthropology, Architectural and Engineering.
- Reviewed Business Administration, Business System Networking Degrees, Chemistry, Child Care and Development, Financial Aid, and Placement and testing for approval for CourseLeaf.
- Reviewed Course descriptions on CourseLeaf and fixed rubric in banner.
- Worked on CourseLeaf Migration pages.
- Audited Online Course Descriptions for discrepancies.
- Worked with CourseLeaf Consultants to finalize format for listing STC programs online catalog.
- Worked on CourseLeaf webpages ensuring correct degree calculations, correcting "General Education Requirements" Capitalization issues. Completes in reviewing all Technical Programs in CourseLeaf, Making sure they all have required tabs,
- Worked on getting links to be anchored correctly for CourseLeaf.
- Worked on maintaining consistency within program degree plans concerning electives and how the respective elective links work.
- Double checking layout of degree plans, and making sure all degree plans mirror what is already contained in PDF.

Student Learning Outcomes and Assessment

- Opened Summer II in JagPRIDE. Paola and Marcus assisted in the manual courses/sections/roster upload.
- Provided a list of maps that need immediate for the upcoming AY.
- Shared the curriculum map audit with the Dean to review missing maps.
- Entered maps activities for several departments in JagPRIDE.
- Communicated with department chair Iris Jasso in reference to Fall 2016 curriculum maps. Only two out of the four degrees were confirmed. Needed clarification on changes.
- Uploaded mass activities for Diesel Department for Summer II.
- Researched the different types of Rubric for the Bb outcomes pilot.
- Created a list of all programs used for SACS sampling.
- Verified updated functionalities in the testing JagPRIDE before actual publish on September 1st by Paola and Marcus. Validated information on an issue in the AY report for Mr. Miller. Data was correct will be following up with him.
- Completed the Discrimination & Harassment Prevention online trainings from HR.
- Followed up with Paola in reference to publish. Validated changes in testing site. Will be done at 5 Pm on 9/1/2016. System down time: 15 minutes.
- Continued to so research on rubrics and Bb outcomes.

➢ **Reporting**

- Continued to review reports to be used for SACS 5th year reporting. Found an issue with data and submitted a ticket for additional report needed. Will follow up with Maggie on corrections.
- Conducted a PLO report audit data in reports to assure the numbers were accurately reflecting student attainment. Also, the purpose of the audit was to look at other items in the reports that needed to be fixed by Technology resources.
- Compared online data reports with overall PLO reports and recommended a few that could be used for SAC.
- Continued to run reports for 5th year. Dual enrollment degrees almost complete, found a program with a missing PLO; have submitted a ticket for Maggie to assist. Online samples are complete along with Program AY reports.

- Reached out to Mr. Kevin Peek in reference to the BAS-ORGL AY report. Provided suggestions on what the activities and action plans should entail. Will be meeting once he reviews.
- Followed up with Maggie in reference to the Biology dual enrollment PLO report. Will view other options for this report. Core Objective report is complete. Will be validating before confirming with Maggie. Discussed PLO report issues with Maggie and Paola. Issue will be corrected with publication later this month.
- Researched rubrics and best practices for PLO assessment.
- After reviewing and validating data in Core objectives reports, opened service ticket for Maggie from reporting. Core objective reports needs corrections. Old EEOs appearing along with the new COs.

➢ **Faculty Support**

- Assisted a couple of faculty with questions over Summer submissions in JagPRIDE.
- Assisted Dr. Tamayo and Ros Moore with finalization theirs action plans for the 15-16 AY.
- Assisted faculty with Summer by answering the JagPRIDE line and via email.
- Assisted PBAD program with completing their curriculum map.
- Assisted Mr. Peek with program AY activities and action plan edits. BAS-ORGL program will be added to 2015-2016 sample reports used for SACS.
- Assisted several faculty with their summer assessment in JagPRIDE. Deadline for Summer II, August 15th. Final deadline August 31.
- Assisted faculty with completing their Summer reporting.
- Assisted faculty and department chairs with their Summer submissions in JagPRIDE. Will be working on closing Summer and begin to enter data for Fall.

➢ **Meetings and Trainings**

- Met with Dean and Outcomes Specialist to review Fall developments and processes.
- Met with Distance Learning Team to discuss Fall 2016 Pilot with Blackboard.
- Attended Bb outcomes meeting to review files provided by Dr. Little and plan for out upcoming pilot.
- Attended the Distance Learning Symposium to learn more about the online Blackboard tool for our upcoming Blackboard outcome pilot.
- Meet with Dean to discuss material that was sent to us from Blackboard Liaison Laura Little.
- Met with Associate Dean to review findings on rubrics to assist us in the Bb outcomes.
- Met with the Dean to discuss structure and rubrics for upcoming BB pilot.

<u>Course Scheduling</u>

➢ **Schedule Development**

- The Scheduling Technicians coordinated with HR regarding the status of new hires in order to create as faculty in banner once complete, faculty is assigned to courses submitted by department chairs. They worked on room reservations internal and external, processed room reservation requests for outside organizations and coordinating with facilities, verified the codes for Spring 2017 schedule (SZASXRF) , created new courses for Fall 2016 and Spring 2017, reviewed updates for Spring 2017 schedule 1st review. Finalized Spring 2017 to meet Public Relations tabloid deadline of August 19, 2016. Prepared Summer 2017 schedules to distribute to department chairs. Deadline to submit changes and/or additions for the 1st review on August 26, 2016. Technician Attended Action Plan presentation by Ellucian on August 24. Reviewed and collected Summer 2017 schedules submitted by department chairs to meet deadline. Technicians submitted Active Learning Classroom schedules to HSI grant project director.

➢ **Schedule Maintenance**

- The Scheduling Technicians processed cancellations for Fall 2016 and cleaning TBA's. Opened a work order with IS&P requesting assistance to remove the data from term Summer 2017 (bldg.

rooms, etc.), processed requests and cancellations for Fall 2016 and clearing TBA's. Entered schedule changes for Fall 2016, Spring 2017 and Summer 2017. Worked on schedule change request for cancellations, internal room reservations for final exam. They added faculty's names on the courses and created room utilization reports to distribute to Maintenance department for Fall 2016.

Associate Dean

- Held a conference call with Laura Sanchez and Deana Savage regarding the SACS 5th Year report, section 3.3.1.
- Reviewed and updated documents for the SACS 5th Year report.
- Send alert via Faculty /Staff mail regarding student learning outcome reporting deadlines for Summer II.
- Met with Christina Cavazos to review SmartEvals procedures.
- Hosted a Coursleaf CAT weekly status call meeting.
- Conducted the Summer 2017 schedule roll in Banner.
- Met with Maricela Silva regarding the Degree Progress Report Assignment.
- Attended the STLA for Chairs and Assisted Chairs.
- Met with Jason Gutierrez to review the Faculty Credential Report.
- Met with Christina Cavazos and Gabriel Pena to discuss CRT/RRT mapping for the Respiratory Therapy AAS.
- Participated in the monthly conference call with RAND regarding the ABE study.
- Participated in a conference call regarding the Texas Pathways Project.
- Reviewed new contract draft from SmartEvals.
- Completed 2013-2015 IE report.
- Reviewed updated JagPRIDE reports.
- Met with the Learning Outcomes Team to discuss items in process and plans for the fall semester.
- Met with Christina Cavazos to discuss the Faculty Credentials report.
- Hosted the CourseLeaf weekly status conference call meetings on Aug. 4, 11, 18 and 25.
- Attended the Vice President for Academic Affair's Luncheon.
- Attended meeting for FA attendance rosters for Fall 2016.
- Held a meeting to review and plan for the Bb Outcomes pilot.
- Attended the President's Administrative Staff meeting.
- Provided additional information for SACSCOC to Laura Sanchez: Teach-Out Plans for deactivated programs and updated degree plans for 2016-2017.
- Provided additional PRIDE reports and updated Program Chair Roster to Laura Sanchez for the SACS 5th Year Report.
- Held meeting with Technology Resources regarding online confirmation of receipt for new Faculty Handbooks.
- Submitted First Week Attendance Roster Data requests to the Reporting Team.
- Sent updated Master Syllabi templates to the Chairs.
- Reviewed updated SmartEvals contract.
- Reviewed draft report for RAND grant.
- Reviewed IE Report for Academic Affairs Division.
- Attended the Academic Affairs Convocation and Division Meetings.
- Attended the Vice Presidents Forum.
- Attended the Degree Progress Report Assignment Training at Nursing & Allied Health Campus.
- Worked on and discussed the SmartEvals Fall 2016 schedules with Christina Cavazos and Yvette Gonzalez.
- Attended the Action Plan presentation by Ellucian.

- Hosted the CourseLeaf release to Admins training.
- Attended Degree Progress Report Assignment Training at PSJA ISD High School.
- Attended Distance Learning Blackboard visit and presentation.
- Attended VP Wanda Garza's Retirement celebrations.
- Attended the Degree Progress Report Assignment for Faculty at Pecan Campus.
- Met with Christina Cavazos to review the AAS Baking documents.
- Met with Priscilla Cuellar from Facilities Planning & Construction and Chuy Flores from Maintenance to discuss department move requests.
- Met with Holly Kosiewicz to discuss Dual-Credit actors and information.
- Met with Curriculum Staff to discuss and review assessment structure and rubrics.
- Met with Christina Cavazos to discuss and review roster verifications.

Nicolas Gonzalez
High School Programs and Services Administrator

- The Dual Credit/Adjunct Professional Staff Development day this past Saturday at Region One was very well attended, with a large room-full of participants. This event will continue to grow as more DCF join our program.
- We are behind last year's Census Day enrollment, but hopefully, more student will be enrolled from rosters submitted within the deadline.
- The fall schedule continues to have some minor changes as the schools are moving to have their classes completed before we start our classes.
- Delaware Community College in Pennsylvania will be visiting our school on September 26th, to learn more about our ECHS program. Planning on Agenda and activities will be done after Census.
- The first and second installment of the fall dual credit schedule has been sent (one last week, and the second this Monday) to the Dual2Degree Specialist and ECHS Coordinators, so that enrollment may be completed on time.
- Because of the deadlines imposed for this fall, and several cancelled sections by the chairs, we may not reach the enrollment target for this fall, unless a large number of dual credit Independents make up the difference.
- We are advertising the Dual Enrollment Program Specialist position since the former specialist, Clarissa Torres, was recently approved for the vacant ECHS Coordinator position.
- The Fall '16 dual credit schedule was sent to the Dual2Degree Specialist and the ECHS Coordinators. It is pretty close to 100% of what the schedule will be for this fall.
- We have 1,706 number of dual credit sections this fall, as compared with 1,687 last fall – there were 1,819 in the spring because of the growth of the ECHS. Of the 1,706, there are to date, 1,266 academic sections and 440 CTE sections.
- 1,245 sections will be taught by 428 DCF, and 461 sections by STC Faculty (not all sections have been staffed by the chairs, so actual number of STC will be provided later).
- 113 DCF candidates applied for approval for this fall – 66 academic & 47 CTE. Only 58 were selected by our chairs and committees – 36 academic and 22 CTE.

Dual Enrollment Planning and Scheduling Manager
Workshops/Meetings

- Presented at the Early College High Schools Best Practices Conference in Austin.
- Attended the Principal's summit.
- Meet with High School Principals and Student Enrollment Management department to discuss the new dual enrollment policies. (Rainbow Room)
- Attended The Academic Affair Convocation.
- Attended a meeting on new initiatives for BANNER system.

DE Scheduling and Planning

- Created two new DCF's for history and education.
- Sent the yearly renewal for de Web operators.
- La Villa ECHS cancelled their history section. Chair was notified.
- Created two new online music sections for Mission Collegiate and Sharyland ECHS.

- Talked to counselor from Med Hi on changes to their fall schedule.
- Hidalgo ECHS counselor sent a couple of time changes
- Worked with Mr. Neumann on calling all the high schools offering art appreciation to make some scheduling changes to staff all the sections.
- Changed times and deleted one section of Automotive at Roma HS.
- Thelma Salinas STEM sent a revised fall schedule. All changes were made.
- Added two accounting classes for PSJA CCTA.
- Requested a new history online section for Donna North. Chair approved the section.
- Changed the Spanish dual sections at PSJA North. One of their DCFs left the district.
- Switched a course for Progreso HS. The wrong course was scheduled for this fall.
- Spoke to Assistant Principal at Nikki Rowe to discuss some scheduling changes.
- Requested a new biology 1406 section for PSJA HS. Chair approved the section.
- Worked with Dean of Instruction from Palmview HS on fall schedule.
- Per nursing program chair, entered faculty names on section for PSJA ISD.
- Entered all the new English adjunct faculty to S sections.

DE Workforce Specialist
Conference/Workshops/Meetings

- Participated in Interview Committee for HVACR Faculty
- Had a booth at the McAllen ISD New teacher orientation
- Attended the Principals Summit
- Attended Staff Meetings
- Had a meeting with La Joya in regards to CTE Courses
- Registered CTE Students

- Screening Dual Enrollment Instructors for Fall ’16.
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD’s in regards to CTE courses.

Dual Enrollment Faculty Liaison, High School Programs & Services

- Continued to meet with the Office of Professional Development to go over the revisions I made to the dual enrollment reference guides for faculty and to incorporate changes from the *Dual Credit Programs Instruction and Quality Standards Manual*. Finalized the two reference guides for publication.

- Continued to work with Academic Affairs and HSPS on revisions to the *Dual Credit Programs Instruction and Quality Standards Manual*. Revisions needed to be completed in time for the August 9 meeting with school district superintendents and the August 10

Principals' Summit. Changes to the Manual were extensive and included expanded dual enrollment faculty rights and responsibilities, revised MOU, revised principals' agreement, procedural clarifications, and revised forms.

- Attended the STLA for Chairs meeting on August 5, 2016, for updates from Academic Affairs and for information of importance to STC Chairs.

- Attended the August 10, 2016, Principals' Summit as part of the effort to keep high school principals and dual credit contacts informed of changes in the Dual Credit Programs.

- Attended the professional development event on August 25 for STC Faculty Teaching Dual Credit Courses.

- Attended the professional development event on August 27 for Adjunct and Dual Credit Faculty held at Region One.

- Follow up with subcommittees of the Dual Enrollment Taskforce Steering Committee to determine actions accomplished for inclusion in the report for 2015-2016.

- Began follow-up to obtain required signatures from district superintendents on the revised MOU that was sent to them on August 11.

- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues. Fall semester issues thus far include class interruptions, lack of textbooks on first class day, refusal by an STC faculty to sign parking permit application form, and violation of partner school dress code.

Sofia M. Peña
Director - Early College High Schools

- ECHS Staff have been working diligently on registering students for the first day of class. I am happy to report that approximately 90 % of our ECHS students were registered on the first day of class. The remaining students left to register have minor issues that we need to work through. I think we did very well for the first time holding schools accountable for first day registration.
- ECHS staff made time to attend Faculty Convocation where one of our own, Maria De Leon was honored with the Distinguished Staff Award.
- ECHS Director and Scheduling and Planning Manager presented at the 2016 ECHS Best Practices Seminar in Austin. The presentations were specifically focused on TSI preparation (in which Michael Morely, TSI Instructional Support for Economedes ECHS presented with STC) and scheduling of college/high school coursework. Both sessions were nicely attended and the team fielded many questions.
- ECHS Staff is in the midst of Fall registration and will be working endlessly to register all students by the first day of classes.
- ECHS staff have been working or Fall registration with their schools to ensure all documentation is ready prior to first day of class.
- ECHS Director and Planning and Scheduling Manager will be presenting at the ECHS Best Practices Summit in Austin Texas.

Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- Final report was submitted for the Texas Workforce Commission-Governor's Summer Merit Program CyberCamp held on July 18-22, 2016 at the Pecan Campus with 59 participants.
- Academies Specialist completed the scheduling of speakers for the Fall 2016 Workshops to be held at the Pecan, Mid Valley, and Starr County campuses on Fridays at 1pm.
- Meeting was held on August 18th with Cashiers and Research Analytical Services to create attributes for the Academy students in Banner. Students in the program are now coded in the system with MCHS.

TexPREP:

- TexPREP Final Reports including budgets for the grants are being completed to submit prior to the September 15, 2106 deadline to UTSA PREP.
- Completion of inputting data for the TexPREP Program into the UTSA PREP server.
- Unofficial transcripts were mailed to the 252 participants in the summer 2016 TexPREP Program from Roma, PSJA, Hidalgo and Weslaco ISDs.

Academies Programs:

- Finalization of fall 2016 registration was completed for the Academy Program Participants.
- Final grades for Summer II session was sent to participating high schools.
- Case Management occurred with students who were below "B" averages in their courses.
- Degree Audits were conducted for the seniors after completion of Summer II courses.
- Academies staff conducted classroom walkthroughs and meeting with students to ensure a smooth transition during their first week of classes.
- Our first workshops were held at each site on Friday, September 2nd to discuss the logistics of Blackboard through presentations from Distance Learning staff and overview of program for juniors.
- DEMSA College Tour will be held on October 13th and October 14th, 2016 where students are scheduled to visit University of Texas- San Antonio, University of Texas at Austin, Baylor University and Texas A&M University at College Station.

Professional Development/Continued Learning:

- Academies and High School Projects Director, Rebecca De Leon and Academies Specialist, Leonardo Castaneda attended the MasterMind Summit conference in San Diego, California on Sunday, August 7- Wednesday, August 10th. The

conference focused on inspiring students to reach their full potential through personal growth and goal setting.

- Academies and High School Projects staff meeting was held on Friday, August 1st to discuss the expectations of the office, projects and future initiatives within the department as we are now fully staffed.

In Progress: Projects and Major Activities

- Dr. Rudy Reyna, Executive Director of PREP USA will visit partnering school districts on September 26th and September 27th to discuss future initiatives and the increase of participants at our three sites.
- Completion of paperwork for Dual Enrollment Academies DEMSA College Tour on October 13-14, 2016 which includes hotel reservations, permission slips from the 80 students, and planning of parent/student meeting.
- Planning of DE Academies Counselor Update on Wednesday, September 21st at the STC Pecan Campus
- TexPREP Fall Follow-up event on October 7, 2016 at UTRGV HESTEC Middle School Challenge. Paperwork to be completed which includes permission slips, lunch at Peter Piper Pizza and admission payment for the event.
- Collection of information from Alumni in our Academies Program to compose a PR advertisement on "Where are they now?"

Pecan Campus- Workshop held on Friday, September 2, 2016

Mid Valley Campus- Workshop held on Friday, September 2, 2016

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

Events

Dual Enrollment Principals' Summit

The OPOD coordinated the logistics and Summit materials in support of the Dual Enrollment Principals' Summit on August 10th. More than 150 people attended.

New Faculty Orientation I, II, and Service Area Tour

Twenty seven New Faculty were welcomed to the STC Family with the New Faculty Orientation and Service Area Tour on August 18th and 19th. Faculty were acquainted with an overview of the college history and philosophy, student demographics, degree and certificate offerings and the services provided for our faculty and students. Participants also were given a Resource Guide packed with helpful information. Faculty were also provided with best practices and strategies to use for the first day of class. In addition, they also got a first-hand look at all 5 of our beautiful and impressive campuses.

STC Full-Time Faculty Teaching Dual Enrollment Professional Development Day

This PD opportunity was for all full-time STC faculty teaching dual credit courses in the high schools on August 25th. They received a Reference Guide, and participated in presentations on topics including the DE Taskforce Update, Changes in Dual Credit, Setting the Norms in their Classrooms, and a SWOT Analysis of the Dual Credit Program.

Distinguished Leadership Academy Cohort Selected and KickOff Event Held

The inaugural session of the 4th cohort of the Distinguished Leadership Academy (DLA) was held on August 11th and 12th. This academy provides individualized leadership training at the highest level. A select cohort of Ambassadors Leadership Academy (ALA) graduates is invited to take part in the DLA each year. These participants receive personalized, strengths-based, guidance for continued development of coherent leadership styles. The Academy approaches this work in two ways: through regular group meetings and one-on-one coaching sessions. The group meetings incorporate facilitated discussion and engagement opportunities with noted leaders from both the College and the community to help participants gain insight into the real world application of leadership techniques. In addition, the participants will receive individualized coaching that will help them create a professional development plan designed to accelerate their own path to leadership excellence. A total of thirteen participants accepted this year's invitation.

Academic Affairs Convocation

590 Faculty and Staff serving in the division of Academic Affairs attend a General Session in the morning at the Edinburg Renaissance Conference Center. The Interim VPAA delivered an opening address on the State of Academic Affairs followed by Liz Benavides Melson who presented on pathways for Student Success and Ms. Rachel Brown who delivered a powerful speech on the impact of great teaching and excellence in teaching and learning. The Distinguished Teaching and Learning Awards and Distinguished Staff Awards were presented to 22 individuals, along with the Faculty of the Year and eFaculty of the Year.

Adjunct and Dual Enrollment Faculty Professional Development Conference

Over 300 Adjunct and Dual Enrollment Faculty participated in this professional development event held at the Region One ESC on August 27th. It mirrored the content of Academic Affairs Professional Development Day with additional tools and resources provided for this group. A Resource Guide was distributed that contain valuable information prepared specifically for adjuncts and dual enrollment faculty. 14 breakout sessions were offered to all participants.

FOCUS Academy Kickoff

FOCUS Academy kickoff presented by Dr. Ledesma welcomed 37 participants on August 24th. A resource binder was created for each participant. An overview was provided and group activities were conducted to identify the characteristics of the students in the classroom and how to set the stage for success. Time management techniques for both students and faculty were reviewed. Creating and implementing at student centered lesson plan was broken down into components and discussed how it would look in a classroom and how to plan it out. Technology tips and strategies were also an integral part of the workshop.

STLA for Chairs

On August 5th OPOD hosted and event for Chairs and Assistant Chairs to provide information on the upcoming semester goals, Dual Enrollment: New Direction, Comprehensive Plan Priorities, Distance Learning Certification Goals for Faculty, OCUS and Faculty Advising Opportunities, Revised Faculty Handbook, Starfish Rollout, 5thand SACS Reaffirmation. During STLA we also had a Guided Pathways Discussion.

Programs in Development:

Academies for Academic Year 2016-2017

Marketing material is currently being updated to promote all OPOD academies.

Major Events in September

The OPOD is currently working on reserving and updating marketing material for all major events held in September.

Ambassadors Cross-Training Academy (ACTA)

The OPOD office is in the process of marketing for the 18th class of ACTA. Applications are now being accepted. Registration deadline is September 9th. Presenters are being confirmed. Materials are being developed.

Ambassadors Leadership Academy (ALA)

The OPOD office is in the process of collecting ALA applications and setting a meeting with the ALA steering committee for the selection process of the 5th cohort.

Jaguar Academy: Onboard for Success

The OPOD Office continues to collaborate with the Office of Human Resources to obtain monthly new-hire reports in order to identify potential participants. Materials and agenda are in development. The 8th cohort is scheduled to begin on October 1st.

Teaching and Learning Academy

The OPOD Office is currently determining the number of new faculty who will be attending the 2016-2017 cohort of TLA. Presenters are being confirmed.

Reference Guides in Development:

- New Faculty Reference Guide
- Dual Enrollment Principals' Summit
- STC Faculty Teaching Dual Enrollment Courses Reference Guide
- Adjunct/Dual Enrollment Reference Guide
- Department Chair Handbook

<u>The OPOD is preparing for the following Upcoming Events</u>:

- Teaching and Learning Academy (T.L.A)- Kickoff, September 2nd
- FOCUS Academy Session 2 & 3, September 2nd & 30th
- Ambassadors Leadership Academy (A.L.A), September 9th
- Ambassadors Cross Training Academy (A.C.T.A.), Kickoff & Session 2, September 15th & 29th
- College Wide Professional and Organization Development Day, September 23rd
- Distinguished Leadership Academy –Session 3, September 30th

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

- Coordinated Pharr Teaching Center Open House & Registration Round-Up.
- Coordinate with PSJA ISD custodial staff in request for additional tables for visiting programs during Registration Round-Up.
- Monitored PTC program enrollment.
- Met with PSJA ISD's, Dr. Garcia, to discuss office space request to accommodate special programs and transition specialist work space for upcoming school year.
- Met with PR & Marketing team to discuss proposed enrollment activities and follow-up with leads and inquiries.
- Contacted potential students and answered with registration and enrollment process inquiries.
- Reviewed and coordinated room assignments for dual credit and traditional enrollment classes.
- Assisted incoming students with registration and enrollment process for various programs.
- Coordinated room assignments for technical and dual credit courses.
- Worked on optimizing program schedules and room assignments.
- Coordinated room preparation for classrooms, labs and new incoming faculty office space.
- Distributed detailed class offerings list to PSJA ISD administrators to coordinate work hours for custodial team and campus security.
- Met with and advised CCTA students requesting assistance with late registration.

Other:

- Attended STLA for Chairs and Assistant Chairs.
- Attended Enrollment Management meeting.
- Attended collaborative workforce grant coordination meeting.
- Participated in the Fire Science full-time faculty hiring recommendation interview process.
- Attended Academic Affairs Convocation.
- Attended Business & Technology Division meetings.
- Attended DBT department meeting.
- Attended "Lunch with the Vice President for Academic Affairs" and for introductions to new faculty.
- Attended the RGV's Hispanic Chamber of Commerce "Texas Leaders Luncheon" to listen to Federal Judge Ricardo Hinojosa discuss the impact Hispanic leaders have on the community and the importance of civic engagement.

Rene Zuniga
Site Coordinator – La Joya Teaching Center

- Reviewed science labs needs for classrooms at LJTC with Daniel Martinez, August 01, 2016.
- Contacted program chairs for update on LJTC enrollment, throughout August 2016.
- Presented to Education and Workforce Development Committee on Recruitment Efforts at the South Texas College La Joya Teaching Center, August 9, 2016.
- Provided an update on LJTC enrollment during the Division's Program Chair meeting, August 10, 2016.
- Attended Enrollment Team Meeting to report on enrollment at LJTC, August 11, 2016.
- Coordinated the South Texas College – La Joya Teaching Center Advisory Board Meeting, August 11, 2016.
- Met with Mrs. Sepulveda and Dr. Villarreal, LJISD administrators, to discuss SACS visit and reporting documents, August 16, 2016.
- Reviewed instructional technology needs for classrooms at LJTC with David Martinez; verified that equipment was inventoried and in working order, August 24, 2016
- Coordinated first day MW classes at LJTC, August 29, 2016.
- Coordinated first day TR classes at LJTC, August 30, 2016.
- Begin working on Spring 2016 schedule for LJTC, August 31, 2016.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for August 2016

Alicia Gomez, CIO
Information Technology

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The Applications team began the Radius system configuration and connectivity to Banner in August. The team installed a connector which will allow students data to flow from Banner to Radius and backwards. The connector and data extracts will be tested the first week of September in preparation for go live which is expected during the fall. Radius is a hosted solution that will be used to create communication campaigns for prospects students as well as targeted communication for current students.

Early Alerts system – Starfish by Hobson's
The Applications team continued to work with Starfish consultants in the system administration tool to load student data. The core data sets which include faculty and course information were finalized and the student files will be tested next in preparation for the Pilot go live date in late September. The pilot consists of pre-selected group of Faculty who teach developmental courses. Additional courses will be added to the pilot for subsequent terms until the Starfish Early Alerts system is fully deployed.

Continued Education Enrollment system
The selection committee has reviewed Ellucian's solution for the CE program named Elevate. A follow up conference call was set up with Tylor Jr. College to find out their experiences with the application. This project has been carried-over to Fiscal Year 2016-2017.

Safety and Security Parking and Citation system - Cardinal
The module that integrates Cardinal and Banner to post charges and payments for permits and citations in Banner AR was installed and tested. However; due to technical issues with the Cardinal hosted application and the Cardinal authentication piece to STC's AD, the in-house Jag-parking application to sell permits was opened in August 29. The Finance department together with Legal council will be reviewing the contract with Cardinal in order to amend it and consider alternatives to the delayed deployment.

Luminis 5 upgrade - JagNet
The Applications team continues to work on the issues encountered while interfacing e-mail to the new JagNet portal. The JagNet content committee along with students have been reviewing the new links and functionality of JagNet. The content will be completed by the end of September in order for the technical Luminis 5 upgrade to take effect in production. This project will be piloted with a small number of students in early November for the Spring term registration.

Banner XE transformation

The Ellucian Action Plan report was presented during a visit to STC Pecan campus in late August. Ellucian's representatives met with Cabinet and Administrators in two separate meetings to go over the report highlights which included opportunities for system improvement, as well as, recommendations for a Banner XE rollout plan. Cabinet will go over institutional priorities and budget allocation to decide which of the recommendations will be address FY 2016-2017.

Timekeeping System - TimeClock Plus

The TimeClock Plus implementation project remains in the planning phase, no new developments have been made in the technical area due to other priorities. IT will begin setting up servers and staging the technical environment in December 2016 in preparation for the project kick off on January 9, 2017. This project is expected to go live on May 1, 2017. The functional team will continue working on documenting and mapping the current process in Timeforce in order to stream line it in the new system.

Infrastructure

Disaster Preparedness/Recovery Planning

STARR Data Center

The UPS electrical power connection for the Star Data Center was completed in August. The Applications team worked on the INB server set up and continues to test the equipment that will allow connectivity to Banner in Rio Grande in case of disaster. This project is part of the master DR and contingency plan for the institution which includes a gas generator to provide energy to the Rio Grande Data center and building J. A complete DR test will be performed once the generator is purchased and installed.

Office 365 Migration

After migrating selected IT email accounts to the cloud, the Systems team continues to monitor for issues related to the new environment. The rest of the faculty and staff accounts will be migrated by department after census day. This project is part of the DR institutional plan to provide a means of communication between STC faculty and staff in case of disaster.

Virtualization Phase I – Podiums

A total of 265 virtual licenses for Instructional podiums were configured and deployed before the beginning of the fall term; some podiums were not virtualized due to specialized software residing in them. The remaining 35 licenses will be used to virtualize a student lab instead. The next phase of the virtualization project includes 100 virtual licenses for the tin clients that will be installed in the Student Services renovated area.

Victor M. Gonzalez, CISO

Information Security

- **Information Security Program Metrics**
  We started exploring compiling data about our server environment to monitor our progress into a more standardized server environment.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  We are beginning to configure the two-factor authentication proxy. This is going to provide us with a stronger authentication for users with full access into our network.
  Summary: We are transitioning to a new remote access vendor solution

- **Texas Cybersecurity Framework and TAC 202 compliance**
  We have 2 quotes and are waiting for a third one for the TAC 202 assessment. We are already scheduled for the onsite portion of the TCF assessment to take place October 11th through October 15th.
  Summary: We are starting to implement the Texas Cybersecurity Framework. We are also aligning our existing standards and guidelines to the security control families defined in the framework.

- **Security Awareness Training System Evaluation**
  We received the URLs to review the information security training. Next month we will evaluate the training.
  Summary: We are evaluating a new information security awareness portal for the College.

- **VMware Host**
  The environment is ready and already running our virtual machines. We will recommend retiring the old equipment.
  Summary: InfoSec and Systems are working together to install the new hardware that will run all the virtual appliances for the Security team.

- **2016 Security Incident Retainer Engagement**
  The engagement concluded. The vendor is allowing us to run the tool for a longer period since they were having some technical issues on their side.
  Summary: We are preparing to obtain services from Dell SecureWorks to utilize our retainer. We are having a Compromise Screening Assessment this year.

- **Cyber Legal Advise**
  We haven't heard back from Raul Acevedo. We might need to look at finding a different person to help us prepare a plan.
  Summary: We are exploring obtaining a retainer for legal advice related to a cybersecurity incident.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  It will take longer than expect to bring our standards up-to-date. The reason is that a good number of the servers do not support the newer encryption standards because of running an outdated operating system. We are devising a revised strategy.
  Summary: We created an advisory to TR informing them that we need to adopt web communication encryption protocols that are considered secure by today's standards.

- **Secret Server Implementation**
  We received licensing and are currently waiting until census day to begin making some changes in preparation for the new environment.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Hiring new Information Security Analyst**
  The hiring committee made a recommendation and the hiring proposal was submitted. We are waiting for final approvals.
  Summary: We are hiring an Information Security Analyst to fill an existing position.

Marie Evans, Director
Educational Technologies Department

Meetings:

- 8/1/2016: Educational Technologies Update conference call, PT Staff Plan Meeting
- 8/2/2016: Starr Campus meeting
- 8/5/2016: Human Resources Personnel Meeting
- 8/8/2016: Learning Support Services Meeting
- 8/9/2016: Time Lapse Mid Valley Construction Meeting, Director's meeting.
- 8/10/2016: Virtual Reality Demo, Starr Campus Visit
- 8/11/2016: HR Personnel Meeting
- 8/12/2016: ADA Review Meeting, Proof of Concept Meeting
- 8/16/2016: Leadership Team Meeting, Starr Campus visit
- 8/17/2016: NAH Campus
- 8/18/2016: STC Faculty Orientation
- 8/19/2016: Library Services and Learning Support Department Meeting
- 8/24/2016: Focus Academy, Action Plan Presentation.
- 8/25/2016: Distance Learning Symposium.
- 8/26/2016: August Team Meeting
- 8/30/2016: HR Meeting.

Monthly Special Events by Comparison:

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

2016	
Jan	74
Feb	165
March	142
April	219
May	100
June	104
July	105
August	132
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.50
May	524.25
June	119.25
July	148.75
Aug	260.75
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: 8/29/2016	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	18	8	0	1	0
Data Projector	61	0	3	12	0
Laptop	85	3	9	3	3
PA System	4	6	0	0	1
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	4	2	1	0	1
TV	8	0	0	0	0
Microphone	87	10	5	0	18
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	1
Speakers	10	8	0	1	0
Overhead Projector	0	0	0	0	0
Remote	0	2	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	6	2	0	0	0
Document Camera	24	5	6	0	0
DVD/VCR Player	0	8	2	0	3
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	2	0	1	0	0
Sympodium	0	0	1	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	4
Mixer	0	1	0	0	2
Tripod	4	2	1	0	2
WebCam	4	0	0	0	0
Computer	59	0	0	12	0
Portable Table	0	1	0	0	3
Microphone Stand	0	10	0	0	3
HD Video Streamer	1	0	0	0	0
Polycom Phone	5	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	2	2	1	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	1	0	0	0	0
Mac Adaptor	4	0	0	0	0
TableTop Mic Stands	4	0	0	0	0
Ipad	0	1	0	0	0
PTZ Joystick	1	0	0	0	0
Gooseneck Mic	4	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	50	0	4	0	17
TOTAL	*448*	*71*	*34*	*29*	*58*

Dr. Fernando Chapa
Institutional Effectiveness & Assessment

IEA Biennium Reports:

- Sent reminders to all IE writers of deadline
- Office of the President's IE plan completing findings portion

SACSCOC

- Completed Table II-D2.1 List of Degrees and Graduates

IE Related Activities:

- Archiving all WEAVE IE reports
- 2013-2015 IE Reporting
  - Compiling 2013-2015 IE Reports for posting to IEA website – in progress
  - Plans completed:
    - Early College High School
    - Human Resources
    - Comprehensive Advising and Mentoring
    - Dean of Enrollment Services
    - Purchasing & General Services
    - Dean of Student Affairs
    - Office of Professional & Organizational Development
  - Office of the President 2013-2015 IE Report – in progress
- 2015-17 Plan Audit
- 2013-2015 IE Report for IS&P – in progress
- 2013-2015 IE Report for Academic Affairs – in progress
- Compiling 2013-2015 IE Reports for posting to IEA website
- Reviewed 2013-2015 IE Reports for non-academic and academic departments
- IE Goals for IEA Department meeting
- Compiling 2013-2015 IE Reports for posting to IEA website
- Reviewed 2013-2015 IE Reports for non academic and academic departments.

Reporting:

- Entering Student Success Initiative (ESSI) Pre-Homework - ongoing
- Factbook
  - Student Achievement Goals/STC Key Performance Indicators on External Factbook
- Data request:
  - Closed - *Service Ticket # 729* – Fall to Fall retention and GPA for CM and Non-CM
  - Closed - *Service Ticket # 731* – Completion rate for Beacon Mentoring courses and Non-Beacon courses

IEA Reporting Analyst's Activities:

- Provided the 2015 Degree aware data
- Worked on the CTN-PUENTE data retrieving
- Updated the IEA website

Factbook Related Activities:

- Retrieved data and updated the Developmental Education Accountability Measures Data report for internal STC Factbook:

- Updated the Enrollment: Headcount by Instructional Mode for external STC Fact book
- Updated the Data Release Timeline
- Worked on the data collecting for the new version of STC Factbook
- Created a report for number of graduates certificates granted to each academic department.

IEA Website Related Activities:

- Arrange meetings with staff by August 12, 2016.
- Continue to maintain communication via email and phone with faculty and staff to arrange meetings to discuss about their 2013-2015 IE reports.
- Created and provide most recent status reports on Excel and Word format of 2013-2015 IE completion and pending departments.

Meetings and Trainings:

- IE Plan meeting with VP of Academic Affairs office
- IEA Team Meeting
- IEA Administrative Search Committee meeting
- Attended the TAIR 2016 Summer Workshops
- Informed via email to Ms. Marie Evans from Instructional Technology Department about 2013-2015 IE Report completion.
- Contact each department via email with pending completion status of 2013-2015 IE report. They were information about new deadline for August 12, 2016.
- Dean of Enrollment Services
- Ellucian Banner Action Plan Presentation
- Collibra Data Governance Webinar
- Provided assistance via phone to Dr. Janene Israel from Psychology Department to download her 2013-2015 IE report on PDF format.
- I attended meetings to provide assistance for 2013-2015 IE Report for the following departments:
    - Career and Employer Services Department – Ms. Dalinda Palacios
- Provided detail email assistance responses for the following departments:
    - Office of Public Relations and Marketing – Mr. Daniel Ramirez
    - Business Office – Ms. Dalinda Gamboa
    - Office of Human Resources – Ms. Brenda Jo Balderaz
- Contacted 27 departments that are still pending to submit their 2013-2015 IE reports by providing an extra assistance using Excel sheet with detail information for IE report completion.
- Attended Information Services, Planning & Strategic Initiatives staff meeting.

Miscellaneous:

- Unlawful Harassment Prevention for Higher Education Staff training module
- Child Abuse training
- Code of conduct training
- EEO Laws and Discrimination Prevention training

Cody Gregg, Dean
Library and Learning Support Services

Dean's Meetings:

- 8/1/16: Meeting to prepare for librarian interviews.
- 8/2/16: Coordinated Operations Council; Tyler Junior College Librarian Meeting.
- 8/3/16: Librarian II Interviews.
- 8/4/16: Bi-monthly meeting with Directors; personnel meeting; Pecan Campus 2nd Floor Furniture Meeting.
- 8/5/16: Meeting to review SACS document; personnel meeting; CLE luncheon.
- 8/8/16: Personnel Meetings; MV Move Meeting; Librarian II Meeting.
- 8/9/16: Directors' Meeting; Board Committee Meeting.
- 8/10 – 8/12/16: Days off.
- 8/15 – 8/16/16: Days off.
- 8/18/16: Meeting regarding room scheduling.
- 8/19/16: Departmental meeting and training.
- 8/22/16: Meeting to review furniture layouts.
- 8/23/16: CCUMC EOMC Conference Call.
- 8/24/16: CCUMC Online Board Meeting.
- 8/26/16: STC 2013 Bond Program AVIT RFP Discussion.
- 8/30/16: Bond Construction Program Planning Meeting; Cash Handling Procedures Meetings; Librarian II Interview Committee Review.
- 8/31/16: CCUMC EOMC Conference Call; Employee Meeting; Nursing Student Portfolio Process Meeting.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued working on a collection development analysis for the FY2017 academic year.
- Continued working on disaster preparedness.
- Continued researching and providing documentation to Technology Resources for several issues involving Symphony and EZproxy, including application upgrades, TLS support, Oracle 12c support, and Single Sign On capabilities.
- Began evaluating the new JagNet portal to determine which library and CLE information should be included.
- Continued working with Open Labs to staff to identify and resolve errors with the computer equipment inventory system.
- Continued working on style updates to the library website.
- Continued working on three rack cards for students, faculty/staff, and community users.
- Continued obtaining photos of the Pecan library renovations.
- Continued working on tutoring topics covered reports for faculty.
- Continued updating the CLE website to reflect staff changes for the new semester.
- Began reviewing applications for a full-time staff position in the CLE.
- Continued working on the Finding Articles tutorial.
- Began adding the audio narration to the JagPrint: Mobile Print tutorial.
- Continued working on reviewing applications for the position of Fixed-Assets Technician in the Central Receiving and Fixed Assets department.

Collection Development Balances:

- Library Acquisition…… $ 1,630.00
- BAT & BAS/ Materials- …… $ 18.00

Information Commons and Open Labs:

Highlights:

- Two employees attended the Campus Technology Conference in Boston, MA.
- Two employees are currently attending the Jaguar Academy.

August 2016 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan*	2,363	6,340	16,896
Pecan Internet Café	964	2,162	6,014
Pecan T. Info. Commons	419	716	2,787
Mid-Valley Open Lab	982	2,349	
Mid-Valley Open Area E-117	575	997	
Mid-Valley G-144	314	537	
Starr County Open Lab	364	803	
NAH Open Lab	956	2,346	
Technology Open Lab	614	1,190	
Technology Internet Café	184	334	
District Total:	**7,735**	**17,774**	**25,697**

***Pecan Open Lab area was closed due to TSI testing.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan Learning Commons*	1,513	2,478
Pecan F-222	37	48
Mid-Valley Learining Commons**	317	681
Starr County Library	495	1,261
Technology Library	199	358
District Total:	**2,561**	**4,826**

***Pecan Learning Commons area was closed due to Library shelving project.**

****Mid-Valley Learning Commons was closed due to the Library move.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	848	1,322
Pecan F-130 Group Stations	13	18
Mid-Valley Library Group Stations	33	50
Mid-Valley Open Lab Group Stations	9	25
NAH Group Stations	580	1,112
District Total:	**1,483**	**2,527**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan CLE Open Labs	2,030	4,772
Mid-Valley CLE Open Labs	538	983
Mid-Valley G-270 Open Labs	415	1,192
NAH CLE Open Labs	499	1,253
Starr CLE Open Labs	156	553
Tech CLE Open Labs	175	597
District Total:	**3,813**	**9,350**

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

- 08/01/16 to 08/05/16 Attended the Campus Technology Conference in Boston, MA.
- 08/08/16: Meeting to review Mid-Valley and Starr County electrical layouts; participated in hiring committee.
- 08/09/16: Library Services Directors' meeting.
- 08/12/16: Learning Commons and Open Labs End of the Semester meeting. The Open Lab employees were trained in Microsoft Excel 2013 and they completed Lynda.com trainings.
- 08/15/16: Mobile Printing End of Project meeting.
- 08/16/16: conference call meeting with the representative from Labstats.
- 08/17/16: conference call meeting with the representative from VeraLabs.
- 08/19/16: Attended a Library Services Training Day.
- 08/22/16: Attended a meeting to review Mid-Valley and Starr County furniture layouts; met with a search committee to review applications for the vacant Open Lab Technician position.
- 08/24/16: Held interviews for the vacant Open Lab Technician position; two employees attended an Action Plan Presentation by Ellucian.
- 08/26/16: Traveled to the NAH Campus to deliver paper.
- 08/29/16: Work-study interview; meeting to review the new building floor plans; traveled to the Technology Campus to pick up a printer to deliver to the new CLE setup in the Pecan Library.
- 08/31/16: Work-study interviews.

Public Services Data:

Library Services Data: 8/1/2016 -8/31/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	49	n/a	1	0	50
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	197	4,566	7,144	23,236	1518	3598	1624	41,883
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	297	89	413	n/a	50	14	863
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	590	285	1284	n/a	90	64	2313
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	17	0	33	n/a	19	1	70
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	528	63	875	n/a	352	27	1845

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Weekly meeting with manager, specialist, and direct-wage specialist
- MVC specialist began transition to Technology Campus and Pecan specialist began transition to MVC
- Library completed their move into CLE
- Manager held orientation for two new staff members
- Manager and specialist attended Fall Semester Kick-Off Meeting
- Manager and specialist complete final preparations for the fall semester
- Manager attended Convocation and Developmental English Department meeting
- Manager met with NAH CLE manager to discuss collaborating on student success workshops
- Manager and specialist attended Tutor Training Day planning meeting
- Manager and specialist attended MVC Staff Training Day and College-wide Tutor Training Day

Tutor Trainings: Tutors attended Tutor Training Day, which included many training opportunities

Workshops:

- Master tutor presented a workshop titled *Growth vs Fixed Mindset* to a group of students registered with the Texas Department of Assistive and Rehabilitative Services Weslaco office.
- Manager presented a workshop titled Study Strategies for Success to a group of students registered with the Texas Department of Assistive and Rehabilitative Services Weslaco office.

Tutor Trainings:

- Master tutors presented a tutor training titled *Goal Setting*
- The final tutor training of the summer was a content-specific tutor training day featuring faculty guest trainer Dr. Christopher Nelson presenting about logical fallacies and a team of advanced and master

tutors presenting about tutoring in Fundamentals of Math

NAH:

Meetings and Events: Normal daily activities

Pecan:

Meetings and Events:

- Conducted campus visits throughout the district
- Completed another Humanities tutor Module
- Completed interviews for fall tutor Staff
- Met with English Faculty to help complete some tutor training modules
- Met to finalize plans for Tutor Training Day
- Met to discuss staffing plans for fall
  - Participated in the departmental meeting and training
  - Participated in Campus Connections for incoming freshman
  - Conducted interviews for SLA and CSC position openings
  - Hosted district wide Tutor Training Day
  - Hosted district wide Supplemental Instruction Leader Training Day
  - Participated in Campus Connections for incoming freshman
  - Conducted interviews for SLA and CSC position openings

Workshops:

- TSI Workshop Word Problems
- TSI Workshop Subject Verb Agreement
- TSI Workshop Writing Quick Review
- TSI Workshop Data Analysis 8/8
- TSI Workshop Powers and Radicals 8/9
- TSI Workshop Writing Probability 8/10

Tutor Trainings:

- PreCalculus and Calculus Tutor Training
- Contemporary Math Tutor Training
- Fundamentals of Math Tutor Training

STARR:

Meetings and Events:

- Semester Kickoff Event Friday August 19, 2016
- Rehired former Humanities tutor
- Campus meeting with Director of CLE.
- Twelve Starr County campus CLE employees attended tutor training at the Pecan campus Friday August 26, 2016.
- Presented in the First Year connection Orientation.

TECH:

Meetings and Events: Normal daily activities.

CLE Data:

JagTrax Data (August 2016)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	42	50	96	45	10	8
NAH	47	62	52	30	10	
PCN	219	306	337	182	32	47
STR	14	25	26	9	1	
TEC	31	31	12	20		
TEC-ET	71	108	145	47	11	

Sessions v Departures
1200
1000
800
600
400
200
0
251
33
201
0
1123
116
74
6
26
2
MVC
NAH
Pecan
Starr
TC
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
332
2068
55
Upswing
323
1178
67
0
500
1000
1500
2000
2500
Remaining (Hrs)
YTD (Hrs)
August (Hrs)

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
MVCCLE	249	327	450	575	557	514	448	499	362	211	80	127
NAHCLE	423	326	429	675	819	573	541	477	426	240	153	64
PCNCLE	624	1312	1059	1473	1654	1169	1049	1046	633	336	226	107
STRCLE	75	111	95	106	112	123	93	200	78	147	24	9
TCHCLE	100	130	110	145	156	215	119	103	126	63	50	1

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- IPEDS - Registration for 2016-27 Collection
- NMP data
- TACC Fall Estimates: Contact and Credit Hours

Surveys

- Art Gallery Survey Form Qualtrics Survey
- Checkbox data transfer Survey
- Child Development Observation Survey
- eSTC Web Survey
- La Joya Teaching Center Survey
- Library Events Survey
- Manufacturing Survey
- Puente Pre Fall Form 2016 Survey
- Puente Survey
- Qualtric Library Survey
- SLI 2016 Survey Report Survey
- STC Teacher and Course Eval Continuing Ed Survey
- Student Drop Survey
- TRSDA Grant Survey

Qualitative Studies

- HSI Grant Evaluation - Focus Groups
- La Joya Teaching Center Study - Qualitative portion
- MVC-CDC Spring 2016

Data Requests

- BAS-OL former OTA students
- BAS-OL Scholarship Candidates List
- BT Division, enrollment by major and gender
- Degree awards to prior duals (IE Plan)
- Dissertation data
- ESL and GED Enrollment for Fall 2012 - Fall 2014
- Fall 2015 section counts by department
- Fall 2015 sections by division/department
- Fall 2016 Registered ECON2301, ACCT2401 & 2
- First Year Connection roster
- FTIC rosters
- Last Three Fall Census Campus Enrollment
- NAH graduates, historical
- New registrants list - update
- Online Only Not Registered for Fall 2016 Contacts
- Online Only Spring 2016 Students' Contact
- Online Only Summer Terms 2016 Students' Contact
- Pecan Enrollment AY 2014-15, 2015-16
- PCA Graduates - Admission into NAH Programs

- Placement Rates from THECB
- SACS 5th Year report Institutional Profile Data
- SAP of Spring 2016 dual students
- Site Enrollment for SACS
- Spring 2016 S dual sections academic vs technical
- Starr County non-registrants rosters
- Transition non-credit to credit AY1213 - 14-15
- Updated New Students lists for 201710
- Update to CFSH0101 Report
- Valley Scholars Retention and Completion
- 2016 Spring DE Student Counts by High School

Data Analysis

- Analyze Upswing Data
- CLE Pilot Study
- ECHS 2016 graduates and hours

Meetings

- ABE study monthly call
- Comprehensive Plan Updates
- Dr. Reed's IE Plan Report data
- Dual Academies tagging in BANNER
- PAS Meeting
- RAS weekly Meeting
- SSG Meeting

Other Research/Support

- iPass Notes Documentation
- Staff Satisfaction Survey - researching alternatives

Miscellaneous

- IE Plan Report 2013-2015
- Institutional Research Analyst #2 hiring

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

08/02/2016: Luminis Weekly
08/03/2016: Starfish Technical Meeting
08/04/2016: Texas Completes
08/05/2016: Starfish Meetings: Training
08/10/2016: AA Monthly Meeting
08/10/2016: Starfish Ad Hoc
08/12/2016: SWOT Ad Hoc
08/16/2016: Hobsons Radius Weekly
08/18/2016: Starfish Weekly
08/23/2016: Radius Weekly
08/25/2016: Starfish Weekly Meeting
08/30/2016: SWOT Meeting

08/02/2016: Radius Weekly
08/03/2016: JagNet Portal Content Team Meeting
08/04/2016: Starfish Weekly Meeting
08/09/2016: Hobsons Weekly
08/10/2016: Radius Ad Hoc
08/11/2016: Starfish Weekly
08/12/2016: JPCT Meeting
08/16/2016: Starfish Ad Hoc
08/23/2016: Luminis Weekly
08/24/2106: JagNet Portal Content Team Meeting
08/30/2016: Luminis Weekly
08/30/2016: Radius Weekly

Project Updates

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Inquiry form complete.
H_Starfish	Early Alert	✓	✓	✓	Moving into production
TimeClock+	Time Keeping System	✓	✓	✓	Business and Process Mapping by HR
Luminis Upgrade	JagNet Portal	✓	✓	✓	Student Focus Group feedback obtained
Cardinal	Parking/Ticketing System	✓	✓	✓	Initiation of Project Closure, pending.

Laura B. Sanchez

Assoc. Dean for Institutional Research and Effectiveness

Leadership Activities:

- Attended Ellucian Action Plan Presentation
- Attended Farewell celebration for Wanda Garza
- Participated in mentorship meeting with a DLA participant
- Met with the Vice President for Academic Affairs and the Director of Grant Development to review partial grant application provided by Region One.
- Attended PAS
- Met with the Vice President for Academic Affairs and the Director of Grant Development to review partial grant application provided by Region One.
- Participated in Strategic Services Group meeting.
- Assisted with preparation of materials in response to the findings of the Texas Higher Education Coordinating Board related to the Continuing Education Audit.

Accreditation Related Activities:

- Departmental Accreditations:
  - Coordinated with the Department Chair for Business Administration on the dates for the upcoming ACBSP accreditation visit to ensure they will not conflict with the SACSCOC visit to off-campus sites.
- SACSCOC Activities:
  - Participated in phone conference with XITRACS support to finalize publishing check-off items for the 5th year report
  - Continued final edits and proofreading for the 5ty year report.
  - Continued drafting report of the off-campus site visit.
  - Finalized the narrative for 4.1-Student Achievement.
  - Continued final edits and evidence uploads for the 5th year report.
  - Continued drafting report of the off-campus site visit.
  - Presented on the 5th Year Accreditation Report and Site Visit at the Principals Summit.
  - Continued final edits on the 5th year report.
  - Attended the La Joya Teaching Center Advisory committee and gave an update on the upcoming site visit.
  - Had follow-up conversation with the Student Services writer on recommended edits for 2 the Student Services Standards for the off-campus site report.
  - Worked with the Academic Affairs writer to address recommended edits from the consultant on Academic Affairs Standards.
  - Finalized 3.13 narratives-Policy Compliance.
  - Worked with the Vice President of Academic Affairs on a re-draft of the response for 2.8-Sufficient Full-Time Faculty, in response to recommendations from the consultant.
  - Followed up with Student Services area on pending evidence items needed from their staff.
  - Completed the Institutional Summary Form and associated data.

IE Related Activities:

- Participated in welcome event for the new IEA Analyst.
- Met with the IEA Director and Reporting Analyst to plan the re-organization of the Factbook around the KPI focus areas.
- Participated in interviews for the Administrative Assistant Position for IEA.
- Met with search committee for IEA Administrative Assistant to select candidates for interview.

RAS Related Activities:

- Coordinated with the Director of RAS on ongoing data requests and projects.
- Participated with the Director of IEA in a webinar on data governance principles hosted by Collibra software developers.
- Met with Director of RAS and one of the analyst to request additional data for 2.8 related to the number of full-time/part-time sections at each of the off campus sites.
- Provided Learning Outcomes and Student Evaluation reports as per the data request for an approved dissertation.
- Participated in weekly check-in call with Lauren Hammonds from CIVITAS.

State-wide Leadership Activities:

- Participated in a conference call with the President of TACE regarding current audits from the THECB on CE offerings.
- Coordinated with Presidents of TACC and TCCIA regarding the TCCIL Leadership award nominations process.
- Provided training to the Treasurer for TACTE on bank reconciliations.
- Participated in quarterly meeting with TACC and The Texas Success Center for the Association Presidents.

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