SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

February 2017

Board Meeting

March 28, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **March 28, 2017**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **February 2017 Activity Report**

Matthew S. Hebbard, 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
- 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.
- My Office participated in the following meetings:
  - Paul Hernandez, Dean of Student Affairs
  - Miguel Carranza, Interim Dean of Enrollment Management
  - Cynthia Blanco, Director of Student Records and Registrar
  - Dr. David Plummer, Vice-President for IS & P
  - Wanda Garza, External Affairs
  - Maria del Socorro Garza, South Texas College Student
  - Priscilla Alvarez, VIDA, Director of Community Engagement
  - Willie Johnson, Coordinator of Advisement

Attended:

- College Wide Professional Development day and Hosted the OZ Principal for the Division of Student Affairs and Enrollment Management
- Pathways meeting to discuss College Wide Professional Development Day
- McAllen ISD Superintendent and Board meeting
- Texas Pathways Project Core Team meeting
- Rio Grande City State of the City Address
- FTIC Mandatory Advisement Initiative
- Veterans meeting
- Equal Employment Opportunity Commission training
- HB393 & Dreamer Students Task Force meeting
- Funding for Micro-grants & Success Navigator Survey
- Richards/Carlberg meeting with the SAEM Enrollment Leadership team
- DocuSign for South Texas College

Matthew S. Hebbard, VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

Participated:

- Enrollment Center Grand Opening on February 14, 2017
- The OZ Principle follow-up

Enrollment Services & Registrar

- Contributed to the *official* census date enrollment for Spring 2017 semester on February 1 of **32,705** students by processing documents required to complete admission files and clearing students to register.
- Attended college-wide Professional Development Day on February 10, 2017.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff and SAEM Division Leaders.
- Director/Registrar and Coordinator of Records ("Coordinator") worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Director/Registrar and/or Coordinator attended various meetings/events to work on special projects, such as BUGs, commencement exercises (May 2017), CourseLeaf, DREAMer students, EEOC training, Enrollment Appeals Committee, Enrollment Services renovation at Pecan Campus, Bldg. K, 1st floor, FTIC mandatory advisement initiative, Grade Appeals Committee, Starfish project (attendance feature), Texas Pathways Project, and various search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts certified a total of **1,673** December 2016 degrees, including **454** Certificates, **1,099** Associate Degrees and **120** Bachelor Degrees, printed and mailed diplomas.
- Document Management Specialist downloaded, reviewed and verified **2,375** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during February 2017.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration; STC has **122** international students enrolled for Spring 2017 semester.
- Processed **658** course substitutions and exceptions in Degree Works during February 2017.
- Processed *Change of Grade Forms* for **86** students during February 2017.
- Processed *Reinstatement After Census Date Forms* for **208** students during February 2017.
- Processed *Schedule Change Forms* for **935** students during February 2017.
- Processed **1,377** high school and **260** college/university transcripts during February 2017.
- Evaluated **234** transcripts from other colleges and universities during February 2017.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,290** STC transcripts during February 2017.
- Scanned and indexed **13,505** documents submitted by students during February 2017.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Staff assisted with the Super Saturday event held February 11th at the Pecan, Mid-Valley and Starr Campuses
- SFS Department held the yearly FAFSA Fair, February 21st at the Starr Campus, February 22nd at the Pecan Campus and February 23rd at the Mid-Valley Campus
- SFS Veteran Affairs staff are organizing a Veterans Expo event for April to have current and future student veterans registered for the Summer/Fall semesters
- SFS Coordinator Rebecca Cano held interviews for the vacant Financial Aid Specialist position on February 3rd
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 24 FAFSA drives, SAP workshops and College Success presentations throughout the month of February.

Assessment Center

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 29, 2016**
Pecan Campus	**165**			**TSI EXAM**	**139**
		206	**190 (92%show)**	**CAAP**	**426**
		276	**216 (78%show)**	**ACT**	**881**
Mid- Valley	**60**	**10**	**9 (90%show)**	**TSI EXAM**	**1322**
Starr Campus	**36**	**9**	**9 (100%show)**	**TSI EXAM**	**572**
Pecan Plaza	**128**	**62**	**61 (98%show)**	**GED/ PEARSON**	**228**
		82	**76 (93%show)**	**TSI EXAM**	**2823**
TOTAL:	**389**	**645**	**561 (87%show)**		**6,391– All Campuses YTD**

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND project meeting,
- Continuous processing of TSI, ACT, SAT test scores into banner
- All Testing at Pecan Campus has **permanently** moved to Pecan Plaza
- Processing of students updates needed for CBM002

Assessment Center cont.

TSI Student Notifications Report February 1st- February 28th 2017							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/29/2016	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/29/2016	Students not TSI Complete Weekly YTD	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	28	289	17	156	108	110	10
Nursing	0	8	0	5	3	3	0
Technology	0	5	0	0	5	5	0
Starr	10	66	4	25	36	38	6
Mid-Valley	18	54	6	20	30	18	12
Total	56	422	27	206	182	174	28

- 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.
  - 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

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score February 2017			
READING		**READING**	
Monthly (02/01/17 - 02/28/17)		**Year To Date (08/29/16 - 02/28/2017)**	
College ready (351+)	15	**College Ready** (351+)	585
Holistic Placement (349-350)	4	Holistic Placement (349-350)	152
Developmental Ed (342-348)	11	Developmental Ed (342-348)	607
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	156
ABE Level 5 (Developmental Ed)	5	ABE Level 5 (Developmental Ed)	387
ABE Level 4	1	ABE Level 4	134
ABE Level 3	0	ABE Level 3	16
ABE Level 2	3	ABE Level 2	27
ABE Level 1	0	ABE Level 1	12
Total	**39**	**Total**	**2,076**
MATH		**MATH**	
Monthly (02/01/17 - 02/28/17)		**Year To Date (08/29/16 - 02/28/2017)**	
College Ready (350+)	11	**College Ready** (350+)	430
Holistic Placement (348-349)	3	Holistic Placement (348-349)	171
Developmental Ed (336-347)	22	Developmental Ed (336-347)	940
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	11	ABE Level 5 (Developmental Ed)	453
ABE Level 4	4	ABE Level 4	253
ABE Level 3	3	ABE Level 3	49
ABE Level 2	0	ABE Level 2	16
ABE Level 1	0	ABE Level 1	10
Total	**54**	**Total**	**2,323**
Writing		**Writing**	
Monthly (02/01/17 - 02/28/17)		**Year To Date (08/29/16 - 02/28/2017)**	
College Ready (363 & 4+ Essay or 5+)	9	**College Ready** (363 & 4+ Essay or 5+)	849
Holistic Placement (361-362 & 4 Essay)	3	Holistic Placement (361-362 & 4 Essay)	32
Developmental Ed (350-362 & 0-4 Essay)	13	Developmental Ed (350-362 & 0-4 Essay)	405
ABE Level 6 (Developmental Ed)	5	ABE Level 6 (Developmental Ed)	117
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	64
ABE Level 4	1	ABE Level 4	102
ABE Level 3	1	ABE Level 3	49
ABE Level 2	0	ABE Level 2	8
ABE Level 1	2	ABE Level 1	15
Total	**35**	**Total**	**1641**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

*TSI Placement Report Notes

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

IMPORTANT HIGHLIGHTS:

- The Dual2Degree Department held a total of 25 events and activities during the month of February and served a total of 1,651 students and parents.
- The Department has finalized its "Connection and Transition Plan" for Dual Credit Students. The plan presents an overview of strategies the Dual2Degree Department will implement for the 2016-2017 year to successfully connect and transition dual credit students to South Texas College.
- The Dual2Degree Department became a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole accrediting body for dual credit programs in the country. As a member, the Department will be able to build skills and connections to improve student success, and communicate with other post-secondary education professionals and policy-makers to share best practices.
- The Department has begun the records retention process for Spring 2017 student enrollment documents.

DUAL CREDIT ROSTER RECONCILIATON:

February Dual Credit Roster Reconciliation Requests:

Submitted	Approved	Denied	Pending Review
45	35	1	9

STUDENT SUPPORT ACTIVITIES:

Student Success Workshops:

Dual2Degree Specialists met with dual credit students placed on Satisfactory Academic Progress (SAP) Probation/Suspension to review their status. Specialists also provided students with an overview of services and resources available to help them succeed in their college coursework.

High School Site	Number of Students Served
Economedes HS	74
BETA HS	20
Donna HS	31
La Joya HS	25
Lamar Academy	8
Mercedes HS	2
McAllen HS	75
Mission HS	36
Nikki Rowe HS	70
Palmview HS	26
Premier HS – Mission	14
Roma HS	15
Rio Grande City HS	11
Science Academy of South Texas	9
Sharyland Pioneer HS	18
Weslaco HS	30
Total	**464**

Parent Meetings:

High School Site	Number of Parents Served
Edinburg HS	20
Mercedes HS	15
Total	**35**

New Student Orientations:

High School Site	Number of Students Served
Edinburg HS	40
La Joya HS (3 events)	968
Total	**1,008**

Community Events:

High School Site	Number of Students Served
UTRGV – Talent Search	106
STC Beacon Mentoring Program	18
Total	**124**

College Connections Support:

Event	High School/ISD	Number of Students Served
Special Services Showcase	Rio Grande City CISD	20
	Total	20

McAllen ISD Dual Credit Orientation Videos

The Dual2Degree Department partnered with McAllen ISD to create an online Dual Credit Orientation video for prospective students. The video, presented in both English and Spanish, provides general information to students regarding the Dual Credit Program including the enrollment process, student rights and responsibilities, and available support services/resources.

2015-2016 Departmental Annual Report

The Annual Dual2Degree Department Report for the 2015-2016 academic year was finalized. The report highlights the Department's major accomplishments for the academic year, including major initiatives for student success, such as the implementation of online advisement and registration for Dual Credit Students.

2016-2017 Connection and Transition Plan

In an effort to promote student success and increase the amount of first time in college students who matriculate to South Texas College, the Dual2Degree Department developed a "Connection and Transition Plan" for dual credit students for the 2016-2017 academic year. The plan provides an overview of strategies the department will implement to meet the College's enrollment and completion targets, including:

- Welcome Month Events and Activities
- Increased Student Communication Campaigns
- Coordination of Student Success Workshops
- Increased involvement in Senior Fast Track Events

MEETINGS AND EVENTS WITH SCHOOL DISTRICTS:

La Joya ISD and Sharyland ISD Online Advisement & Registration Implementation Meeting:
Four meetings were held with administrators and staff from La Joya ISD and Sharyland ISD to plan for the implementation of online advisement and registration initiative for Fall 2017. The districts have agreed to scale up the initiative to all comprehensive high schools for Fall 2017. District administrators have agreed to explore the possibility of finalizing the Fall 2017 master schedule in early Spring to allow students to self-register for courses before the end of May. Further meetings will be held to finalize the implementation of the initiative.

College Advisor Training Program Presentation:
The Director presented to high school counselors at the College Advisor Training Program hosted by the Advisement Department. Important highlights were discussed such as ongoing changes to the Dual Credit Program and major initiatives to improve enrollment, advisement, and transition services.

INTERNAL STC MEETINGS:

Texas Pathways Meeting:
The Director participated in a follow up meeting to discuss South Texas College's Institute II meeting and provided the workgroup with an update regarding the Dual Credit Course Offerings Review that the Dual2Degree Department is conducting.

Dual Credit Current State Process Mapping:
The Director attended a meeting to finalize the Dual Credit Current State Process Mapping. Major updates were provided which will be reflected on the final report, including the implementation of online advisement and registration for dual credit students. An additional meeting will be held to discuss the future state process mapping.

FTIC Mandatory Advisement Initiative:
The Director attended a meeting to finalize plans for the implementation of the mandatory advisement for first time in college students for the Fall 2017 semester. The Department will play a critical role in supporting transition events and activities for graduating high school students.

Academic Council:
The Department was represented at the monthly Academic Council and provided updates on behalf of the Student Affairs and Enrollment Management Division.

STAFF TRAININGS AND PROFESSIONAL DEVELOPMENT:

College-Wide Professional and Organizational Development Day
The Dual2Degree Department held a meeting during Professional and Organizational Development Day to discuss strategies for connecting and transitioning dual credit students to South Texas College. Staff was challenged to identify three strategies for each area (connection and transition) prior to the meeting. Staff individually presented their ideas and were then teamed into groups of four to discuss selection of top strategies and implementation timelines. The ideas will assist the Department in finalizing its connection and transition strategy for the 2017-2018 academic year.

Dual2Degree cont.

Some of the strategies that were discussed include:

- Hosting "Welcome Week" or "Welcome Month" events and activities at high school sites
- Developing promotional literature to connect students to South Texas College during the first few weeks, such as postcards
- Hosting a Student Conference at a College campus designed to inform students of programs of study at South Texas College.
- Implementing a Student Mentorship Program for dual credit students designed to improve student success

UPCOMING EVENTS AND ACTIVITIES FOR MARCH 2017 INCLUDE:

- Meet with ISDs to scale up Self-Service Advisement/Registration Initiative for Fall 2017
- Work with College Connections Department to Develop a Connection and Transition Plan for Dual Credit Students
- Continue Conducting Student Success Workshops at HS for Students Placed on Financial Aid Warning/Suspension
- Finalize Spring 2017 Dual Credit Student Enrollment Document Retention
- Work with PR & Marketing to Finalize Parent and Student Dual Credit Program Brochure
- Continue Review of Dual Credit Course Offerings at High School Sites
- Finalize Fall 2017 Dual Credit Enrollment Timeline
- Continue Coordinating Annual Dual Credit Update (April 18, 2017)

Collection Connections

- Partnerships/Events
  - EXPO Leadership Committee Meeting
  - South Texas Area Recruitment Network Meeting
  - Starr County Youth Fair Community Event
  - P-16 Council Meeting
  - STC2UTRGV Meeting
  - iPASS Convening Meeting
- South Texas College
  - PSJA Fast Track Planning Meeting
  - Disability Awareness Day and Health Fair Meeting
  - GEAR UP College Connection Meeting
  - Call Center IT Planning Meeting
  - Richards/Carlberg PR Strategy Meeting

Collection Connections cont.

- Apply Texas
  - Donna 3D Academy
  - Mercedes Early College High School
- College and Career Fair
  - Harrell Middle School
  - Monte Alto ISD
  - Sharyland High Pioneer High School
  - Juan N. Seguin Elementary
- Senior Presentation
  - Sharyland Alternative Education School
  - Weslaco East High School
- Orientation
  - Child Development Program
- Recruitment
  - Hidalgo Academy Fast track Screening
  - Hidalgo High School Fast track Screening
  - Gear Up I AM Conference for Females – 50 Students
  - Gear Up: TIES Conference for Males – 100 students
  - Gear Up College Connections Event Pecan Campus – 220 Students
  - Gear Up College Connections Event Mid-Valley Campus - 98 students
- Parent Events
  - McAllen ISD - Lincoln Middle School Parent Presentation
- Campus Tour
  - Technology Campus – 161 visitors
    - Sharyland ISD
    - La Villa High School
    - E. B. Reyna Elementary
  - Nursing Campus – 15 visitors
    - La Villa High School
  - Mid Valley Campus – 21 visitors
    - South Palm Gardens High School
    - Raymondville High School
  - Pecan Campus – 416 visitors
    - Henry B Gonzalez Elementary
    - E.G. Salazar Elementary
    - Guillermo Flores Elementary School
    - Sharyland Alternative Education School
    - IDEA Donna Academy
    - College Advising Training Program
    - Robert Vela High School
- Call Center

Phone Calls	
February 1 – February 28	8282 Inbound Calls
JagChat	
February 1 – February 28	125 Chats

Upcoming College Connection Events

- March – May – Fast Track: Senior Clearance Events

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Monthly- Career & Employer Services Activity	
Total Number	
77	Student Contacts & Outreach
148	Student & Alumni Registered on CCN
10	Student & Alumni Resumes Revised/Uploaded on CCN
15	Employer Contact and New Employer Registered on CCN
97	Jobs posted to CCN
3,904	Total Students Registered to date
8,002	Total Alumni Registered to date
3,007	Total Employers Registered to date

Current/Upcoming Activities & Events:

(OCR) On Campus Recruitment

- 5, U.S. Customs & Border Patrol, Campus-wide
- 3, Vector Marketing, Pecan Campus
- 4, PSA Healthcare, NAH
- Business & Technology Career Fair, MVC

Workshop & Presentations / Activities

- CES Presentation for Texas Regional STEM Degree Accelerator
- Pecan Campus
  - Resume Writing & Interview Skills: *requested by* Dr. Rufino Garcia for Education classes. 100+ student contacts
  - Participant in Culinary Arts Mock catering services
  - Department Services Presentation, The First Year Connection – Gear Up
  - Department Services Presentation, College Advising Training Program – Rosendo Villagran
  - Department Information Table
  - Ribbon Cutting Ceremony for New Student Services Center
  - Talent Connection Guest Speaker series with Architectural Design & Engineering department chair Sara Lozano
- Mid-Valley
  - Resume Writing & Interview Skills: *requested by* Sandra Moreno for Puente Program. 52 student contacts
- Technology Campus
  - Department Information Table
- Starr Co Campus
  - Department Information Table
  - Backpack to Briefcase Workshops
- Mock Interview for BAT Programs

Coordination of Upcoming Events

- Coordinating Spring Career Expo
- Emailing/Contacting possible models for Expo Fashion Show
- Emailing/Contacting possible session presenters

Career Planning & Employer Services cont.

Meetings & Miscellaneous information

- Job development (Appen; Carbide Source LLC; CollegeFashionista; Infosys; Lower Rio Grande Valley Development Council; Ranvu; Rio Bank; South Texas Infectious Diseases Consultants PA; TeleTech; The Esperanza Project; VSolvit; With Community Services)
- Hiring committee for NAH Career & Placement Specialist position
- Career Expo Progress meeting
- Developed department supply list
- Job development (Global AC & Heating; Imprezos Pro Uniforms LLC; NBC Universal/Telemundo Rio Grande Valley; Skaggs & Guerra)
- Attended department retreat and Professional Development Day
- Serving on hiring committee for NAH Career & Placement Specialist position
- Provided VIDA with additional resources for prospective students
- Manage Social Networking Pages
- Meeting with PSA Healthcare for outreach opportunities
- WIT Meeting

Student Activities & Wellness

- College Connections – Gear UP Students - Team Building Session (Mid-Valley)
- Student Government Association Kickoff Events (Technology, Starr Co, Mid-Valley & Pecan)
- Jersey Day Tailgate Party (District-Wide)
- Field Days (Mid-Valley)
- Walk Across Texas Kickoff Event & Walkathon (Starr Co)
- Student Activities & Wellness Classroom presentations (Starr Co)
- Student Leadership Academy Kickoff Events (Technology, Starr Co, Mid-Valley & Pecan)
- Karaoke Party (Pecan)
- 5v5 Basketball League (Mid-Valley)
- Intramural Sports Promotion (Pecan, Mid-Valley, Technology & Starr Co)
- Coed Softball League (PCN)
- 5V5 Basketball Tournament (MID)
- Bean Bag Toss (PCN)
- Community College Day at the Texas Capitol
- Presentation to College Connection Experience
- Student Leadership Academy Workshops (District Wide)
- Student Government Association (District Wide)
- Softball (PCN)
- Valentine's Day Events (District Wide)
- Classroom presentations promoting Student Activities and Wellness programs(PCN)
- Presentation to the College Connection Experience (PCN)
- Assisted the Associate Degree Nursing students with their information event at Pecan
- Bean Bag Toss Competition (PCN)
- Soccer League (PCN)
- Presentation to the College Advisor Training (PCN)
- Presentation to the Dual Enrollment Leadership Academy (PCN)
- Field Day (MID)
- South Texas College Shootout Tournament at UTRGV
- Student Government Association Meetings (District Wide)
- Student Leadership Academy Workshops (District Wide)
- Rainy Day Event Games (PCN)

Student Activities & Wellness cont.

- Softball (PCN)
- Coed Volleyball League(MID)
- Soccer League (PCN)
- Student Activities and Wellness staff participated at the Career Fair at Carl C. Waitz Elementary
- National Chili Day Celebration (PCN)
- 4v4 Flag Football Tournament (STR)
- Field Day (MID)
- Student Government Association Meetings
- Student Leadership Academy Workshops
- Mardi Gras Celebration Events (District Wide)
- Assisted the Sociology Club with their Courageous Dialogue series event –Coffee with a Muslim (PCN)
- Volleyball League
- Softball Tournament (PCN)

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	**232**	**100**	**120**	**109**	**5**	**98**	**61**	**725**
Weslaco	**12**	**1**	**29**	**15**	**225**	**19**	**3**	**304**
Rio Grande	**11**	**6**	**4**	**10**	**23**	**4**	**2**	**60**
Tech Campus	**13**	**31**	**39**	**2**	**0**	**4**	**0**	**89**
NAH	**9**	**3**	**14**	**0**	**14**	**0**	**14**	**54**
Total	**277**	**141**	**206**	**136**	**267**	**125**	**80**	**1232**

Meetings/Consultations

- Counseling & SDS Staffing of Cases Meeting and Webinar – Pecan/Tech/MVC
- Police Department Appeals Committee Meeting – Pecan
- Supervision with UTRGV/OLLU Interns – Pecan
- Meeting with MVC Counselors – Pecan
- ADA Mediation Website Meeting – Pecan
- Meeting with Grant Staff – Pecan
- Project HIRE PAC Meeting – Pecan
- National Association of Social Workers LRGV Branch Networking Mixer – Pecan
- Meeting with Our Lady of the Lake University Faculty – Pecan
- American Association of Women in community Colleges Meeting – Pecan
- Fundraiser Event for AAWCC – Pecan
- Super Saturday at Pecan and MVC – Pecan
- Behavioral Intervention Team/CARE Team Meeting – Pecan
- Social Work Club Meeting – MVC
- Project HIRE Monthly Meeting – Tech
- Program Chair meeting – Tech
- Technology Campus Advisory/Safety Committee Meeting – Tech

Counseling/Student Disability Services cont.

Workshops/Presentations

- Workshop: Achieving School/Life/Work Balance – Starr
- Career Planning Presentation for EDCS 0101 classes under Dr. Lydia Bean – Pecan
- National Eating Disorders Screening Day – Pecan/Starr/Tech
- Counseling Services Presentation to Faculty Advising Group – Tech
- Domestic & Dating Violence Awareness Display and Information Table – Tech
- Counseling Services Presentation to Faculty – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: How to Juggle School, Work, and Family – Pecan
- Workshop: Intro to Physical Therapy – NAH
- Workshop: An Apple A Day - NAH
- Building Healthy Relationships Information Table – MVC

Professional Development

- American Sign Language workshop – Pecan

Comprehensive Advising & Mentoring Services

February 2017

Advisor Student Contacts	
Campus	**# of Students**
Pecan	1118
Weslaco	237
Rio Grande	157
Tech	200
Total	1712

Special Advising Programs
Monthly Activity Report

February 1st, 2017 – February 28th, 2017

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in January, February, & April ; 5 training dates were scheduled and completed from February 13th, 2017 through the 17th, 2017; 37 presentations were scheduled for the cohort; campus visits were scheduled for Friday 17th at the Technology, NAH , Campuses; cohort makeup LJISD,PSJAISD,MISD,ECISD; are the districts to attend so far and STC Staff 16 participants scheduled for training in February; 26 participants for April, 2 carryovers from prior group, 8 are signed up for June; School district personnel were asking for other dates for training; Next group will begin April 3rd -7th
- **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; Visited the 3 High School Sites on the 9th and 28th; Met with Student Mentors and reviewed polices with the mentors;
  Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for the semester; 12 sections are currently receiving services by mentors, 3 faculty did not confirm to participate; planning for early registration in the last week beginning March 27th , 2017;

- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; assisted with early registration for students; assisted with outreach and schedule preparation for early registration; reviewed reports of CTE majors for PASS program services email outreach. Planning for early registration of DFTG 1325 and BMGT 1301 sections, HRPO 2301 as well; 11 sections overall for early registration initiative; all program chairs are signed on to support initiative

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; meeting was held on 2/28/2017
- **Search Committees** – participated in meetings for 2 search committees of new faculty and staff next meetings for March 7th and 9th , 2017

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;

Faculty Advising
Monthly Activity Report for Dr. Laura Lopez
February 2017

I. NEFA Program

A. Program Development – Faculty Advising Pilot Study

1. Requested report of continuing student majors enrolled spring term from Director of Advising (Feb. 2nd).
2. Sent the 10 program chairs a list of their currently enrolled majors to request faculty advisor assignments (Feb. 8th).
3. Prepared and emailed the pilot faculty advisors several supporting documents, including Documenting Notes on Degree Works, Guidelines for Effective Faculty Advising Sessions, How to Create an Advising Syllabus, and examples of Advising Syllabi (Feb. 22nd).

B. Training Activities & Outreach

1. Trained 9 faculty with Modules 3 & 4 on Feb. 3rd. The group consisted of LASS Social Science and Humanities, NAH, Math & Science, and Business & Technology faculty.
2. Trained 14 faculty with Modules 1 to 4 in our first full-day NEFA training on Feb. 17th at the Business & Tech Campus. The group consisted of 12 Information Technology faculty, 1 Patient Care, and 1 Art instructor.
3. Invited Counseling, Financial Aid, Veteran's Affairs, and CLE staff to present for NEFA training participants on Feb. 3rd and 17th.
4. Sent email reminder to 125 faculty regarding online NEFA registration.

Comprehensive Advising & Mentoring Services cont.

5. Sent training agenda for Feb. 3rd and Feb. 17th NEFA trainings to LFAs who will co-facilitate workshops.
6. Sent reminders to faculty registered for face-to-face training on Feb. 3rd & 17th.
7. Sent Distance Education the names of NEFA participants to be added to Blackboard recertification course and the face-to-face NEFA trainings for online testing.
8. Sent reminders to faculty participating in online NEFA on the upcoming deadlines.

II. Lead Faculty Advisor Meetings/Activities

1. Held the spring 2017 Lead Faculty Advisor Orientation on Jan. 13th.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of February 2017				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		75	34	41
*Mediation		59	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		300	98	202
Title IX: Victim Advocacy Support		31	7	24
Written Complaints/Maxient Referred to Human Resources Student to Employee		46	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**452**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of February 2017		
		YTD Cases
Pecan		209
Nursing & Allied Health		38
Technology		25
Mid Valley		51
Starr County		7
Internet		112
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		9
Total		**452**

Complaints Student Violating Student Code of Conduct for the month of February 2017			
	Active YTD Cases	Closed YTD Cases	YTD Cases
	68	62	**130**

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

Student Conduct Cases per Campus for the month of February 2017		
		YTD Cases
Pecan		82
Nursing & Allied Health		15
Technology		9
Mid Valley		8
Starr County		6
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
Internet		9
Total		**130**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of February 2017		
Student Conduct		**YTD**
Cases Reviewed		72

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

CARE (Collaboration, Assistance, Resource & Education		**YTD**
Cases Reviewed		4

Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	20	0	23	0	24	0	4	0	1
CARE	0	0	0	2	0	1	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	1	0	2	0	0	0	2	0	1

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: March 10, 2017

SUBJECT: Activity Report for Finance & Administrative Services
February 1, 2017 through February 28, 2017

The following is a summary of activities from February 1, 2017 through February 28, 2017 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, Finance, Audit and Human Resources Committee Meeting, Finance and Administrative Services Director's Meeting, Planning and Development Council Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.

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

- **Attended or held meetings as follows:**
  - Accountability Department:
    - Held meetings with Director of Accountability, Risk and Compliance on Finance agenda item, presentation in Professional Development Day Activity, and outstanding items
  - Business Office:
    - Held meeting with Comptroller, Associate Comptroller and Accounting Group Supervisor on the FY 2018 Budget and Popular Report
  - Facilities Planning and Construction:
    - Attended the 2013 Bond Construction Program Planning Meeting with Broaddus and Associates and College staff

- Discussion with FPC, Purchasing staff and Legal Counsel regarding vendor selection and GC contract amendment

- Human Resources:
  - Held a meeting to discuss outstanding issues with Director of HR and Director of O&M
- Food Services:
  - Held a meeting with Food Services Lead Cook and FAS Support Specialist on outstanding issues
- Department of Public Safety:
  - Held a meeting with Chief Administrator for Department of Public Safety, Bursar and Accountant on security measures and department budget
- Other Meetings:
  - Attended an In-House Maxient Training with Title IX committee members and Maxient users – 2 days
  - Attended interviews for VP IS&P
  - Attended the Ribbon Cutting-Enrollment Center for Building K
  - Attended the Texas Association of Community Colleges Attorneys Conference
  - Attended the Equal Employment Opportunity Commission Presentation
  - Held meeting to discuss Professional Development day activities with FAS Support Specialists
  - Held meeting with Director of Purchasing and Receiving and Distribution Supervisor on Fixed Assets
  - Held FAS Division Professional Development Day Session
  - Held meeting with La Joya Assistant Superintendent of Finance regarding the Lease Agreement
  - Held meetings with Title IX Team Committee
  - Held meeting with VP FAS staff and Investment Advisor to discuss investment strategies

- **Worked on the following items**:
  - Budget and Financial:
    - Reviewed and discussed on Budget FY 2018
    - Reviewed and discussed on the Budget Transfers Workflow Pilot
  - Board Items:
    - Worked on Finance and Board of Trustees Committee Meetings and Action Items
  - Other:
    - Reviewed and discussed the 2013 Bond Construction Program Contingencies and North Academic Buildings Rooms 2.135 & 3.140
    - Reviewed and discussed the Accountability, Risk, and Compliance Department Presentation
    - Reviewed and discussed the Building Responders FY16-17
    - Reviewed and discussed the Business Continuity Plan
    - Reviewed and discussed the Budget History FY18
    - Reviewed and discussed the Campus Carry Policy
    - Reviewed and discussed the Dashboards with staff
    - Reviewed and discussed the Employee Relations Officer Report on Complaint Intake & Other Services
    - Reviewed and discussed the Enrollment Projection for Budget Purposes
    - Reviewed and discussed the Facilities Planning and Construction Projects Pictures with FPC staff
    - Reviewed and discussed the NAAMREI/IAM Report with Business Office staff
    - Reviewed and discussed the Professional Development Day Activities and presentations
    - Reviewed and discussed the Registration Report and unpaid graph

- Reviewed and discussed the Restricted Gun Free Zones
- Reviewed and discussed the RFP for compensation study
- Reviewed and discussed the Security Measures Letter
- Reviewed and discussed the STC Department of Public Safety Title IX Report
- Reviewed and discussed the STC/UTRGV Tuition Cost Comparison
- Reviewed and discussed the Title IX Call-In Day of Action
- Reviewed and discussed the Transparency Award
- Reviewed and discussed the Tuition & Fees Revenue Report
- Reviewed and discussed the W2's and 1099's and 1098'ts
- Reviewed and discussed the 2013 Bond Construction Program Schedule
- Reviewed and discussed the Unexpended CIP Worksheets

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended a Community College Contribution Conference Call
  - Attended a meeting to discuss the process for storing the bond and construction checks
  - Attended a meeting with the investment advisor to discuss upcoming strategies for bond investments
  - Attended Foreign Individuals Meeting
  - Attended meeting with McAllen Chamber of Commerce to review Memorandum of Understanding
  - Attended the Board of Trustees meeting
  - Attended the Budget 2018 retreat
  - Attended the Ed2Go, Cengage, On-Course Learning registration process change meeting with Continuing Education
  - Attended the Post Issuance Compliance Follow Up meeting
  - Attended the President's Administrative Staff meeting
  - Attended the Professional Development Planning meeting
  - Attended the Transparency Stars Contract and Procurement Expenses meeting
  - Conducted a Business Office Handbook Meeting
  - Held meeting with to discuss Bond 2013 projects
  - Held meeting with to discuss preliminary FY 2018 state appropriations
  - Held meeting with to discuss Professional Development activities
  - Participated in conference call with Houston Community College regarding Career Pathways Expansion Service Agreement
  - <u>Trainings:</u>
    - Attended College-Wide Professional Development Day
    - Attended Equal Employment Opportunity Commission Training
    - Attended GFOA Webinar – Effective Note Disclosure: Avoiding the Pitfalls
    - Webinar - Form 990 Exempt Organizations update

- **Worked on the following items:**
  - <u>Accounts Payable / Grants and Contracts</u>
    - Prepared reports for Institute of Advance Manufacturing
    - Worked on information needed for Travel Service RFP
    - Completed travel Verification for Human Resources
    - Revised NAAMREI revenue and expense reports

- Property Tax / Budget & Reporting
  - Prepared preliminary FY 2018 expense projections for collection and appraisal district fees
  - Closed the Budget Development Application for FY 2018 expense budgets
  - Sent preliminary FY 2018 headcount projections to the Vice President for Finance and Administrative Services
  - Contacted Business Office staff to request FY 2018 expense budgets
  - Contacted the delinquent tax attorney to request delinquent balances per tax levy and county
  - Completed the Integrated Postsecondary Education Data System report for Fiscal Year 2016
  - Confirmed Report of Fundable Operating Expenses for Fiscal Year 2016 data received from the Texas Higher Education Coordinating Board
  - Followed up with Human Resources on information needed for the completion of the Southern Association of College & University Business Officers Benchmarking Survey for Fiscal Year 2016
  - Prepared the FY 2016-2017 Budget Amendment motion Prepared the FY 2017-2018 State Appropriation motion
  - Prepared the FY 2016-2017 Fund Balance Designation motion
  - Updated the FY 2018 Budget Timeline
  - Updated Average State Appropriation per Contact Hour
  - Provided Financial Aid enrollment projection for Summer 2017
- Cash Management/Special Projects/Office Support
  - Prepared the FY15 GFOA responses
  - Prepared information for the SACUBO survey on operating cash on hand
  - Preparing the Unrestricted Budget for interest income
  - Testing ACH files for construction bank accounts for direct deposit
  - Reviewed Transparency Award report for Contract & Procurement
  - Revised External Audit Request for Qualifications
  - Account Reconciliation Checklists
  - Professional Development day presentations
  - Prepared Business Office Quick Facts
  - Working on Instructional Program cost analysis
  - Prepared Unrestricted Expense Dashboards for Cabinet meeting
  - Worked on GFOA Application for Audit 2016
- General Accounting/Construction/Fixed Assets
  - Researched Post Issuance Compliance
  - Reviewed Fiscal Year 2016 Financial Ratios
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 121 monthly reports were completed during the month of February 2017
- Payroll, TimeForce and Position Control Departments
  - Reviewed TRS Activity
  - Prepared January Salary Saving reports
- Cashiers/Accounts Receivable
  - Testing Dual Credit High School payment and High School charge workflow
  - Researched UTRGV vs. STC Tuition and Fee Schedule
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the February board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports

- Checks Processed as of January 31, 2017:

Bank No.	9/16	10/16	11/16	12/16	1/17	2/17
01 E&G	568	603	589	497	522	581
01 Direct Deposit	120	101	100	98	85	118
03 Student	13,075	1,202	508	89	17,634	2,061
12 I&S Taxes	-	-	-	-	1	-
16 I&S Bond	-	-	-	-	1	-
17 Plant	14	10	5	11	5	15
32 AP Card	448	555	355	239	374	428
38 Unexp-LT Bond Series 2014	12	10	17	16	8	16

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

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	20	585
01 Direct Deposit	7	118
02 Payroll	6	849
02 Direct Deposit	3	1,820
03 Student	4	2,061
12 I&S	0	0
16 I&S	0	0
17 Plant	6	15
38 Bond Series 2014	4	16
Total	50	5,465

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	7
Bank Transfers between Bank Accounts	17
Wire Transfers for Benefits	1

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	1
Approval Queues	9
Bank Reconciliations	13
Banner Testing – hours	2.5
Board and Management Reports Prepared	121
Cafeteria daily sales report	35
Cancelled checks provided to AP and/or verification and positive pay	11
Checks scanned - bond - hours used	1
Copies of booklets/journal entries requested	20

Deposits prepared	16
Donations - telephone calls & emails received	3
Errands to Inter-office deliveries	42
Financial manager changes	3
FOAP created/inactivate	67
Hours Filing and organizing of Journal Entries and boxing	2.5
Hours used for scanning - estimated	47
Hours used to prepare documents for scanning	2
IDT's - telephone calls received	14
Interdepartmental Transactions reviewed	72
Invoices and encumbrances reviewed	51
Journal entries prepared	24
Journal entries processed including FUPLOAD	1,201
Journal entries processed - transactions including FUPLOAP	4,324
Journal entries/documents scanned - including daily's	1,255
Journal entries logged	1,032
Journal entries file and organized	1,145
Labeled Record Retention boxes for Storage	6
Positive Pay submitted	35
Returned Mail Checks Disbursing & filing	142
Returned Mail Checks Logging & filing	118
Stale dated list prepared	5
Stale dated letters prepared and mailed	129
Stop payments processed including state dated checks	68
Transactions removed from bank reconciliation	347

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	134
General Journal Entry (Inter-Fund) (JE 16)	109
Cash Receipts (CR 05)	582
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	10
General Ledger Beginning Balance (JE05)	1
General Journal Entry (IConstruction) (JE17)	2

- Payroll processes for the month ending February 28, 2017:

Activity	Numbers
Payroll Re-Issue Processed	2
Payroll Cycles	4
Payroll Checks & DD	2,399
New Employee Setups For Timeforce	56
Timeforce Access Forms Processed	43
Number Of Employees With OT Reviewed For OT Memos	436
NOE's Approved	259
Salary Budget Transfer Forms Processed	13 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,644	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	497	Bank Transfers	4
Timecards Processed		**Hand Cut/PBK**	
(Waged 1/16-1/31) SR03	499	Salaried	1
(Waged 02/01-02/15) SR04	524	Wages	0
(Salaried: January) MR02	2,705		
NOE's Processed		**Stop Payment Processed**	
(Additions, Deletions, Changes)	29	Salaried	0
Salaried	924	Waged	2
MR01 Adj01	0		
(Additions, Deletions, Changes)	0	**Void Checks Processed**	
Waged	160	Salaried	0
Payroll Adjustment Worksheets		Waged	2
(Additions, Deletions, Changes)	20		
Salaried	86	**Replacement Checks Processed**	
MR01 Adj01	8	Salaried	0
(Additions, Deletions, Changes)	0	Waged	2
Waged	2		
Liabilities Processed		**Voided Direct Deposits**	
ORP	11	Salaried	0
Annuity	10	Waged	0
Student Loans	9		
United Way	1	**Direct Deposit Processed**	
Child Support	3	Salaried	1,574
IRS Levy	1	Total Net	$ 4,214,315.55
Withholding & FICA	3	Waged	246
Met Life	1	Total Net	$ 72,497.93
Legal Judgement	1		
Social Security Administration	0	**Checks Processed**	
Reports Processed		Salaried	308
Compass Bank Direct Deposit File	3	Total Net	$ 627,438.83
Void And Replacement Check Cycle File	1	Waged	272
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 72,600.56

Food Services

- **Worked on the following items:**
  - Worked on the cafeteria sales and meals report

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

- **Attended or held meetings as follows:**
  - Attended the Behavioral Intervention Team meeting
  - Attended the Board of Trustees meeting
  - Attended the Bond equipment purchase meeting
  - Attended the Campus Carry meeting
  - Attended the Campus Carry meeting regarding chemistry labs
  - Attended the Coordinated Operations Council meeting
  - Attended the Drug testing of transportation services employees meeting
  - Attended the EEOC training meeting
  - Attended the Emergency Response training preparation meeting
  - Attended the Environmental Safety meeting
  - Attended the Facilities Planning and Construction meeting
  - Attended the Faculty Senate President meeting
  - Attended the FAS Director's meeting
  - Attended the Finance, Audit and Human Resources Committee meeting
  - Attended the Human Resources meeting
  - Attended the Maxient database training for Title IX and Behavioral Intervention Teams
  - Attended the Parking permit and citation issuance meeting
  - Attended the President's Administrative Staff meeting
  - Attended the Professional Day presentation and meeting
  - Attended the Staff meeting
  - Attended the Surveillance camera meeting with IT
  - Attended the Title IX meetings

- **Worked on the following items:**
  - Interviewed of police officer applicants for new positions
  - Prepared Activity Report
  - Prepared Cabinet Updates
  - Prepared Drug and Alcohol policy for transportation services employees
  - Prepared for Emergency Response training for building responders and faculty/staff
  - Prepared policy revision for Prohibited Weapons
  - Presented to the PDC concerning the 85th legislature Senate Bill 4
  - Proposed Memorandum of Understanding with the Pharr police department
  - Reviewed case files
  - Worked on announcement of police dispatcher for vacant position
  - Worked on Classroom door locks initiative
  - Worked on Clery Act database
  - Worked on Faculty Senate parking concerns
  - Worked on hiring of security guards for vacant positions

- Worked on Internal and external event security planning
- Worked on Investigation reviews
- Worked on Jag Express operations
- Worked on Parking citation appeals
- Worked on Professional Day presentation
- Worked on Purchase order requests
- Worked on Staffing requests for FY 2018

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attend a meeting with Broaddus and Associates to review the 2013 Bond Construction furniture purchases
  - Attended a graduation planning meeting for May 2017
  - Attended a meeting to review the space management options for college employee moves
  - Attended a meeting to reviewed and negotiated changes to twenty-seven (27) agreements
  - Conducted a staff meeting to review the HR policies
  - Held meeting with the Business Office to discuss Foreign Individuals conducting business with the College
  - Participated in a pre-proposal conference for the 2013 Bond Construction Kitchen Equipment
  - Participated in the Bond FF&E procurement timeline and deadlines
  - Participated in the evaluation of seventeen (17) proposal projects

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Prepared RFP:</u>
      - ⇒ 16-17-1049 Law Enforcement Vehicles – II
      - ⇒ 16-17-1050 Mid Valley Campus – Library Expansion AV Installation
      - ⇒ 16-17-1051 Starr County Campus – Library Expansion AV Installation
      - ⇒ 16-17-1052 Telephone Service
      - ⇒ 16-17-1053 External Auditor
    - <u>Public Bid Openings:</u>
      - ⇒ 16-17-1031 La Joya Jimmy Carter Teaching Center AV Installation
      - ⇒ 16-17-1032 Mid Valley Campus – Health Professions and Science Building AV Installation
      - ⇒ 16-17-1030 Travel Services
      - ⇒ 16-17-1028 Food Service Equipment
      - ⇒ 16-17-1045 Risk Management Consultant Services
      - ⇒ 16-17-1046 Food and Related Non-Food Products
  - The Purchasing Department processed in excess of eight hundred thirty nine (839) purchase orders, approved four hundred seventy six (476) requisitions, disapproved one hundred seventy four (174) requisitions, processed change orders for goods and services, and completed eighty nine (89) travel authorizations. A total of one hundred fifty eight (158) new vendor W-9 forms were verified and entered into Banner Finance and zero (0) existing vendors were updated

- The Fixed Assets Department is currently reviewing all assets purchased since February 2017. The asset review process was completed as follows:
  - Approved one hundred fourteen (114) assets through January 31, 2017
  - Adjusted seventy seven (77) assets in Banner for the month of January
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed five hundred eighty seven (587) deliveries (purchase orders and complimentary books) and a total of three thousand one hundred eighteen (3,118) packages/boxes. A total of three hundred thirty two (332) purchase orders were posted received in Banner. A total of three thousand two hundred thirteen (3,213) items were transferred/relocated as per move/set up request forms. A total of sixty eight (68) faculty/staff moves were completed in February
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $160.32, President's Office - $348.62; Cashiers - $651.20, and Valley Scholars - $1,002.80.
  - A total of two hundred two thousand three hundred ninety six (202,396) copies were completed at the copy center for the month of February.
  - A total of nine thousand nine hundred eighty six (9,986) letters were mailed out and four hundred fifty two (452) 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 meeting on Disaster Recovery Initiative-Testing
  - Attended a meeting on PDR Report
  - Attended conference call with Arthur J. Gallagher & Co
  - Attended conference call with MGT Consulting
  - Attended conference call with Spectrum HR Solutions
  - Attended the Behavioral Intervention Team meeting
  - Attended the Board of Trustees meeting
  - Attended the BUGs meeting
  - Attended the Drug & Alcohol Compliance Review meeting
  - Attended the Finance and Administrative Services Director's meeting
  - Attended the HR Metrics meeting with VP FAS
  - Attended the President's Administrative Staff meeting
  - Attended the Professional Development Day activities
  - Attended the Search Committee forum for VP-ISPP&SI
  - Attended the Society for Human Resource Management – RGV Chapter's Monthly Meeting on E-verify and Form I-9 revisions
  - Attended the Title IX meeting
  - Attended the Workflow kick-off meeting
  - Conducted Campus-wide Policy Update tour, providing information on new and updated policies to faculty and staff. Made contact with approximately 100 personnel
  - Conducted interviews with search committee for Benefits Specialist position
  - Conducted interviews with search committee for HR Staffing Specialist position
  - Conducted monthly meeting with Human Resources staff
  - Conducted three (3) Supervisory Symposiums, with 26 in attendance
  - Held meeting with Benefits & Payroll Manager, HR Faculty Staffing Specialist/Evaluator, and IS&P regarding Notification for Renewal of Letter of Appointment

- Held meeting with Director of Grant Development, Management, and Compliance
- Held meeting with HR Assistant to review Form I9 documentation for internal audit
- Held meeting with Internal Auditor for final review of documentation for I9 Audit
- Held meeting with IS&P for final review of Credentialing Database demo
- Held meeting with IS&P regarding application for Credentialing, Argos Staffing Plan Report, and Banner IPEDS report for Fall 2016
- Held meeting with Library & Learning regarding job description review
- Held meeting with PeopleAdmin Performance Management project team regarding go live timeline and final testing
- Held meeting with Valley Metro regarding drug policy review
- Held meeting with VP FAS and VP-AA regarding compensation procedures
- Held meeting with VP FAS regarding I-9 Audit report
- Held meeting with VP FAS, Director and staff from the Office of Risk, Accountability & Compliance, and HR personnel for a Webex demonstration of JDXpert (Job Description software)
- <u>Personnel matters with:</u>
  - Assistant Chief Information Officer & Technology& Client Services Manager
  - Employee Relations Officers
  - Legal Counsel
  - Vice President for Finance and Administrative Services
  - Vice President for Information Services, Planning, and Strategies Initiatives
- <u>Trainings:</u>
  - Attended the In-House Maxient training
  - Attended the Org Publisher Training
  - Attended the Payroll Law 2017 seminar, hosted by National Seminars Training
  - Attended the STC Online Catalog training
  - Attended the Workflow Development Introductions (WDI) Training
  - EEO & Title VII Investigation Training for College administration

- **Worked on the following items:**
  - Assisted with update of bank names in PROD (GXVDIRD)
  - Updated Employee Improvement Plan form & instructions
  - Updated written reprimand templates
  - Worked on Application workflow worksheet
  - Worked on Approval of NOE's for payroll
  - Worked on Careers website Project
  - Worked on Case Management on Maxient
  - Worked on Compensation setting for staff hiring proposals
  - Worked on Documentation regarding personnel matters
  - Worked on Faculty NOE's for Spring 2017
  - Worked on Form I-9 document review for audit
  - Worked on Hiring Proposals for Staff
  - Worked on HR Information System job descriptions
  - Worked on HR Procedures Manual revisions/updates
  - Worked on Management responses to I-9 Audit Report for Internal Auditor
  - Worked on Notice to Supervisors for updates to supervisor designation for HR related processes
  - Worked on Onboarding Project
  - Worked on Onboarding system set-up
  - Worked on Postings Tracker Log
  - Worked on Report development

- Internal Reports
  - ⇒ Full Time Faculty, for HR Faculty Staffing Specialist/Evaluator
  - ⇒ Temporary Staff Assignment, for Staffing
  - ⇒ All employees with supervisor, for Benefits & Payroll Manager.
  - ⇒ Retirement booklet information, for Benefits
  - ⇒ Employee list for Supervisory Symposium roster, for Employee Relations
  - ⇒ Administrative Directory, for HR Staffing
- External Reports
  - ⇒ List of US colleges and courses, for IS&P Credentialing
  - ⇒ Report of salaries and steps of all Full Time Faculty, for Faculty Senate
  - ⇒ List of division employees, for Finance and Administrative Services
  - ⇒ List of employees with FTE for IS&P (SACUBO Survey)

- Worked on Staff Hiring Proposals in PeopleAdmin
- Worked on STC Online Catalog
- Worked on Supervisor designation changes
- Worked on Supervisory Designation updates for Payroll Distribution Report and other HR Processes
- Worked on Timeclock-Plus go live preparations/training

HR Staffing	
Staff Position w/ Job Description Requests processed	19
Positions posted to HR Website	20
Canceled positions	4
Advertisement of Staff Positions placed	5
Search committees assigned/searched committee forms requested	30
Hiring Proposals reviewed and approved	25
Job offers	16
New Hire paperwork completed	17
Vacancy Reports completed	4
Staff resignations processed	22
Educational supplements processed	21
Notices of Employment (NOE's) Processed	
Full Time Staff	0
Full Time-Temporary Staff	7
Direct Wage (DW)	3
Trainer (PT)	78
Work Study (WS)	0
HR Faculty Staffing	
Adjunct/Dual Enrollment Faculty Applications Processed	43
Intent to Hire/Adjunct process	2
Intent to Hire/Dual Enrollment	1
Full Time Temporary Faculty Hires Processed	2
Transcript Reviews (PeopleAdmin)	
Faculty	1
Staff	5
Transcripts Entered into Transcript Database	20
Positions posted to HR Website	10
Advertisement of Faculty Positions Placed	30

Search Committees Assigned/Search Committee Forms Requested	1
Hiring Proposals Reviewed and Approved	0
Job Offers/New Hire Paperwork Completed	1
Vacancy Reports Completed	0
Educational Supplements Processed	3
Notices of Employment (NOE's) Processed	
Adjunct	167
Overload	576
HR Support	
Application Processing	
Staff applications	481
Faculty applications	183
Part-Time applications (DW/PT/AD)	94
New Hires, Rehires, Transfers processed	89
Temporary Agency Employee Requests	1
Dual Enrollment	384
Benefits	
New Hire Orientation	9
Internal Transfers	6
Benefits Credits/Collections	2
Tuition Reimbursement Applications	10
TRS Records Reported	399
TRS Prior Years of Service Verifications Completed	87
TexaSaver 457/403B Accounts Completed	7
Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	134
Staff (Direct Wage, Part Time)	369
Exits	
Full Time	6
Part Time	0
Retirees	3
FMLA	
New Claims	6
Closed Claims	14
Workers Compensation	
New Claims	8
Closed Claims	8
Tuition Grant Applications	
Employee	0
Dependent	0
Leave Forms	
Exempt	284
Non-Exempt	3
Payroll	
Direct Deposit Transactions	83
PDR Notifications	160
Cell Phone Stipends	0

Exits/Resignations	17
Garnishments	5
Texas Office of Attorney General (TXOAG) Reporting	111
Under Hours/DOC Worksheets	0
New Hires, Rehires, Transfers processed	111
Verification of Employment	
Forms Processed	35
Letters Sent	5
Phone Calls Made	26
Notice of Employment	
Faculty - Full Time Regular Faculty	30
Faculty - Full Time Temporary	1
Direct Wage (DW)	69
Work Study (WS)	51
Adjunct	147
Overload	540
Dual Enrollment	383
Trainers	64
Faculty Special Assignments or Other Stipends	2
Faculty Salary Retroactive Pay Adjustment	37
Faculty Base Salary Pay-Off	1
PeopleAdmin Requisitions/Transactions	
Approvals	6
Hiring Proposals	14
NOE/Staff/Faculty Payroll Worksheets	40
Records Technician	
Files Scanned & Indexed in XTENDER	337
New Hire/DW/WS files prepared	30
Termed files processed	20
Employee Relations	
DPS CCH Background Checks, Total FYTD	525
Fingerprints, Total FTYD	361
Fingerprints this month	29
DPS Driver's Eligibility Checks, Total FYTD	74
DPS Driver's Eligibility Checks, Total for month	3
TWC Claims, FYTD	25
TWC Claims this month	3
Open Records Request, Total FYTD	10
Open Records Requests this month	0

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

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended meeting to review deliveries for Building Information Modeling from Broaddus & Associates
    - Attended meeting with Broaddus & Associates and legal counsel to discuss bond program pay applications
    - Attended meeting with Broaddus & Associates to review current status of bond program and discuss owner concerns
    - Attended meeting with Broaddus & Associates, Purchasing, and Carlisle Insurance to revise invoice on OCIP
    - Attended weekly Bond Program progress meeting with Broaddus & Associates
    - District Wide – Attended meeting with Purchasing and vendor to review procurement process
    - La Joya Teaching Center – Attended construction bid opening; attended a conference call with La Joya ISD Facilities Director and Broaddus & Associates
    - Mid Valley Campus – Attended Chiller Tie-I meeting, bi-weekly AOC meeting, and chiller installation, witnessed startup testing of chillers at Johnson Controls Manufacturing Plant in San Antonio
    - Nursing Allied Health Campus – Attended bi-weekly AOC meeting
    - Pecan Campus Bond Projects – Attended bi-monthly AOC construction meeting
    - Pecan Campus Projects – Attended meeting to review color boards for the STEM and SAB projects
    - Pecan Campus Thermal Plant – Attended Test and Balance Kick Off meeting; attended meeting with College staff to review controls issues, Point to Point Training meeting, attended emergency site visit to observe and coordinate fire incident on Chiller #4
    - Regional Center for Public Safety Excellence – Met with Broaddus & Associates and project team to review options on location of detention pond and current building costs
    - Starr County Campus – Attended construction update meeting; witnessed startup testing of chillers at Johnson Controls Manufacturing Plant in San Antonio
    - Starr County Campus Thermal Plant – Attended meeting with Broaddus & Associates and Sigma HN Engineering to review project issues
    - Technology Campus Southwest Building – Attended the bi-monthly AOC construction meeting
  - Other:
    - Attended College Wide Professional Development Day
    - Attended Coordinated Operations Council meeting
    - Attended Facilities Planning and Construction staff meeting; attended meeting with project managers to review status of projects and review internal processes
    - Attended January Board of Trustees meeting
    - Attended meeting with Drama Department staff to discuss a future CIP
    - Attended meeting with La Joya ISD to review new lease agreement
    - Attended meeting with Risk Management to review requirements for Records Retention
    - Attended Tech Campus Safety Advisory Committee
    - Attended the monthly Facilities Operations Council meeting with Operations and Maintenance department
    - Reviewed scope of work for District Wide Marker Board replacement

- Technology Campus Bldg. B Storefront Door & Frame Replacement and Bldg. C New Conference Room – Performed the substantial completion walk thru and punch list
- Technology Campus Bldg. C – Flooring Replacement – met with carpet vendor on site to request a quote

- **Worked on the following items:**
  - 2013 Bond
    - La Joya Teaching Center – Participated in evaluations of construction proposals, reviewed and processed the addendums with Purchasing
    - Mid Valley Campus – Reviewed contractor pay applications and performed site visit to observe construction progress
    - NAHC – Expansion – Reviewed contractor pay applications; performed site visit
    - Pecan Campus Projects – Reviewed contractor's pay applications and performed site observations; reviewed vibration issue on cooling towers
    - Performed site visit at the UTRGV Call Center with College staff
    - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
    - Starr County Campus – Reviewed contractor's pay applications; performed site observation
    - Technology Campus Southwest Building – Performed site visit
  - Other:
    - District Wide Marker Boards – Reviewed scope of work and created drawings for a Request for Proposals
    - District Wide Security Cameras – Reviewed and requested update with IT and Security departments
    - Pecan Campus Bldg. G Fume Hoods – Phase II – Reviewed submittals; informed contactor of substantial completion deadline; working closely with faculty and staff due to delay of fume hoods
    - Pecan Campus Building K Enrollment Center –coordinated and observed installation of furniture; provided renderings and write up to PR as requested
    - Pecan Plaza and Starr County Campus Emergency Generators-met with engineers to review status of project and plans
    - Pecan Plaza Parking Area for Police Vehicles – reviewed owner/contractor agreement
    - Reviewed applications for vacant FPC administrative assistant and secretary positions
    - Reviewed possible grant for furniture regarding Active Learning Classrooms
    - Technology Campus GM Car Storage Area Upgrade – Conducted a site visit
    - Worked on Coordinated Operations Council power point and back up for agenda items
    - Worked on Facilities Committee agenda and packets
    - Worked on FPC department operating budget
    - Worked on general email notifications for campus drive closures
    - Worked on hiring process for the FPC vacant Senior Project Manager position
    - Worked on Space Modification Requests and Move Requests

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 Chiller Loop tie-in meeting with Skanska
    - Attended the FF&E Procurement Follow Up meeting
    - Attended the La Joya Jimmy Carter - CSP Team Ranking meeting
    - Attended the MVC - Construction Progress meeting
    - Attended the MVC Chiller Installation
    - Attended the Nursing & Allied Health Professions Bi-Weekly Progress meeting
    - Attended the Pecan Campus - Thermal Plant - Operational Issues/Point to Point Demonstration, Controls Training, and Orientation & Warranty Phase Kick-Off meeting
    - Attended the Pecan Campus North Academic Bldg. - Pre Construction For Fire Sprinkler meeting
    - Attended the Photo Scanning Mock-up - BIM Deliverables Presentation
    - Attended the Ranking of Kitchen Proposals meeting with the Purchasing Department
    - Attended the Starr County Campus and MVC Chiller Factory Witness Test at the Johnson Control/York International Manufacturer Plant in San Antonio, TX
    - Attended the STC AOC Pecan Campus meeting
    - Attended the STC Starr Campus Construction Progress meeting
    - Attended the Technology Campus Southwest Building Renovation /Construction Progress meetings
  - Other:
    - Attended the BIT meeting
    - Attended the Coordinated Operations Council meeting
    - Attended the Director of Food Services Search Committee meeting
    - Attended the Equal Employment Opportunity Commission Training
    - Attended the Facilities Operations and Maintenance Supervisors meeting
    - Attended the Facilities Operations Council meeting
    - Attended the Finance and Administrative Services Director's meeting
    - Attended the President's Administrative Staff meeting
    - Attended the Professional Development Day
    - Attended the Safety Committee meeting
    - Held meeting with Barnes & Noble representatives
    - Held meeting with Facilities Operations Managers' meeting
    - Held meeting with VP FAS and Director of Human Resources to discuss complaint

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan
      - ⇒ Generator in Building M has been repaired. Rental generator is scheduled to be returned.
      - ⇒ Waste disposal jobs in Buildings B and G have been completed
      - ⇒ Quotes have been requested to soft wash Buildings M and L
      - ⇒ Met with McAllen Fire Marshalls to follow up on inspection of Building F. All deficiencies were cleared

- District Wide
  - ⇒ Palm tree trimming has started, should be complete by Spring Break
  - ⇒ Met with IT Department to discuss communication issues with fire panels district-wide. IT is looking into a solution with our communications provider
  - ⇒ Solved typical pest control issues district-wide

- Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	140	$ 4,041.00
Electrical	128	10,334.33
Energy	124	41.87
HVAC	585	16,335.13
Locksmith	102	3,783.71
Painting	32	672.20
Plumbing	83	3,827.37
Plant Services	-	-
Total Cost		**$ 39,035.61**
General Preventative Maintenance	557	
Total Work Orders	**1,751**	

- Custodial Department

Set-Ups	311
Moves/Relocations	103

Accountability, Risk and Compliance Department
Jason Gutierrez, Director of Accountability, Risk and Compliance Department

- **Attended or held meetings as follows:**
  - Attended the "Weekly Huddle" with Accountability Department meeting to discuss new assignments/projects
  - Attended the "Weekly Huddle" with Risk department to discuss pending and new assignments/projects
  - Attended the Business Office AA/FM Roundup
  - Attended the Dual Credit current state map meeting with Administrator for HS Programs and Services, Director of Early College High School, Director of College Connections & Admin Dual Enrollment, Director of Advisement and Mentoring Services, Director of Student Records and Registrar, and Strategic Initiatives Project Manager
  - Attended the Equal Employment Opportunity Commission Training
  - Attended the Finance and Administrative Services Director's meeting
  - Attended the Finance, Human Resources, and Audit Committee
  - Attended the Food Services TouchNet POS Software Demo
  - Attended the HRP webinar "Regulatory Updates"
  - Attended the President's Administrative Staff meeting
  - Attended the Professional Development Day
  - Attended the Safety Committee meeting
  - Conference call with Spectrum Solutions regarding job description services

- Held individual meetings on records retention with:
  - Admin for High School Programs and Services
  - Dean of Library and Learning Support Services and associated Directors
  - Director of Advising and Mentoring
  - Director of Early College High Schools
  - Director of Judicial Affairs
  - Director of Public Relations / Marketing
  - Director of Research and Analytical Services
  - Director of Student Financial Services
  - Director of Student Records and Registrar
  - Director of Testing Services
- Held meeting with Accountant regarding differential tuition
- Held meeting with Director of Research and Analytical Services to review possible data reports
- Held meeting with Internal Auditor to discuss and review risk assessment format and procedures
- Held meeting with Risk department and Payroll & Benefits Manager to discuss International Insurance coverage
- Held meeting with Risk department to discuss Records Retention (new vendor & budget)
- Held meeting with Risk Management to discuss Business Impact Analysis Phase II, International Insurance, and Procedure Manual
- Held meeting with Risk Manager and Associate Director of Purchasing to complete Risk Management Consultant RFP bid review
- Held meeting with the VP FAS to discuss business continuity plan and cost studies
- Held meeting with Tom Himmer from Partners in Leadership to discuss options for Oz Principle training
- Held meeting with VP IS&P and Project Manager for Strategic Initiatives to discuss process mapping per dual credit

- **Worked on the following items**:
  - Associates Degree of Nursing
    - Prepared historical trend for the past five (5) fiscal years
  - Dual Credit Cost Analysis – Breakdown of the Dual Credit Programs
    - Fall 2015
      - ⇒ Update financial sheet on dual late fees and foot notes
    - Spring 2016
      - ⇒ Update financial sheet on dual late fees and foot notes
    - Summer 2016
      - ⇒ Faculty cost
  - Hiring Workflow
    - Conference calls with three (3) vendors offering job description services
  - Worked on Insurance RFP 2016-2017
  - Researched International Insurance coverages with Montalvo Insurance and reported information Benefits & Payroll Manager
  - Worked on Student Insurance RFP 2016-2017
  - Worked on contract for RCI (records retention)
  - Created departmental presentation and motion for Finance & HR Committee
  - Professional Development Day
  - Researched exercise for development day
    - Researched and developed agenda items for Professional Development Day
  - Process Improvement Training
    - Compiled listing of available webinars.
  - Revised Record Retention Procedures and meeting schedule

- Scheduled and coordinated meetings with various college departments regarding records retention; prepared items for same
- Worked on International Insurance coverages and questions for 2017-2018 Request for Proposal
- Oz Principle
  - Arranged phone conference with Partners in Leadership to discuss details and pricing of Train the Facilitator Certification and Enterprise Licensing
- Move/Set Up Process
  - Reviewed Qube software statement of work
- Internal Audit Reports Management responses
  - Reviewed Food Services and Library management responses
- Registered and planned for trip to Austin in April to attend TASB Risk Management Fund Member's Conference
- Researched TEC, SACS, TASB & TACC regarding Environmental Health & Safety Laws, Policies and Regulations
- Researched various Texas Colleges and Universities regarding Environmental Health & Safety Policies

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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

(956) 872-6790
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Memo

Date: March 20, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **FEBRUARY 2017 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 March 28, 2017 Board of Trustees meeting.

Division: Academic Excellence
Department: Honors Program
Highlight: UTRGV Honors College Articulation Agreement

On Friday, **February 3, 2017,** the **South Texas College Honors Program and UTRGV Honors College held an articulation signing ceremony**. With the new articulation agreement, South Texas College Honors students can now seamlessly transfer up to 9 credit hours to the UTRGV Honors Program.

In attendance were South Texas College Valley Scholars Program st**udents who learned about the benefits of joining an honors program**. Dean of the UTRGV Honors College and Coordinator of the South Texas College Honors Program, signed the agreement and provided information about their programs. South Texas College Interim Vice President for Academic Affairs and South Texas College Dean for Math, Science & Bachelor Programs, also spoke at the event.

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Kick-off for FOCUS Academy

On Friday, **February 3, 2017**, the **Office of Professional & Organizational Development** (OPOD) hosted a **kick-off for the Spring 2017 cohort of the FOCUS Academy**. This full day session was held in the OPOD's Active Learning Training Lab on the College's Pecan campus.
This day marked the beginning of a **semester-long academy** which will consist of **8 sessions**. Participants will be introduced to the six Common Instructional Framework Strategies, integration of educational technology, and how to utilize active learning spaces effectively. In addition, **participants will be able to learn from each other's teaching tools and techniques through sharing and observations during the "Rounds" process.**

During the Spring kick-off event, the Academy facilitator covered the overview and expectations of the FOCUS Academy as well as provided instruction on time management, student-centered lesson planning, pedagogy v. andragogy, setting the stage for the first day of class, and the "Rounds" process. Connections were made between the disciplines in the FOCUS Tier Two training room in C-111 on the Pecan campus.

The Office of Professional and Organizational Development is pleased to announce **a total of 37 participants representing all four divisions**.

Division: Business and Technology
Department: Advanced Manufacturing Technology
Highlight: STEM Workshop for Progreso ISD Students

On Wednesday, **February 15, 2017**, the **Advanced Manufacturing Technology (AMT) Department** hosted their **STEM Workshop for the Progreso ISD Students**. A total of **13 students** took part in this workshop and had a great opportunity to learn and have a hands on experience of our dual credit for AMT program. Attendees were presented the program curriculum, class material examples, path after completing AMT certificate and some of local industry examples.

Students engaged and participated in hands-on projects, enthusiastically. **This opportunity was and overwhelming success.**

STEM Workshop Highlights:

- Presentation & Videos depicting AMT
- Sketch Assignment
- Precision Measurement tutoring
- Milling machine techniques & introduction

Division: Math, Science, and Bachelor Programs
Department: Texas Regional STEM Degree Accelerator (TRSDA)
Highlight: TRSDA Consortium Year 1 Follow-up Meeting

On Thursday, **February 16, 2017** the **Texas Regional STEM Degree Accelerator (TRSDA) Grant** held the TRSDA **Consortium Year 1 Follow-up Meeting** at the STC Pecan Campus. The objective of consortium meeting was to review with our consortium partners information regarding the completion of the first year of the Texas Regional STEM Degree Accelerator and progress toward years two and three of the grant.

The College President welcomed the **fifty (50) people in attendance**, including representatives from:

Education		
UTRGV	Texas A&M University Kingsville	Texas A&M School of Public Health
Wayland Baptist University	South Texas College	Texas Southmost College
Brownsville ISD	Edinburg CISD	LaJoya ISD
Los Fresnos CISD	McAllen ISD	Mission ISD
Valley View ISD		
Industry Partners		
Rio Grande Regional Hospital	McAllen Medical Center	VTX-1 Companies
Lone Star National Bank	First Community Bank	Cornerstone Healthcare Group

Also in attendance were representatives from the Harlingen Chamber of Commerce, Weslaco Economic Development Council, Valley Initiative for Development and Advancement (VIDA), and Communities Foundation of Texas.

The wrap-up of Cohort I of the RGV STEM Faculty Institute was reviewed. Consortium Partners from Brownsville Independent School District, Texas Southmost College, Rio Grande Regional Hospital and the LRGVDC 911 **talked about their perspectives and the implications and benefits of the STEM Faculty Institute and TRSDA for their students and employees.**

A Passport to Knowledge exercise was completed wherein partners visited each of four (4) demonstration tables to observe active learning techniques and career applications in the classroom. **Demonstrations were provided by graduates of Cohort I** of the RGV STEM Faculty Institute, where passports were stamped as partners visited each table.

Division: Math, Science, and Bachelor Programs
Department: Mathematics Department
Highlight: 4th Annual College & Major Fair at the McAllen Public Library

On **Saturday, February 18, 2017**, the McAllen Public Library held its **4th Annual College and Major Fair**. Many South Texas College departments were in attendance including the **Mathematics department**.

During the community event, high school students from across the Rio Grande Valley were able to visit with Math Faculty and gain valuable information on majoring in Mathematics at South Texas College. Students asked questions regarding the course offerings, transferability of math courses and also career and major options at the university level. Overall, the event was a great success with a terrific turnout of future STC students and their parents. Planning and coordination for next year's event is well on its way.

Division: Math, Science and Bachelors Program
Department: Medical and Health Services Management and Biology Department
Highlight: Spring 2017 Healthy Lifestyle Seminar Series

On Sunday, **February 19, 2017**, the **Medical and Health Services Management (MHSM) and the Biology Department** hosted the first series in the **Spring 2017 Healthy Lifestyle Seminar Series** entitled **"Eat to Beat and Treat".** Wellness educator and Biology/MHSM instructor **expounded how to prevent or treat diabetes, coronary artery disease, obesity, and cancer by harnessing the disease-fighting properties of raw, healthy and super-delicious dietary regimen**. This was followed by an interactive open forum and a food preparation demonstration.

Moreover, MSB Division Dean welcomed the attendees, while a second Biology Instructor gave a brief presentation on superfoods and their unique health benefits. The seminar was **attended by 130 participants** who were mostly students and people from nearby communities in McAllen, Edinburg, Palmhurst, and Mission.

The seminar series was designed to educate the community on how to achieve and maintain a topnotch health, including how to prevent and reverse chronic degenerative diseases through proper diet and lifestyle modification.

Division: Math, Science and Bachelors Program
Department: Medical and Health Services Management and Biology Department
Highlight: Spring 2017 Healthy Lifestyle Seminar Series

On Friday, **February 24, 2017**, the **Medical and Health Services Management (MHSM) and the Biology Department** hosted the second series in the **Spring 2017 Healthy Lifestyle Seminar Series** entitled **"Melt Away the Fatty Plaques"**. Wellness educator and Biology/MHSM instructor **expounded on how to prevent and/or reverse fatty plaque formation on the walls of arteries** by completely avoiding the consumption of processed and refined foods, and high-fat diet, and by increased consumption of whole plant foods simply prepared and eaten in their most natural form.

Before the main lecture, a video presentation on the topic was shown. An interactive open forum followed the lecture. Moreover, MV Campus Art professor welcomed the attendees and moderated the open forum. The seminar was **attended by about 60 participants** who are mostly STC students and faculty members from the LVN program, and people from nearby communities at Weslaco.

The seminar series was designed to educate the community on how to achieve and maintain a topnotch health, including how to prevent and reverse chronic degenerative diseases through proper diet and lifestyle modification.

Division: Math, Science, & Bachelor's Program
Department: Physical Sciences Department
Highlight: 11th Annual RGV Reginald Science Olympiad

On Saturday, **February 25, 2017**, South Texas College hosted the **11th Annual Rio Grande Valley (RGV) Regional Science Olympiad** at the Pecan Campus. The Science Olympiad is a nonprofit organization developed to improve the quality of science education, increase student interest in science, and provide recognition of outstanding achievement in science education by both students and teachers. All of this is done through in**terscholastic competitions where students in grades 6-12 can participate at Regional, State, and National level competitions against teams from all 50 states**.

A **total of 18 teams from Mercedes, Pharr, Brownsville, McAllen, Harlingen, La Feria and 2 out of town teams from San Antonio and Houston**. It is estimated that ov**er 400 guests were on campus for this event**. Student participants competed in close to 30 events such as Forensics, hovercraft, experimental design, optics, chemistry lab, robot arm, bottle rocket and rocks and minerals, to name a few. The events were coordinated by 19 Physical Science department faculty, 2 Biology faculty and 2 volunteers from the community. Additionally, our Physical Science Department staff , the Chemistry Club and over 100 STC student volunteers were on campus to help facilitate events and assist our visitors. The top two teams are generally invited to compete at the State Science Olympiad competition held at Texas A&M University College Station in late April.

The results for the **high school division** of this year's competition are:

- 1st place St. Johns High School (Houston);
- 2nd place Lamar Academy (McAllen);
- 3rd place Med High (Mercedes)

In the **middle school division** of this year's competition are:

- 1st place Alamo Heights Junior High (San Antonio);
- 2nd place Harmony Science Academy (Brownsville);
- 3rd place Fossum Middle School (McAllen)

Division: Liberal Arts & Social Sciences
Department: Criminal Justice and Social Sciences Department
Highlight: Coffee with a Muslim – Courageous Dialogue

On Tuesday, **February 28, 2017**, the **Sociology Club presented its first Courageous Dialogue event, "Coffee with a Muslim".** The event took place during the lunch period in the open court yard at the Pecan campus. The event was a great success with an estimate of **approximately 120 students attended and participated in the dialogue.**

Guest speaker, Associate Professor of Modern Middle East history at the University of Texas-Rio Grande Valley, made a **brief presentation on the basic beliefs of Muslims**. Much to our surprise and delight, our students were eager to engage in courageous dialogue and the level of engagement was honest, respectful and spirited. Much of the discussion was about Muslim beliefs, the new administration's travel ban and the Muslim community in the Rio Grande Valley. Unfortunately, the time allotted for questions was insufficient given the interest and number of questions.

The **Sociology Club, in its effort to enhance the educational experience of all students at STC, will be sponsoring and promoting the "Courageous Dialogue" series throughout the academic year.** The purpose of the dialogue is to create an opportunity for students, faculty, and community to engage each other in honest and respectful communication about important issues that impact and influence our lives.

This event could not have been possible without the leadership of the Sociology Club members, the Student Activities and Wellness Department, faculty who promoted the event with their students, the Social Work Club, and the Chair of the Criminal Justice and Social Sciences Department.

STC Sociology Club Presents

COURAGEOUS DIALOGUE

COFFEE WITH A MUSLIM

February 28th, 11:30 AM – 12:30 PM
Pecan Campus, Court Yard (by the cafeteria)

Dr. Tamer Balcı is Associate Professor of Modern Middle East history at University of Texas Rio Grande Valley. He received his B.A. degree in history from Istanbul University and his M.A. and Ph.D. degrees in history from Claremont Graduate University. He teaches various history courses including World history surveys, History of the Ottoman Empire, Early Middle East history, Modern Middle East history, and Women in the Middle East, as well as graduate courses on the Islamic Movements in the Middle East and Theories of Nationalism. His research focuses on the development of intellectual ideas in the modern Middle East. Majority of his publications are available at https://utrgv.academia.edu/TamerBalcı

The Sociology Club, in their effort to enhance the educational experience of all students at STC, will be sponsoring and promoting the "Courageous Dialogue" series. The purpose of the dialogue is to create an opportunity for students, faculty, and community to engage each other in an honest and respectful manner about important issues that impact and influence their lives.

For more information, contact the Club President Clarissa Ayala: cayala4@stu.southtexascollege.edu

Club Advisors: Dr. Kayaardi at kayaardi@southtexascollege.edu
David Arizmendi at darizmen@southtexascollege.edu

Students, under the direction of advisors, are responsible for producing and publishing this document. Students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of the South Texas College faculty, staff, administration and Board of Trustees.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Met with Business Administration instructor organizing the B&T Career Day at the Mid-Valley Campus to receive an update – Friday, February 3rd
  - Attended the President's Administrative Staff Meeting held at the Pecan Campus – Friday, February 3rd
  - Attending the 85th Legislative Session-RGV Day in Austin, TX – February 6-8th
  - Fire Science Program Chair was interviewed by Despierta Valle to promote their program – Monday, February 13th
  - Met with Simon Property Group to "La Pulga Tour" – Monday, February 13th
  - Held a meeting for The GANAS Tour ("La Pulga Tour") – Monday, February 13th
  - Attended the Groundbreaking plans for the Regional Public Safety Center with the Pharr Police Department – Monday, February 13th
  - Attended the STC Regional Public Safety Meeting held at the PSJA ISD Administration Building – Superintendent's Conference Room – Tuesday, February 14th
  - Fire Science Instructor was interviewed by McAllen Cable Network to promote their program – Thursday, February 16th
  - Attended the 12th International Guide Conference in Lake Buena Vista, Florida from February 15 – 17, 2017
  - Participated in the Texas Fast Start Meeting to discuss grant opportunities held at the Technology Campus with program chairs – Monday, February 20th
  - Met with Architectural & Engineering Design Technology (AEDT) faculty candidate for follow up interview – Tuesday, February 21st
  - Met with two Design & Building Technology (DBT) secretary candidates recommended for hire for follow up interview – Tuesday, February 21st
  - Met with Music Instructor to discuss visits to the Flea Markets to promote South Texas College – Wednesday, February 22nd
  - Attended the Exhibicion Pictorica, "Taos Magic On Paper" by Kirk Clark – Wednesday, February 22nd
  - Met with AEDT faculty candidate follow up interview – Thursday, February 23rd
  - Participated in the interviews for Director of Food Services – Friday, February 24th
  - Held the Business and Technology Program chair meeting in which HR provided training for supervisors – Friday, February 24th
  - Attended the Planning and Development Council Meeting held at the Pecan Campus – Friday, February 24th
  - Planning for the upcoming Women in Technology event to be held April 2017

Technology Area:

Advanced Manufacturing Technology:

- Visited with Weslaco classes – Wednesday, February 1st
- Submitted name to nominate a faculty for the NISOD award with professional development office – Thursday, February 2nd
- Attended the Pathways meeting for Chairs to find out about discussion for faculty during Professional development day. – Thursday, February 2nd
- Instructor met with PSJA Career and Technology Coordinator to review Spring S-STEM event – Thursday, February 2nd

- Instructor attended the IAM orientation meeting for instructors for Reynosa Mex. Classes – Thursday, February 2nd
- Instructors attended Focus training academy at Pecan campus, learned new strategies helpful to be implemented in the classroom environment – Friday, February 3rd
- Planning for yearly manufacturing expo – Monday, February 13th
- Instructor met with Early College Director of Progreso ISD to following up with the Master Cam software internet connection and book status – Monday, February 13th
- Met with representative from Priority Tooling to discuss internship opportunities at his company – Tuesday, February 14th
- Met with representative from ATC do discuss 5 axis CNC training and machines – Wednesday, February 15th
- All Progreso seniors' students achieved the NIMS CNC Mill Operator, Level I – Wednesday, February 15th
- Departmet chair and Instructor attended Mid-Valley Campus Career Day – Thursday, February 16th (see photo the right)

- Met with company, Cinch Connectors, they are in need of 12 students to fill out positions at different shifts, will have another phone conference with corporate next week – Thursday, February 16th
- Met to discuss advisory committee goals and STMA scholarship that he will be renewing for high school seniors to continue in the program – Thursday, February 16th
- Instructor met with Progreso H.S. for questions he had over paperwork he needed to provide to his High school in order to bring the students to the Manufacturing Day Expo and tours - Thursday, February 16th
- Met with Amaida Machine Shop owner to discuss internship opportunities for this semester and summer – Friday, February 17th

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

- AEDT Faculty finalized interviews for Full Time and Full Time Temporary Faculty positions for FY18.
- On Tuesday, February 14, 2017, AEDT Faculty/Club Advisors and students of the ACD² Club participated in a fundraiser to sell chocolate "roses" at the Pecan Campus. (see photo to the right)

- On Wednesday, February 15, 2017, AEDT Faculty met with Career and Placement Specialist about hosting the 2nd "Talent Connection Speaker Series" and tentatively scheduled a date for Monday, April 17, 2017 at 1:30pm in the auditorium.
- On Wednesday, February 15, 2017, Assistant Chair took her students to visit the Hidalgo Pumphouse to learn about the history and take architectural photographs of the historic building. (see photo to the right)

- On Wednesday, February 15, 2017, two groups of Sharyland ISD students toured the hallway of AEDT. Program Chair, Assistant Chair, and instructors were all available to share with the students the opportunities and benefits of majoring in our program.
- On Wednesday, February 15, 2017, Program Chair attended a meeting for the STC Regional Center for Public Safety Excellence. Also in attendance were representatives from Pharr Economic Development Corporation and PSJA ISD Superintendent.
- On Thursday, February 16, 2017, Program Chair attended the Texas Regional STEM Degree Accelerator (TRSDA) Consortium Meeting at the STC Pecan Campus, Rainbow Room.

- On Thursday, February 16, 2017, Assistant Chair presented to College Advisors at the College Advisor Training Program in an effort to educate HS advisors of the many benefits our program has to offer. On Friday, February 17, 2017, Laura also showed the same individuals around our hallway, including the 3D print room which was of particular interest to the group.
- On Thursday, February 16, 2017, AEDT Faculty attended the Business & Technology Mid-Valley Campus Career Day and Breakout sessions. Each session had more than 20 students and the booth attracted many students. This event was very successful and reached over 60 students that were interested specifically in the AEDT program.
- On Friday, February 17, 2017, Program Chair assisted in training 15 faculty for the Faculty Advising training certification. The training took place in AEDT LabA208 and consisted mostly of faculty from the Information Technology program.
- On Friday, February 17, 2017, Faculty attended TLA training.
- On Thursday, February 23, 2017 – Saturday, February 25, 2017, PC, Co-Chair, and Assistant Professor attended the TCCTA (Texas Community College Teachers Association) Conference in Austin, Texas to present on "Integration of New Design-and-Build Technologies". The feedback received from the audience was very encouraging. There were about 15 community college representatives that attended the session from Austin, San Antonio, Houston and Dallas and they were all very impressed. (see photo to the right)

Automotive & Diesel Technology

- Instructor attended an Automotive Club Meeting where they were planning of the upcoming car show that is coming on March – Wednesday, February 22nd
- Program Chair attended the Texas Fast Start Program IV Meeting held at the Technology Campus – Thursday, February 23rd
- Program Chair was interviewed with Channel 4 for being ranked 1 of 16 college and universities nationwide on the Automotive Technology Program – Monday, February 27th
- Instructor attended meeting with PSJA coordinator about summer registration – Friday, February 24th

Business Administration

- Planning for the INNO Conference (September/October 2017)
- Attended the Pathways Meeting – Thursday, February 2nd
- Kappa Beta Delta Ceremony for new members organized by Business Administration instructor was held – Saturday, February 11th
- AEB/HRS Department Meeting was held – Friday, February 10th
- Participated in the STC Mid-Valley Career Day – Thursday, February 16th
- Attended the Distinguished Leadership Academy "DLA" – Friday, February 17th
- Attended the Meta-major Models Meeting – Friday, February 17th
- Attended OSHA training in February and March 2017
- Department chair will be writing a monthly article for Texas Border Business.

Design & Building Technology

- Electrician Technology Program is participating with PR Department for upcoming marketing and promotional vides for South Texas College. The Electrician Program will be highlighted in upcoming campaign. February 24, 2017.
- Construction Supervision Instructor and DBT Program Chair participated during the Nikki Rowe External Review process. Observed student learning for the Career and Technology programs. February 13&14, 2017.
- RGV LEAD Job Shadowing meeting, students will be job shadowing faculty during scheduled lab hours. Continue to meet and discuss logistics. February 24, 2015.

- Electrician Assistant Instructor, Construction Supervision Instructor and DBT Program Chair – continue to participate in the Focus Academy provided by Professional Development Department. February 17 and February 24, 2017.
- Program Chair and Automotive Program Chair meet to discuss a grant by Texas Workforce – Texas Fast Start Program. Grant will allow students to participate in an accelerated program within the Electrician Technology degree. Grant due date: March 7, 2017. February 23, 2017.
- Program Chair continues to meet and discuss upcoming Women in Technology event to be held in April at the Technology Campus. February 20-24, 2017.
- Electrician Assistant Instructor, Construction Supervision Instructor and DBT Program Chair met with Jessica Salinas (PSJA Dual Enrollment) to discuss upcoming dual enrollment sections for summer 2017. February 23, 2017.
- Selected search committee completed interviews for the DBT Faculty Secretary position. February 20, 2017.
- Program Chair attended the Planning and Development Council Meeting. February 24, 2017.
- HVAC Instructors received certification for Eteach training from South Texas College Distance Learning.
- HVAC Program Coordinator met with IAMS to discuss upcoming Expo set for April 6, 2017.
- ELPT WIND class visited a solar and wind powered vicinity in Pharr Texas on February 21st, 2017. Students were able to obtain information on the system through a "Question and Answer" presentation with the help of a Maintenance man by the name of Robert. (see photo to the right)

- ELPT Faculty will be administering lab at Habitat for Humanity this coming Tuesday through Thursday, February 28 – March 2, 2017.
- DBT Department is planning to attend the Hidalgo Early College High School Career Fair scheduled for March 10, 2017.
- Construction Supervision Association hosted a social event at Flamingo Bowl on February 15, 2017 from 8-10pm.
- HVACR – faculty will be traveling to Carrollton, TX. and continue the DAIKIN Training. March 3, 2017.
- CNBT Faculty and Students participated on a Habitat for Humanity Build at the South Rotary House in McAllen, Texas. Students assisted with the construction supervision and construct of walls and roof during the event. February 16, 17, & 18.

Information Technology

- IT department attended monthly meeting with program chair on February 3rd.
- On February 3rd, three instructors met to discuss the logistics for the trip to Rackspace.
- Instructors met on Feb 3rd to discuss IT Career Expo (themes, decorations, etc.)
- An instructor attended the BAT-CIT Competency Based meeting on Saturday, February 4th to discuss the upcoming timeline and expectations.
- Three instructors will be attending an event at Rackspace. The event will be held in San Antonio on February 10th. Some students following the Networking Specialist degree will attend.

Vacant

Dean – Distance Learning and Virtual Campus

- Course Development
  - Medical and Health Services Management and Technology Management (BAT) Program. Developed and designed Model template course.
    - Medical and Health Services Management - 1 course
    - Technology Management - 1 course
  - QM Peer Reviewer - 5 courses reviewed
  - Computer Information Technology Competency Program
    - Developed and designed Model template course
    - Created 22 model courses
      - Assigned team members to course.
      - Copied model template course to each course.

Projects:

- Month of February - Phone/Email – 2,775 contacted students
- Online Course Revision Academy / Course Revision Process
  - Developing new workshop that will facilitate instructors with a step by step Course Revision Process using a Course Design Storyboard as well as meeting with Instructional Designers.
- Online Course Revisions
  - In progress course revisions
  - Creating Workshop for course revisions.
- Distance Learning Sign-in Application – Production
  - 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.
  - Pending wall monitor and desk at the entrance for walk-ins
- Distance Learning First Time Online Student - Orientation Pilot Course
  - 1,723 first time online students for the semester added.
  - Emailed all students about mandatory orientation.
- Distance Learning assisted with Hiring Committee for the following departments
  - Student Services
  - Public Relations
  - Advising
- Dual Enrollment Online Orientation Pilot program
  - Project will provide web based orientation method designed to allow Dual Enrollment Students ability to become familiar with the college's services, policies and procedures.
    - Conference call to answer questions regarding scheduling features of Bb Collaborate Ultra.
- Distance Learning Capturing of online videos
  - Working with Educational Technologies on purchasing captioning software Rev.com.
  - Ensemble Video will assist storing instructor-led video tutorials
    - Mapping current video streaming server processes.
- New Cross List Application

        - Created by IT for faculty submissions on cross list request within Blackboard.
        - Added features such as approve or deny; history of submissions on faculty member, completed by name of staff
        - Reporting tool provided
        - Production date February 13
    - Center for Learning Excellence – Campus to Campus Tutoring Initiative
        - Project will provide web based delivery of group and program specific tutoring during pilot phase.
            - Future use for individual tutoring with focus on alleviating overcrowding and maximizing staff resources.
    - Curriculum and Student Learning – Blackboard Collaborate Ultra
        - Implementation of Bb Collaborate Ultra use for online delivery of JagPride trainings.
    - Full Time Online Faculty Program
        - Pilot group and meetings.
        - QM Peer Reviewer - 1 course reviewed
    - ADA
        - Assisted HR department with medical accommodations
        - Created and developed online form for requests.
        - Created and developed online course that explains ADA policies and accessibility.
            - Faculty/staff will have access to course to learn about students with disabilities and create awareness.

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.
    - Cross List (master courses) - Created 20 courses requests for Spring 2017 minimester.
    - STEM Program - Created and added new users for this term STEM project.
    - BASOL courses
        - Courses extended end date for incomplete students.
        - Creation of BASOL template used as model course for program.
        - Provided department with technical and course assistance on any issues.
    - Focus Academy - Updated users in Blackboard shell.
    - DELTA Academy - Created Blackboard shell and added users to the course.
    - Banner Integration – eLearning
        - Month of February
            - Still not picking up any previous drops from the semester but all new drops are currently working through the integration.
            - Errors with reinstated users into a Master Course
                - Manual course extracts for just several courses have run manually through integration to get the correct enrollments.
    - Blackboard Learn SaaS - Known Issues
        - Amazon Cloud Web Services Outage
            - Unable to connect to Blackboard
                - On Tuesday, February 28 at 11:45am CST, a major outage with Amazon Cloud Web Services which impacted many clients including Blackboard's data center. All clients with Blackboard Learn SaaS experience the outage.
            - Duration: 3 hours and 50 minutes to restore services.
        - Discussion
            - Error: Text disappearing.

        - Resolved February 10 during the patch fix.
    - Assessments
        - Error when trying to clear an attempt.
        - Resolved February 10 during the patch fix.
    - Locking Left side Menu for standardization - Pending fix.

- **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 Laura Lea Rand
            - Continue customizing dashboards for chair programs.
            - Discuss known issues with SaaS and Analytics; team working on resolving the issues.
    - 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.
        - Met with Blackboard to discuss evaluations within Blackboard.
        - Reported errors with evaluation phase of Outcomes so that it can be resolved.
    - Gather instructor's rubrics for pilot courses.
- **Distance Learning Helpdesk**
    - Numbers for the month of February
        - Students/Faculty Chats: 316
        - Students Tickets: 238
        - Faculty Tickets: 70
- **Trainings/Workshops**
    - Online Trainings
        - eTeach I - 17 faculty/staff
        - Quality Matters - Applying the Quality Matters Rubric (eTeach II) - 9 faculty/staff
        - Blackboard Collaborate Ultra
            - Educational Technologies Department on Best Practices - 13 faculty/staff
            - Curriculum and Student Learning - 2 staff
    - Face to Face Trainings – Location: A-121
        - eTeach I - 1 faculty/staff
        - Quality Matters - Applying the Quality Matters Rubric (eTeach II) - 12 faculty/staff
        - Advance Training: Blackboard Analytics: Associated Degree Nursing Department - 33 faculty/staff
        - Blackboard Collaborate Ultra: Vocational Nursing - 10 faculty/staff
        - Advance Training: Gradebook - 25 faculty/staff
        - Advance Training: Testing Tools/Respondus - 4 faculty/staff
        - Creating Accessible Online Course Content - 6 faculty/staff
    - Workshops
        - College Advisor Training: Blackboard Basics
        - STARR County Fair: Promote online programs.
        - Respondus Monitor Training Workshop - 4 attendees
        - Diesel Department Training: Blackboard Basics - 14 students
        - Kayako Trianing: Student Services Department - 6 staff
        - Student Development Specialist trained all DL helpdesk for questions on mandatory student orientation for support.

- Let's Live Life Longer – Lecture Series
  - Worked with Educational Technologies to have series recorded and made available to employees at other campuses and employees unable to attend.
  - Worked with Educational Technologies staff regarding post production work on lecture series recordings.
- Faculty Senate
  - Monitored monthly meeting
  - Worked with Educational Technologies at their request to resolve audio issues regarding equipment, operation and set up.
- Assistive Technology Application Certificate Program

➢ **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:	491
▪ Distance Learning Walk-Ins:	4
▪ Distance Learning Chats:	2
▪ Telephone Contacts:	344
▪ Virtual Campus Advising Email:	211
▪ Orientation Emails	1,723
Total:	***2,775***

➢ **Professional Development**

- South Texas College – Professional Development Day on February 10.
- Webinars
  - TTC Innovations Webinar
    - Must-Have Tools for Any Instructional Design Budget
  - Accessibility Online: ADA and ABA Accessibility Standards
  - Skytap Virtual Lab Webinar
- Applying the QM Rubric Facilitator Course - Face to Face
  - Articulate the foundational concepts of Quality Matters.
  - Identify the responsibilities and logistics of facilitating the face-to-face Applying the QM Rubric workshop.
  - Present the underlying principles of QM, the peer course review process, the QM Rubric, the alignment concept, and writing helpful recommendations.
  - Demonstrate the use of the Rubric Standards, Annotations, and the Course Worksheet by applying them to the SPCH 1113 course through a series of activities.
- Ambassadors Leadership Academy - Keys of Productivity.
- Infocomm Certified Technology Specialist - Recertification

➢ **Distance Learning Meetings**

- Weekly Department Meetings - Every Monday at 10am
- Blackboard Analytics Status meeting - Every Thursday of every week at 1:30pm
- Counseling Department bi-weekly meeting
- Instructional Designers Meeting - Progress on model courses
- Academic Council Meeting
- Meeting with Computer Science department
  - Discuss BAT-CIT competency based program on implementation.

- Meeting with Curriculum & Student Learning department and core team to discuss evaluation process on Blackboard Outcomes.
- Meeting with BASOL program to discuss about redesigning the competency based courses.
- Quality Matters Convening Meeting
- Texas Regional STEM Degree Accelerator Consortium Meeting
- Meeting with Blackboard Ally
    - Help institutions gain greater insight into the accessibility of their digital course content.
    - Provide guidance to teachers about how to improve the quality of their content for everyone.
    - Provide students of all abilities with immediate access to content in formats that may be more suited to their specific needs

Dr. Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**

- A conversation took place with the VPAA on the Public Administration program and plans for the future were discussed.
- Attended meeting on the RAND Pilot program.
- Attended a "Pathways orientation meeting" that educate department chairs on what needed to be done for CWPOD in the afternoon for their departmental input in the Pathways program.
- A Full Time Temporary Faculty job duties and title review meeting was held and a final proposal was agreed upon.
- The Education and Workforce Development Committee approved to proceed with the Sign Language Deaf Support Certificate.
- The Dean was interviewed on IPASS matters by a researcher from the Community College Research Institute, New York.
- The Puente mini-mester offering this Spring held their Noche de Familia. This is a branch of Puente that starts with an INRW in the first minimester, and continues with ENGL1301 in the second minimester. The EDUC class is offered throughout the regular semester.
- The members of the PAS meeting were treated to a detailed EEOC presentation, where matters of equal opportunity were made clear.
- A meeting was held to make an assessment plan for the Puente data at RAS
- A meeting was held to plan supervisor training for the LASS division chairs.
- The LASS program chair meeting was held and matters of interest were discussed such as the recent request to offer Dual Credit outside of our districts, course offerings requested by site coordinators, the upcoming, the new bond buildings, the faculty renewal letters, and the new DTLA committee.
- The Dean met with prospective English chairs since the present chair has resigned.
- A meeting was held to discuss data gathering efforts to show relationships between nr. of assignments, attendance included in grades, and clarity of syllabus, and low and high pass rate courses in English and History. So far no clear factors emerged.
- The Dean met with the VP to finalize the Puente presentation and discuss its future now that grant funds have not been allocated any longer to the program.
- The play organized by the South Texas Players: Boeing Boeing, turned out to be a huge success. This 60s comedy was a great choice and the audience enjoyed themselves greatly. Actors, as always, were very talented and devoted to perfection.

Social and Behavioral Sciences Area:

Criminal Justice

- The CJSS department orientations for majors were held February 1st and 2nd at Pecan and Mid-Valley campuses. We had a good turnout for this first attempt, with approximately 50 students attending each session. These orientations helped declared majors and any student interested in our majors learn about the careers available in their field, meet faculty from their discipline, and learn how to better plan the class schedule. Dual Enrolment Criminal Justice Academy (DECJA) students at both Pecan and Mid-Valley campus assisted with registration as well as participating in the events.
- Starr County Criminal Justice club lead by Criminal Justice Instructor had their first meeting for the Spring 2017 semester.
- Assistant Chairs are attending the Academic Chairpersons Conference in New Orleans this week.
- Criminal Justice Assistant Professor had Texas DPS Troopers visit his classes this week to teach students about career opportunities with DPS.
- Criminal Justice faculty participated in and advisory committee with STC Police regarding recent incidents of concern to faculty. This is part of an ongoing initiative started earlier this semester by request of the Faculty Senate.

- Social Work Club is conducting a formal clothing drive to help area high school students in need prepare for Prom in the coming months.
- Sociology Associate Professor D was notified that he will be a recipient of the NISOD award for teaching excellence.
- The Pecan Campus Sociology Club is sponsoring a Coffee with a Muslim event February 28th 11:30-12:30 at the courtyard outside of the cafeteria. (see photo to the right)
- The Pecan Campus Sociology Club is planning a Cesar Chavez March for Justice on March 30th.

Psychological Science

- Three faculty from the Department of Psychological Science are participating in the Spring 2017 FOCUS Academy offering through the Office of Professional and Organizational Development.
- 2 Faculty completed his NEFA (New and Enhanced Faculty Advising) training through the OPOD. This is his seventh time through the certification training – an outstanding asset to the department and the college!
- Starr Psych Club hosted its 2nd regular meeting of spring 2017 semester from 4:00-5:00 p.m. Meeting Agenda Items included:
- Starr Psych Club volunteered at the historic Artesitas Cemetery Clean-Up Project in La Grulla, Texas from 8:00 a.m. – 2:00 p.m. Twenty members of the psychology club and advisors joined representatives from Border Patrol, the Army, DPS, and other community leaders in the clean-up. Some people in attendance found the tombstones of their relatives. Volunteers received lunch and a certificate of appreciation for their participation. (see photo to the right)

- Data collection for the Psi Beta GRIT Study begins and will be held MW at 9:00 a.m. and TR at 4:00 p.m.
- Ongoing recruitment efforts of Psi Beta members in classrooms for GRIT Study.
- Ongoing sale of Psi Beta t-shirts to fund Psi Beta research lab travel to Southwest Psychological Association Conference in San Antonio.
- The Starr County Campus Psychology Club attended the Rio Grande City 2017 State of the City Dinner and Address at Julabe Ballroom #3 from 6:00-8:00 PM. The program included video clips highlighting past achievements and future plans. During his speech the Mayor publically thanked the Psychology Club for continuously volunteering in the community. Many Starr County community leaders were in attendance, as were South Texas College administrators. (see photo to the right)

- The Starr County Campus Psychology Club hosted its 11th Starr County Role Models Get Inspired Conference at the STC Starr County Campus Auditorium. The role model panelists shared their achievements and also some obstacles they have overcome. In addition, they offered college and life advice to the students, talked about the importance of family support, and elaborated on their future professional goals—all with the intention of inspiring those who attended. The event was open to STC students, faculty, staff, and the community at large- free of charge. Over 100 people were in attendance, including local elected officials and community leaders. The panelists received a certificate of appreciation for participating. (see photo to the right)

- Friday February 24, 2017, faculty made the final presentation in a series of three on the APA Writing Style tips to tutors at the Center for Learning Excellence (CLE).
- the Starr County Campus Psychology Club volunteered at the Starr County Youth Fair from 7:00 – 11:00 PM. Psychology club members were stationed at the entrance and exit of the Youth Fair

stamping people on the wrists as they paid and entered. The stamp allows people to leave the premises and return later in the day (if they would like) without having to repay or make line to enter. The students were also in charge of traffic control, greeted and dismissed attendees, posted posters about youth fair sponsors and fair maps, and assisted in any other way they were needed.

Child Education

- Education Club (ATPE) participated in Club Recruitment Fair.
- Faculty participated in the La Joya ISD, Seguin Elementary, and 2016-17 Boys & Girls Conference. She presented six 45 minute workshops for the 5th grade girls transitioning to Jr. High School. The title of her presentation was Superwoman Does Exist: A session to empower young ladies to believe in themselves, and help them transition to middle school.
- Faculty reported ENGL 1301 Puente students attended the Spring 2017 College Fair hosted by URTAC department. Puente students had the opportunity to obtain transfer and degree information from different universities. This was a great opportunity for students to be cognizant of the different options they have and transfer process. (see photo to the right)

- Spring 2017 Puente cohort participated in the 2017 Valentine's Day celebration hosted by STC student Activities Department. Students had the opportunity to sell Valentine's Day gifts and raised funds for the Puente Club. Students from three different cohorts donated mugs, candy, and stuffed animals to create the Valentine's Day gifts.
- Spring 2017 Puente cohort had their Noche de Familia celebration. Parents had the opportunity to learn about Dream Catchers Puente. Also, they had the opportunity to learn about South Texas College, the services the college offer, and the demands of being a college students. Guests had the opportunity to play Loteria, Mexican Bingo, and win prices.
- Department chair reported on Saturday, February 18, 2017, La Joya ISD hosted Why La Joya event for parents and students. Parents, students, and the community had the opportunity to learn about the different departments and services. The Education Department was invited to promote the Associates of Arts in Teaching and La Joya Higher Education Center.
- The Education Department participated in the annual College and Career Fair sponsored by the McAllen Public Library. Local high school students had the opportunity to learn about the Education Department and other South Texas College departments that also participated in this important event. Texas A&M-Corpus Christi, UCAS, UTRGV, and other institutions also participated in the annual College and Career Fair.
- The Education Club, participated in the first annual Have-A-Heart Day at STC Starr County Campus. Club members distributed over 250 heart shaped lollipops to students, staff, and faculty on February 14, 2017.
- The Education Club at Pecan Campus hosted the ATPE meeting. ATPE district representatives had the opportunity to listen to the latest news and reports from the state of Texas. .

Communication Arts

- Faculty conducted a student club meeting on Tuesday, January 31 from 3 pm to 5 pm for Turning Point USA at STC.
- Faculty prepared officer installation script for the TPUSA@STC officer elections.
- Communicated with the dual credit classroom teachers at Mercedes High School and Donna North High School about rosters, access to Blackboard, and textbooks.
- COMM2389 and SPCH2389 classes attended a meeting with the Editor of The Monitor their Spring 2017 internships with the newspaper.
  A student of from COMM2389 class is interning with The Monitor and has published her first story in the Friday, February 17, 2017 edition of The Monitor's insert, FESTIVA. Below is the link for the story. http://www.themonitor.com/entertainment/article_3780e0ce-f466-11e6-b1a7-6721b05d11e5.html

Assistant Dean of Humanities

- Work continues on the RAND TFFC Pilot Program, with 11 students currently enrolled in the Tutor Facilitated Foundations Course for the Spring 2017 ABE level 1-4 students
- The Assistant Dean of Humanities and the OPOD Faculty Liaison met to hammer out some of the details for the upcoming Guided Pathways themed PD Day
- Chairs from the Humanities Area attended and participated in the Guided Pathways prep meeting, to review the work that they are to complete with their respective departments on the upcoming PD Day
- The English Department and the CLE have deepened collaboration on new detailed tutoring session reports
- The "FTT Faculty" Task Force met to review and finalize their recommendations
- Both the Core Leadership Team (including the Assistant Dean of Humanities) and individual Department/Program Chairs (including the five Chairs from the Humanities Area) began discussing the Texas Pathways Project, and the College's involvement therein, in earnest this week
- The first of two Progress Surveys was opened in Starfish this week, for all faculty, all courses, all students
- The Assistant Dean of Humanities was one of several faculty and staff interviewed by representatives from the CRCC, regarding our iPASS-2 grant funded initiatives
- The Assistant Dean of Humanities continued to work with the VPAA and the Director of HS Programs and Services, on the DC Pathways document
- The first, informal, meeting of what might become the Pecan campus Philosophy Club took place, with several faculty and a dozen or so students in attendance
- The Assistant Dean of Humanities presented on Academic Classification to this year's TLA
- The meta-majors model research team met, discussed several variants of meta-major models in use across the country, and tentatively agreed on a structure that would be appropriate for adoption here at STC; the team's proposal will be delivered and discussed by the College's TPP team at the upcoming Institute 2 in Dallas
- The Assistant Dean of Humanities, and faculty from the English Department, participated in the McAllen Public Library's annual College Major Fair – a new format was devised this year, encouraging all student attendees to visit with each table, leading to some more discussions than in years past
- The Assistant Dean of Humanities attended the iPASS-2 Grantee Convening in San Francisco, CA – the major takeaway being that STC appears to be generally ahead of the curve on the various initiatives we're tackling this year and beyond (faculty advising, CRM, early alerts, meta-majors and guided pathways, etc.)
- The 'Policy 4001 revision team' presented its latest drafts to PDC, with generally favorable feedback
- Two 2017 Study Abroad students have received the Gilman Scholarship in the amount of $2500 (each)
- The Deaf Support Specialist Certificate proposal met with approval at the EWDC
- The World Languages Department is training/moving their entire faculty in the direction of Blackboard Gradebook usage
- World Languages Chair presented at TCTTA in the International Education section
- Chairs from the Humanities Area participated in the new online STC catalog training session
- The first progress survey in Starfish concluded – data will be evaluated at the next Starfish team meeting, as we prepare for the second progress survey (to launch in week 10)
- The English Department began a review of the new Upswing: AnaScribe technology – a text-message based reminder and essay feedback service

Assistant Dean of Fine & Performing Arts

Art Department

- Faculty was recorded by News Channel 23, for a promotional spot that highlights the current exhibition in building B, "Ranch Hand Festival Prints".
- The Art Faculty supervises studio hours for students to access facilities for student success.

- Faculty members continued research into utilizing current open source resources for online courses.
- Faculty members performed continuous redevelopment of online ART Studio courses for the Online Graphics Degree.
- The Art Department Gallery Committee met to work out logistics of the future calendar of exhibits.
- Faculty continues to work on the logistics for the professional artist visit
- Faculty performed community service with the Weslaco Bicultural Museum and Knights of Columbus in Weslaco.
- Faculty performed community and college service through the student organization Cats on Campus.
- Faculty is the faculty advisor for the South Texas Clay Club, a student club, and worked on creating ceramic bowls to be donates to the RGV Food Bank.
- Facult worked on organizing and planning the Ceramics Summer Showdown 2017.
- Faculty is the sponsor for the student organization, PhotoWorks, and is organizing a student exchange exhibition with Palo Alto College.
- Faculty is collaborating with faculty from the Music Department to create an installation artwork that will be displayed during the upcoming Music Performance at the Cooper center.
- All faculty attended professional development day and met in the afternoon to complete the required eight questions. Then we proceeded to schedule for the Summer I, II, and III sessions.
- Department Chair worked on preliminary drafts of articulation agreements with UTSA and TAMUK.
- The art department held a workshop, artist talk, and reception with the visiting artist currently exhibiting in the gallery of building B.
-

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

- **Divison Dean's Update**

Math

- The Department of Mathematics attended and participated in the Pathways Chairs meeting in preparation for College-Wide Professional and Organizational Development Day
- Department chair and faculty met with Drama Assistant Chair and faculty to discuss the potential mathematics course options for the Drama Department and associated AA degree plan
- Department chair and Instrcutional Designer organized and held a Quality Matters (QM) meeting to showcase the current work that the Mathematics Department has embarked-on as well as to convene other faculty from across Academic Affairs to learn from one another regarding QM. Vice President of Academic Affairs attended and the presentations were well received
- Department chair met with Director of the Centers for Learning Excellence to discuss some new data that had been collected regarding Mathematics tutoring across the STC district. The data was shared and presented with the Mathematics Department for further analysis to determine next steps of how to strengthen our collaborative work for students
- Department chair attended the Online College Catalog training held by the Office of Curriculum and Student Learning to learn how to edit and review the content as it pertains to our respective department listings
- Department chair had a conference call with to discuss plans for the on-going work with the NSF UTRGV sub-award grant regarding the creation and offering of a Pre-Calculus Summer Institute for high school students needing to prepare for Calculus I at our college in the fall
- Department chair attended the TRSDA Consortium Meeting to hear a summary from TRSDA and other participants and partners regarding the on-going work in the Healthcare and Technology regional sectors
- The second Spring 2017 Department of Mathematics meeting was held on Friday, February 17th
- Department chair, faculty, NMP success specialist represented the Mathematics Department at the College and Major Fair organized by and held at the McAllen Public Library. The event was open to the public and various potential students stopped-by our table to ask questions about Math classes as well as our Mathematics program and Associates degree
- Department chair met with IT department to discuss the possible implementation and accessibility of Mathematica software across the STC district. Specific technical details are being discussed to ensure a smooth roll-out of the software
- Department chair aattended the Texas Mathematical Association of Two-Year Colleges (TexMATYC) as a representative of South Texas College as well as President-Elect of TexMATYC. Various discussions were presented regarding both transfer Academic Mathematics as well as Developmental Mathematics
- Department chair participated on a conference call organized by Educate Texas and co-hosted by Kelty Garbee and Nancy Stano. Discussions were centered around the various implementations of the New Mathways Project work across the state of Texas and consisted of five math faculty from higher education and secondary education
- Department chair held a conference call with Charles A. Dana Center, to discuss transfer policy and articulation agreements in preparation for the upcoming South Texas Regional Convening hosted by the Charles A. Dana Center and bringing together all of the 4-year universities and two-year community colleges from the South Texas region for a convening regarding pathways. The meeting will be moderated by Dr. Martha Ellis
- Faculty submitted her MATH 1442 – Elementary Statistical Methods course for full Quality Matters (QM) accreditation. A final decision should be rendered in early March

Computer Science

- Representatives from Cruise Control Entertainment, came to visit the students of Instructor COSC 1337 Programming Fundamentals II course to speak to the students about how to obtain employment in the video game industry and about the job opportunities available in this lucrative field. (see photos to the right)
- The Computer Science and BAT in Computer & Information Technologies department held its first meeting to begin designing the BAT in CITP competency-based degree in collaboration with Austin Community College.
- Department chair and faculty attended a training provided by the Curriculum and Students Learning Department to give an opportunity for Department Chairs and Assistant Chairs to update the online department catalog.
- The Computer Science and BAT in Computer & Information Technologies met during the CWPOD to work on the Texas Pathway Project. The department reviewed the data provided by the college and provided feedback for students success. Faculty advisors will show students a clear pathway in completing their degree program, further their education, and employment in the field of study.
- Department chair and faculty attended the RSA Conference 2017 in San Francisco, CA. It is held every year and creates opportunities for learning and teaching in Information Technology security. One of the many interesting workshops was "Ransomeware". Many businesses are being locked out of their own data and computer system until a ransom is paid to the "Ransomeware." When a hacker takes control of the data in the computer system, businesses are stalled causing them to lose large amounts of money forcing them to pay the ransom to regain access to their computer system.
- Faculty attended the 70th Annual Texas Community College Teacher's Association's Convention 2017 in Austin, TX. They attended a seminar led by Adobe to learn how students are using Adobe software and tools to inform creative thinking and communication in their coursework. They also had the opportunity to explore several sessions/events and learned some interesting topics/issues, including: Student success forum – discussions on guided pathways and dual credit issues; transitioning students in introductory courses to computer science degree – use bridge courses and computational thinking; major emerging topics in CIT field: mobile programming, big data analytics, cyber security and digital forensics. In the electronics session -- technology program vs. academic program; Loss of students due to moving to universities or hired by industry; real world experiences vs. academic education; teaching vs. certificate exams.

BASOL

- Attended the orientation at the Technology Campus for instructors who will be teaching in Reynosa. I have been selected to instruct at the Reynosa Campus when the need arises in my teaching discipline
- Meeting with representatives from National American University in Room F-210. The purpose of this meeting is to establish a viable articulation agreement with their master's program that will benefit students in the bachelor programs.
- STC/ACC teleconference to discuss the media release scheduled for the new BAT-CITP Program.
- Delivered an informational presentation on the BASOL Program during the College Advisors Training Event in the Cooper Center.

TMGT

- BAT – TMGT Advisory Board Meeting. Spring 2017 Advisory Board meeting, STC Library Pecan Campus.
- National American University (NAU) officers visit. STC Bachelor's Programs/NAU joint session, STC Pecan Library.
- CIT Competency Based meeting Focus on the BAT-TMGT courses that will be part of the CIT Competency-Based Curriculum. Meeting purpose: Overview discussion of the BAT – TMGT 3311 course (Technology in Enterprise Management)
- BAT – TMGT Mock Interview Capstone Spring 2017 class. Professional interview of students by a panel of faculty, expert staff, and outside professionals. Purpose: professional readiness. The

interview has two parts: first, students go into a traditional formal professional interview. Second, students come back for a feedback commentary from the panel.

- Texas Community Colleges Teachers Association (TCCTA) 2017 Annual Convention (70th. convention), Austin, Texas. Motto: Leading with Vision. This year's Annual Convention explore several complex, inter-related issues involved in the student success movement. The key concept was "systems thinking." Specific areas of discussion were: Guided Pathways, Dual Credit Issues, and Multidisciplinary Discussions. Attendance to all Economics Section meetings

University Relations

- College Visits This Week:
  - Pecan Campus: University of Texas – Rio Grande Valley Education Program, University of Texas – Rio Grande Valley Transfer Admissions, Texas A&M University – Kingsville Education Program, Texas A&M University – Corpus Christi, Texas A&M University School of Public Health, Wayland Baptist University, Texas A&M University Rio Grande Valley Engineering Initiative.
  - Mid Valley Campus: Texas A&M University – Corpus Christi, University of Texas – Rio Grande Valley Transfer Admissions
  - Starr County Campus: University of Texas – Rio Grande Valley Transfer Admissions
- In-process Texas A&M University Kingsville Agreements:
  - MOU
  - Computer Science
  - All areas within the College of Arts and Sciences, with an articulation meeting set for Friday April 21st.
- Other in-progress agreements: Texas A&M University College of Pharmacy (Ready to be signed), Chamberlain College of Nursing, Seminole State College, Excelsior College (Ready to be signed), Stephen F. Austin RN-to-BSN, and Texas A&M Engineering Extension Service.
- Drama Department is pursuing agreements with the following:
  - University of Texas at Austin
  - Sam Houston State University
  - Texas A&M University – Corpus Christi
- Communications Department is pursuing agreements with the following:
  - University of Texas at San Antonio
  - Texas A&M University – Corpus Christi
- Texas Regional STEM Degree Accelerator Grant Events:
  - Attended the planning meeting for the next set of Industry Sector Partnership meetings.
- Worked on developing major specific comparisons of course transfers to all of the public four-year institutions in the state of Texas for courses that are in the field of study.
- Coordinate with Public Relations and reached out to all of our larger transfer partners to get materials to feature in the upcoming college fair flyers as well as the Summit on College and Career Readiness materials.
- Invited to submit a proposal for the Inaugural Partnering with Institutions on a Vision for Engineering Transfer Student Success symposium as a result of the award won last year.
- Attending the ASL workshop to learn how to better interact with students with hearing disabilities.

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean's Updates**
  - February 3, 2017: Interim Dean attended the meeting for the Texas Deans and Directors for all Associate Degree Nursing programs and the following day, February 4, 2017, attend the Texas Association of Deans and Directors of Professional Nursing Programs. Both sessions covered the proposed Legislative Bills in relation to nursing, Texas Nursing Workforce statistics for 2016, and the issues that affect the nursing programs in general.
  - February 8, 2017: Interim Dean conducted a program chairs meeting and covered the following items: NAH Simulation Committee Members, Overview of the NAH Expansion Building, and Review of the Comprehensive Plan for 2016-2017 & 2017-2018. Economy Overview of Starr County and its potential opportunities for STC to serve its community members.
  - February 17, 2017: Interim Dean, as one of the Taskforce Members in Preparing the Way for the Future if Nursing Education in Texas, held a meeting in Dallas, Texas to address the nursing faculty shortage in the State. The Team Coalition invited President of the National League for Nursing, Senior VP for Texas Health Resources, CEO of the Organization of Associate Degree Programs, Assistant Commissioner for Academic Quality and Workforce THECB, and Executive Director Texas Board of Nursing. The speakers talked about the status nursing faculty shortage in higher education and its impact to nursing shortage. All speakers provided some insightful ideas to entice nurses to enter the nursing education.

ADN Program

- We are very excited to report that the STC-ADN student affairs committee, has nominated 3 ADN Students to receive scholarships from the following entities: Two (2) students received the Jeremy McLeaish Scholarship and one (1) student was awarded the Karen Wilson Scholarship.
- February 1, 2017 ADN JET Grant: The manikins that were recently purchased through the JET Grant are being fully utilized by the students of the ADN Program across the curriculum.
- February 2 and 3,2017 Interim Dean of NAH, Asst. Program Chair and Program Chair of the ADN Program attended the Texas Deans and Directors of Professional Nursing Programs Meeting in Omni Park South Austin, Texas. Very important and most current updates relevant to the nursing profession and nursing education are presented and discussed during this meeting which are disseminated by STC representatives to their Program. (see photo to the right)

- February 16, 2017 The students of South Texas College (STC) Associate Degree of Nursing (ADN) level 3 completed their community service requirement on February 15, 2017 at the Pecan Campus of STC from 10:00 am to 1:00pm. There were 51 students who participated at the event and presented on the topics of asthma, obesity, heart disease, hypertension, and sexually transmitted diseases (STD's). The presentations included live demonstrations, skits, blood pressure checks, and the use of many visual aids. Attendees were encouraged to ask questions and visit each of the tables for more information on each of the topics. Also present at the event was our ADN Advisor who was readily available for information regarding our ADN program and available tracks. Both students and faculty expressed satisfaction with the outcome of the event and hope to conduct similar presentations in the near future. (see photo to the right)

Radiologic Technology/Diagnostic Medical Sonography Program

- The DMS Program currently welcomed a new adjunct faculty member to the RADT Department team.

- All RADT Department full-time faculty in need of both NEFA re-certification training and eTeach II certification are registered for the Spring 2017 Semester. We will have 100% completion in both areas by the end of the semester.

Vocational Nursing Program

- The STC Board of Trustees approved the acceptance of a $238,370.00 Texas Workforce Commission JET Grant for the Vocational Nursing Department at the monthly meeting on January 31, 2017.
- The VN Program held the student orientation for its new Faculty-Led Remediation Student Success Project on Tuesday, Feb. 1st, 2017.
- The VN Program continues to accept applications for the fall 2017 admission. The last date to apply is Friday, February 17, 2017.

Occupational Therapy Program

- 02/04/2017: OTR Director of Rehabilitation Legends Transitional Care Center presented on the topic of Professionalism in OT for OTHA 2330 students. She defined professionalism and identified the characteristics and expected behaviors of a professional. She discussed the negative behaviors which detract professionalism in the workplace and gave examples of these negative behaviors. She had the students participate in role playing activities which reflected positive and negative behaviors, followed by a discussion on what was observed. Students were given an assignment to reflect on the three ways to further develop their professional behaviors to ensure a successful transition from student to clinician.
- 02/07/2017: HMAS Program Chair presented on the topic of Coding and Billing to the OTHA 2335 students. She discussed the purpose of ICD-10-CM, HCPCS, CPT Codes, G-Codes and G-Code Modifiers. She related everything to the practice of occupational therapy. She then covered to importance of accurate documentation and how it affects reimbursement.
- 02/11/2017: The OTA Program hosted the UTRGV OT program faculty and students for the 3rd annual OT Supervision Experience workshop. This workshop covers the importance of supervision in the clinical environment and the role and responsibilities the OT and OTA in this process. (see photo to the right)

- 02/16/2017: OTR El Milagro Clinic Director of Rehabilitation Legends Transitional Care Center, presented on the topic of Marketing Occupational Therapy in non-traditional settings OT HA 2335 students. He explained how he was able to a part of a grant project that addresses Obesity, Depression and Diabetes care in the local indigent community. He described how he first had to market his skills to the professional staff at El Milagro by addressing their needs, so they would understand what an occupational therapist does, and the benefit it provides. By doing this he was able to build trust with the professionals, ensuring future patient referrals. He explained how he to change his view of client care by meeting their specific needs, not trying to have the clients meet his preconceived ideas of what he thought they needed. He ended his presentation by explain to the students the importance of marketing OT in non-traditional areas. This promotes an awareness of OT in the community and creates new avenues for practice.
- The OTA Program conducted a survey of the NAH campus students on Monday 02/27/2017. The purpose of the study was to measure knowledge of the role of occupational therapy practitioners. After review of the data a similar study will be conducted on the Pecan and Mid-Valley campuses within the next 3 – 4 weeks. The goal is to create and implement a marketing campaign at each of the three campuses in April, which is National Occupational Therapy month.

Pharmacy Technology Program

- 2/27/2017 The Pharmacy Program is happy to report that a DW Certified Lab Assistant has been hired for the program! This signifies that the program is now compliant with the recommendations from the Accreditation Agency for Pharmacy Professionals.

Medical Assistant Technology Program

- February 24, 2017 - The MAT Program faculty and staff participated as judges for the Texas HOSA Leadership Conference. The Health Occupations Students of America (also known as the HOSA), is an event where high school students from across the region in Texas compete against each other in various events (ie. poster presentations, hand washing technique, nursing skills, medical terminology, HOSA Bowl—like Jeopardy, etc.) and top winners move on to state competition. Students came from Cameron, Hidalgo and Starr counties. Not sure if Webb county (Laredo) students were in attendance. The MAT Program Chair was assigned to the HOSA Bowl and other faculty had been assigned to Healthy Lifestyles. Overall, the event proved to be successful and fun! (see photo to the right)

Respiratory Therapy Program

- The Respiratory Therapy program has been busy this semester! Starting with providing support to a bill that will change the age for people to buy cigarettes from 18 to 21 years of age. Respiratory Students and Faculty provided a letter of support to State Representatives.
- Asthma training is part of a specialty rotation during clinical rotations. Seven Respiratory students provided asthma training at Weslaco Elementary. The Respiratory Program at STC is collaborating with a RT doctor to provide asthma education in various schools in the community. All respiratory students are certified as asthma education by completing a program called Open Airways.
- Provide Neonatal Resuscitation Megacode for Nurses, Respiratory Therapists, Paramedics, and Doctors in the community. We had a total of 15 Health Care providers in the month of February. Professional Staff represented McAllen Medical Center, Heart Hospital, Knapp Medical Center, Mission Regional Medical Center, Edinburg Children Hospital, and Stand Alone ER (Mission and Weslaco Location).

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office**
  - MVC Faculty Advisory Meeting was held on Thursday, February 23rd.

- **Student Activities and Wellness Department 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.
  - Nintendo Tournament – February 1st
  - Lip Sync Battle – February 1st
  - 5 on 5 Basketball
  - Jersey Day/Tailgate – February 2nd
  - Student Government Association Meetings held every Thursday at 4pm
  - 4 vs. 4 Football
  - Field Days
  - Co Ed Volleyball
  - National Kite Flying Day – February 7th
  - Sidewalk Chalk Art – February 9th
  - Create-a-Heart Activity – February 13th
  - Valentine's Day Celebration – February 14th
  - Singles Empowerment Day – February 15th
  - Student Leadership Academy is held every Tuesday at 3pm.
  - SGA Information/Recruitment Table – February 22nd & 23rd
  - Minute to Win It – February 22nd
  - Karaoke – February 23rd
  - Mardi Gras Celebration – February 28th

- **Mid Valley Campus Clubs and Organizations**
  Student Activities and Wellness Department and Faculty/Staff Advisors work together to guide students in promoting STC, Community and National Events to the student body and outside community.
  - Political Science Club Meeting – Mondays at 4pm
  - Mid Valley Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
    - Krispy Kreme Donut Sale/Distribution – February 23rd
  - Page Turners Club Meeting – Every Wednesday at 2:30pm
    - Valentine's Day Event – Button Give Away
    - Button Sale Fundraiser – February 27th
  - United Methodist Student Movement Meeting – Every Wednesday and Thursday at 12pm
  - Young Democrats Club Meeting – February 9th
  - Education Club Meeting – February 13th
    - Valentine's Day Popcorn/Pizza/Soda Sale Fundraiser – February 14th
  - Vocational Nursing Club
    - Valentine's Day Grams/Goodie Sale –February 14th
  - Puente Club
    - Dream Catcher Fundraiser – February 14th
  - Psychology Club Meeting – February 21st

- **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 Acadmies Specialist. Students gain valuable information from the workshops and presentations.
  - DEA Student Workshops – Every Friday at 1pm
  - DEA Cyber Security Club – Every Friday at 1pm
  - DEA Parent Meeting for Junior Trip – February 16th
  - DEA Parent Meeting for Senior Trip – February 22nd

- **Counseling and Advising Department**
  Hold workshops and events for students throughout the semester that bring awareness of many issues that are relevant to the student population.
  - Adjusting to College Life Workshop – February 9th
  - Dealing with Your Anger Workshop – February 15th
  - Eating Disorder Screening & Information Table – February 16th
  - Building Healthy Relationships Information Table – February 22nd
  - Counseling and Disability Services Information Session – February 23rd

- **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:
  - Citizenship Classes
  - Precision Tools & Manufacturing
  - Programmable Logic Controllers

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations – Texas A&M Corpus Christi Representative Information Table – February 20th.
  - Career and Employee Services Department
    - On Campus Recruitment-TX DPS – February 1st & 9th
    - Information Table – February 8th
    - On Campus Recruitment-Border Patrol – February 15th
    - Resume and Interviewing Workshop – February 23rd
  - Faculty Senate held their monthly meeting on February 28th.
  - Valley Scholars held their monthly meeting on February 3rd.
  - Office of Student Rights and Responsibilities hosted an information booth and presentation on Jan. 31st.
  - Sociology/Criminal Justice/Anthropology/Social Work Departments held a student orientation on February 2nd.
  - Sociology Department Instructor organized Transgender 101 Presentations on February 8th & 9th.
  - Philosophy Instructor holds Ethics Discussions with guest presenters every Thursday evening at 7pm.
  - Financial Aid held a Super Saturday event for students on February 11th.
  - Business and Technology Departments hosted a Career Day for students in which all BT departments were present. February 16th

- Human Resources department hosted HR Policy Tour and Presentation February 16th.
- History/Philosophy Department held a department meeting on February 16th and February 23rd.
- Child Development Center held Parent Workshop on February 17th.
- NAH Instructor hosted Health and Wellness Seminar on February 24th.

➢ **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:

- STAR Network monthly meeting was held on February 9th & 24th.
- Rio South Texas Economic Council held their Board of Directors meeting on February 9th.
- VIDA holds counseling sessions for NAH students on Tuesdays at 3pm.
- RGV CTM Board Meeting was held by Mario Morin, Math Department Chair on Feb 15th.
- Gideon's distributed bibles on February 21st and 22nd.
- USMC Pull Up Challenge and Recruitment Table – February 21st.
- Library had Black History Month Film Series –February 21st.
- GUESS Factor RGV, Sales and Co-Manager Employment Opportunities Table – Feb 23rd.
- United Blood Services brought in their mobile blood unit for student donations on Feb 7th.
- Martinez Driving School Information Table – February 28th

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Working with early college high school to establish more lab access
- Working with biology faculty to have more access to classroom
- Working with continuing education to establish more access to their computer labs
- Begin 2017 recruiting campaign
- Focusing on increasing club memberships
- Reaching out to Zapata ISD for recruiting prospective students
- Working with RGCCISD to maintain partnership for graduating class roster
- Preparing for Starr County Youth Fair recruiting presence
- SAEM recruiter focus on community outreach for programs offered on campus
- Begin circulation of Jag Express routes throughout Starr County
- Recruiting more volunteers for Campus Ministries serving in J building
- Continue work with area ISD for AAT transfer to UTRGV-Starr County
- Searching for community retailer to handle scantron sales
- Attending "State of the City" event cafeteria February 14, 2017
- Attending Roma ISD talent show event at high school
- Maintaining presence at annual county youth fair
- Reaching out to Zapata ISD for recruiting purposes
- Distributing fliers across county to retailers and merchants
- Attending state of the County Address Starr County 50 attendees representing campus

Campus Events

- Student Activities Student Leadership Academy Kickoff event 2/1
- Career & Employer Services 2/1
- Texas Agrilife Extension Service "Walk Across Texas Kickoff" 2/1
- Student Activities Jersey Day 2/2
- Student Activities Student Government Association Academy Kickoff Event 2/2
- Valley Scholar Students meeting 2/3
- Student Activities Bean Bag Toss Tournament 2/7
- Office of students rights "Stalking" 2/7
- Student Activities The Dating Game 2/8
- Starr County Head Start TMC Meeting 2/8
- Counseling and Student Disability services "How to set and Achieve your Goals" 2/9
- University Relations Transfer Track University of Rio Grande Valley 2/9
- Student Leadership Academy "Creative thinking" 2/13
- South Texas College Human Resources Policy Update Tour 2/13
- Student Activities Valentines Celebration 2/14
- Starr County Campus Staff Meeting
- Starr County Campus Biology Club Fundraiser 2/14
- Mayor Joel Villarreal presents the State of the City Address 2/15
- University Relations "College Fair" 2/15
- Texas Retired Teachers Association 2/16
- Student Activities The Dating Game 2/16
- Texas Agrilife Extension service "Food Handlers Training" 2/18

- Student Leadership Academy “Leadership Styles” 2/20
- Counseling and Student Disability Services “Achieving School/Work/Life Balance” 2/21
- Black History Month Library Movie Showing “Think Like A Man” 2/21
- Texas Department of Transportation Public Meeting 2/21
- Starr County Campus Psychology Club “11th Starr County Role Models Get Inspired Conference” 2/22
- Career and Employer Services “Workshop for Backpack Briefcase” 2/22
- Starr County Head Start TMC 2/22
- University Relations Transfer Track University of Texas Rio Grande Valley 2/23
- Student Activities Av4 Flag Football Tournament 2/24

Facilities Related

- CIP submitted for cover for basketball court
- Continue attending meetings for construction progress
- Submit a request for computer lab in C building
- Submit a request for full time cafeteria worker
- Continuing work with kinesiology department
- Established drop off location for recyclable bottles on behalf of Biology Club
- Installing new hand sanitizer dispensers across campus
- Meeting with Planning & Construction on Wednesday feasibility for remodel of B&F building
- Work order for repainting loading zones on campus
- Work order submitted for repair of ADA door opener E building
- South side drive blocked for trenching for new construction
- AC in building J down for one day repair complete
- Committee formed to replace wall art on campus
- CIP for remodeling of auditorium
- CIP submitted for redesign building F for KINE
- Blocked south side of campus drive for trenching construction and building
- Repainted loading zone stripes around campus
- Completed cleaning portable #3
- Begin cleaning portable #2
- Work order for two extra power outlets for welding lab
- Completed work on ADA door east side building E

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continue to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights:
    - TRSDA Partnership Breakfast Meeting
    - STC/UTRGV Honors Program Agreement Signing
    - TRSDA Year 1 Follow-up Meeting
    - FOCUS Academy Kickoff
    - Courageous Dialogue
    - Science Olympiad
    - Math Department Attends McAllen Public Library's 4th Annual College & Major Fair
- **Projects (development, data compilation, design, publication)**
  - Continue to work and compile content on the Distance Learning Information Booklet
  - Assist Academic Excellence with artwork for Night with the Stars booklet
  - Started to divide 1617 Comprehensive Plan for mid-year status report to be sent to the Academic Affairs leadership team
  - Updated OPOD annual report
  - Update D2D and ECHS recommended pathway charts
  - Assist with collecting names for the Faculty Retirement Ceremony
  - Create artwork for Faculty Retirement Ceremony
  - Continue to work and compile content on the McAllen ISD Report
  -
- **Reports (development, data compilation, design, publication)**
  - Assist Academic Affairs with compiling program data and information with the assistance of RAS and respective program administrators for requested reports & presentations in the following areas:
    - McAllen ISD report
    - Dual Credit Program
    - Pharr Area
    - Puente Project
    - Honors Program
    - Distance Learning
    - Program Chair Evaluation Survey
    - Baccalaureate Programs (EWDC)
    - Additional ISD partnerships
- **Student Course Evaluations**
  - Met with Curriculum & Student Learning Staff to finalize session evaluation schedule and review initial submission process: Feb. 14th & 15th. Meetings with staff will be throughout the semester to assist and train with transition of activity Smart Eval portal process for submission:
  - Communicate and submit requests through Data Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation for Spring 2017
- **Meetings**

- Met with VPAA to review content for Dual Credit Partnership-McAllen ISD report: Feb. 6th
- Met with Academic Excellence to continue brainstorming artwork ideas for Night with the Stars booklet: Feb. 9th
- Met with Curriculum & Student Learning team work on session evaluation schedule for Spring 2017: Feb. 9th
- Attended College Wide Professional & Organizational Development Day: Feb. 10th
- Attended Ribbon Cutting Ceremony for The Enrollment Center Bldg K: Feb. 14th
- Participated in search hiring committee meetings for Academic Excellence Dept: Feb. 15th & 17th
- Met with OPOD liaison to discuss process mapping of activities and training: Feb. 16th
- Attended Equal Employment Opportunity Commission Training EEOC Training: Feb. 17th
- Met with LASS Dean and VP Academic Affairs to review Dream Catcher -Puente data compilation and presentation: Feb. 23rd
- Attended Academic Affairs Council monthly meeting: Feb. 27th

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - Fundraising – Followed up with sponsors pending payment for the 11th Annual ANWTS. Visited event centers to solicit quotes for the 12th ANWTS. Worked with Vice President's Office to create Sponsorship Brochure for 12th Annual ANWTS. Drafted renewal and request letters to accompany Sponsorship Brochure.
  - Retention – Held Valley Scholars meetings at each campus on Feb. 3, 2017 to update students on upcoming events and opportunities. Hosted Honors Program signing ceremony with UTRGV at the meeting. Representatives provided information about the STC and UTRGV Honors Programs. Finalized list of students who will be attending the College Tour from March 29th – 31st to visit UTSA, Texas State University, UT Austin, Texas A&M, and TAMUK. Worked with admissions to verify all VS students on track to graduate were included in the list of Spring 2017 prospective graduate list and contacted students pending information. Followed up with Valley Scholars Bachelor Program students regarding scholarship renewal requirements.
  - Recruitment – Attended SGA All Clubs Meeting on Feb. 17, 2017. Updated Valley Scholars Program information online.
  - Administrative – Conducted interviews for the Student Success Specialist vacancy. Updated Valley Scholars eligibility requirements on webpage, brochures, and online catalog. Ran VS enrollment report after Census Date to verify student enrollment for scholarship payments. Coordinated necessary paperwork with Business Office for the College Tour - student waiver forms, requisitions for hotel, bus expenses and per diems. Submitted NOE's for Valley Scholars student workers. Confirmed reservations with Universities for the College Tour. Attended CWPD Day sessions on Feb. 10, 2017. Attended EEOC training sessions on Feb. 17, 2017.

- **Phi Theta Kappa**
  - Meetings – Held Feb. officer and general meeting on Jan. 23, 2017.
  - Recruitment – Ran report of all qualified students and mailed invitation letters to over 2000 students inviting them to join Phi Theta Kappa. Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Held a new member orientation on Feb. 15, 2017 to present benefits and information about joining the honor society. Attended SGA All Clubs Meeting on Feb. 17, 2017.
  - Induction – Held Spring 2017 Phi Theta Kappa Induction Ceremony. Dr. Eric Reittinger served as guest speaker.
  - Administrative – Completed Budget Approval Process. Coordinated necessary paperwork with Business Office for travel to the Phi Theta Kappa Texas Regional Convention and Phi Theta Kappa International Convention - student waiver forms, requisitions for hotel, car rental/ airfare expenses and per diems.

- **Honors Program**
  - Assisted Academic Excellence Dept. with incoming student inquiries about program and referred students to new Honors Program Director, Dr. Eric Reittinger. Assisted with processing honors faculty NOEs.
  - The Honors Program held a signing ceremony with the UTRGV Honors Program on Feb. 3, 2017. Valley Scholars Program students were in attendance to learn more about each program.

Dr. Maricela Silva
Officer - Academic Grants and Projects

- **Grant Activity for the Month of February:**
  - 15 Active Grants
  - 2 Grants were under development for consideration
  - **Recently Awarded:** No grants were awarded in the month of February.

- **Grant Oversight**
  - **TRSDA Grant**
    - Attended NextGeneration Sector Partnership Conference in Phoenix, AZ, on February 7th and 8th.
    - Participated in team meeting to discuss current status and goals/objectives
    - Communications were sent out regarding upcoming mandatory meeting scheduled for late March.
    - Created summary report for the conference that took place in Phoenix regarding GenSector Partnerships.
    - Attended a Sector Partnership Planning Meeting.
    - Meeting to discuss upcoming events (i.e. Faculty Institute; Industry meetings).
    - Reviewed and responded to correspondence regarding grant.

- **RAND Grant**
  - Read and responded to various emails from RAND regarding team members.
  - Emailed developmental math chair to provide information about the Data study and invite him to participate in future meetings.
  - Contact information for developmental math chair was provided to the RAND group.

- **Starfish Grant**
  - Monitored Starfish to ensure program survey was working on schedule
  - Maintained communication with team to provide status.
  - Read and responded to various emails regarding special issues (what is working /challenges at other colleges).
  - Responded to communication from faculty regarding glitches in system.
  - Follow up communications sent to Distance Ed to inquire about issues with Starfish.
  - Participated in CCRA research study regarding our experiences and challenges with Starfish.
  - Participated in Hobson's Training Webinar.
  - Responded to phone calls and emails from faculty regarding Starfish glitches. Was able to resolve various issues such as, problems accessing Starfish, editing faculty office hours, and error messages: "undeliverable student emails".
  - As of February 24th, the following is a report about the Starfish Progress Survey Report:
    - Number of Sections: 4,813
    - Surveys sent: 4,807
    - Surveys Completed: 1,790
    - Number of Tracking Items Raised: 19,218 (these can be either: In Danger of Failing, Attendance Concern, Keep Up the Good Work, or No Shows)

- **Texas Pathways Grant**
  - Worked on and submitted my response to the request for the program map.

- Participated in College-Wide Development Day information session with guest speaker and Core Team.

- **TAB Grant**
  - Maintained constant communication with Grants Office and bachelors coordinator regarding the agreement and required documents for the grant.
  - Read and responded to various emails.
  - Reviewed documentation provided by the Grants office.

- **I3 Project HEAL Grant**
  - Attended i3 Service Agreement meeting
  - Read and responded to various emails

- **Project HEAL2 Grant**
  - Attended meeting at Region One to review the grant and discuss next steps.
  - Next meeting scheduled for March 1st, between 10:30 a.m. and 2:00 p.m. at the DHR offices.
    - Hiring of Nurse(s)
    - Course Sequence
    - Contextualization of Pre-requisite courses
    - Clinical Rounds/Rotations
    - HESI
  - Next meeting scheduled for March 1st, between 10:30 a.m. and 2:00 p.m. at the DHR offices.

- **CIBER Grant**
  - Email communications sent out to request updates/status of grant.
  - Follow-up email was sent to grants to provide an update.
  - Spoke with BT Dean regarding grant.

- **Carl Perkins Grant**
  - Communications sent out to Deans/Chairs, etc., as a reminder that the Biannual report is soon due. Requested data be submitted by March 1st.
  - Follow-up phone calls made to offer assistance, support, and/or schedule meetings to review report/responses.

<u>Grant Development</u>

- Recently submitted: None
- Grants being considered for Development/ Preparation:

  THECB College Readiness and Success Models:
    - Reviewed RFP.
    - Forwarded RFP and announcement of Deans Bischoff and Dean Reyna for review and consideration.

  TWC Fast Start IV Grant:
    - Reviewed RFP.
    - Forwarded RFP and announcement to Dean Reyna for review and consideration.

  TWC Dual Credit CTE Equipment Grant:
    - Review RFP and documentation provided by grants office.
    - Communicated with grants office regarding Dean Reyna's interest in the grant.
    - Followed-up with Dean Valerio regarding grant opportunity. He was not interested in pursuing the grant.
    - Requested that grants office include me in future emails and meetings.

Academic Projects:

- **Miscellaneous**

SACSCOC Call for Proposals:

- Reviewed website, booklet, and proposal application.
- Developed Word document version of proposal application and emailed for review.

Excelencia in Education – ALCC Meeting:

- Communicated with Excelencia, D2D Director and RAS Director regarding the upcoming meeting.
- Reviewed information provided by Excelencia regarding current data.
- Reviewed documentation provided by Excelencia to prepare for upcoming meeting.
- Scheduled meeting with Tony Matamoros and Serkan Celtek to review information being requested.
- Met with D2D Director and RAS Director to review information being requested by Excelencia. Developed strategy for responding to College Profile requested by Excelencia.
- Follow-up phone calls made to Excelencia to clarify some questions that the team had regarding the information being requested.
- Revised/edited the Profile based on the information provided by HSI Project Director, HSPS Administor, D2D Director, RAS Director and information retrieved from the STC website.
- Forwarded the document to College President for review and approval.

Upcoming

- TRSDA - Collaborative Economics STEM Conference was scheduled for February 7th-8th in Phoenix, AZ.
- Excelencia in Education – ALCC Meeting scheduled for March 2nd-3rd in Orlando, FL.
- Educate Texas – mandatory meeting scheduled for March 30th-31st – Dallas, Texas

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Assisted faculty scheduled in Pecan C111 with technology training and basic trouble shooting.
  - Met with ET department to discuss and plan AV equipment for the bond ALCs and upgrades planned for summer 2017. The major sticking point has been housing the tower in a Tier 2 design. With mobile tables an additional rack will need to be purchased for each group. Each rack is priced at $1,600 and takes away from available space in the classroom. A fixed table for each group would be $2,000 and faculty would not be able to move the tables for different types of collaborative grouping.
  - Discussed additional AV options with ET Director. Her team will pull together quotes to determine whether interactive boards are within budget. This would eliminate the tower and need for an additional rack, while allowing faculty more flexibility in the classroom.
  - Surveyed FOCUS Academy graduates on Tier 2 ALC design preference. The majority of responses indicated that mobile tables were favored over fixed tables. This design is more expensive and would require additional storage for the computer tower resulting in less space to move furnishings in the ALC. Findings of the survey were shared with Dr. Petrosian and Educational Technology. Will follow up with ET regarding the price point for interactive monitors and if this is a viable design with the other elements in a Tier 2 ALC.
  - Completed the Capital Improvement Plan forms for the 2018 ALC projects. Planning on meeting with Planning and Construction to work on a timeline for summer and bond projects.
  - Coordinated with RAS to select and schedule student focus groups and faculty interviews.
  - Created a spreadsheet of all summer projects, including bond, to determine the exact number of chairs, tables and glassboards by color for each project, as well a projected cost for each item. Workflow move requests are imbedded within the document to track furniture transfers.
  - Met with ET to review options for the Tier 2 design. The AV elements of the working Tier 2 design have been customized to create the desired environment for students and faculty. When surveyed the faculty indicated that they preferred mobile tables rather than fixed collaborative tables in the Tier 2 ALC.
  - Met with IT to further discuss VDI as an option for the Tier 2 design. Issues with the initial laptops were remedied with towers. The challenge has been how to house the tower affordably and without taking additional floor space from the rooms. ET specliast designed an AV credenza that houses the tower and equipment, but each credenza is near $2,000, with each Tier 2 needing an average of 6. Additional testing of the Click Share software is required.
  - Researched AV storage options for the tower, mouse and keyboard for each station.
- **FOCUS Academy**
  - Continued recruitment efforts to meet the grant goal of 32 completions per semester. A maximum of 36 faculty members were registered for training, but 37 attended the Kick-off Event on February 3rd.
  - Processed the Statement of Commitment forms for participants. Forms will be added to NOEs upon the successful completion of training. Currently there are 37 participants with 138 graduates under the grant so far. With a goal of 288 graduates by September 2019, 48% has been met and will increase to 60% by April 28, 2017.
  - Drafted a memorandum for each division to keep in compliance with internal grant documentation.
  - Discussed need for new survey to eliminate bias and create a true baseline to determine progress.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Planning a meeting with VPs, advising director, and faculty advising coordinator to discuss the faculty-advising program and the pathway model for faculty advising. The pilot faculty advising program is on track.
  - The pilot study is underway with 10 participating departments. Faculty advisors will each have up to 12 students and making contact with advisees respond and/or having correct and complete contact information. Currently there are 239 completed faculty advising certifications. The overall goal is 280. It is possible that by the end of Year 3 we will meet this goal and be ahead of schedule.
  - Coordinating with advising director to schedule summer faculty advising.

Component 3

- **Enhancement of Technology Infrastructure**
  - Planning to relocate recording equipment from C111 to A121. The equipment was purchased with the intent of recording trainings, but has not been utilized. It is better fit with technology component in offering remote instruction via Blackboard Collaborate.
  - Relocation of recording equipment from C111 to A121 was approved by VPAA. Will continue to proceed with the transfer.
  - Coordinating fall remote delivery and promote delivery and promotion of NAH courses to Starr County Campus.

Management/Compliance

- **Department of Education**
  - Completed the Department of Education Annual Progress Report (APR) and collaborated with David Passero to review it before submitting.
- **South Texas College**
  - Met with OVPAA for a status update on impending projects.
  - Presented status updates at the Academic Affairs Council Meeting.
  - Met with OVPAA and the Grant Office to review the transition of Financial Manager responsibilities for the grant. This change will take place in the upcoming month.
  - The HSI Instructional Coach position has been posted and will close March 19, 2017. The salary has been increased due to previous challenges to secure staffing.

Other

- **South Texas College**
  - Ceased efforts on the Steelcase Grant due to issues with a non-authorized vendor and public relation concerns.
  - Participated in the Ambassadors Leadership Academy.
- **Highlights**
  - 2017-2018 CIP due – February 10, 2017
  - Academic Affairs Council Meeting- February 26, 2017
  - Faculty Senate presentation- February 27, 2017
  - Educational Technology Meeting – February 14th
  - STC Bond Program – FF&E Procurement Meeting – February 15th
  - FOCUS Academy-February 17th
  - Academic Affairs Council Meeting - February 26, 2017
  - Faculty Advising Steering Committee – February 28, 2017
  - HSI Instructional Coach posting closes – March 19, 2017

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Associate Dean**
  - Attended the Vice President's Forum.
  - Attended the Academic Council.
  - Met with AA to review and prepared 2018 budget for submission to Business Office.
  - Met with OPOD liaison to discuss Pathways Chairs meeting.
  - Met with Curriculum Staff to discuss program map activity for February 3.
  - Met with Learning Outcomes Specialists about Bb Outcomes
  - Attended Pathways Chairs meeting to discuss College-Wide Professionak Development Day.
  - Met with Institutional Effectiveness and Assessment to discuss Curriculum IE Success Story.
  - Held a meeting for the Texas Pathways Project to discuss program mapping.
  - Attended the President's Administrative Staff meeting.
  - Met with OPOD liaisn and VPAA to plan for the College-Wide Professional Development Day.
  - Held a Courseleaf Administrators Training and Meeting.
  - Had a follow up call to discuss Learning Counts and CAEL Demo.
  - Attended a meeting at UTRGV regarding the UTeach Program.
  - Attended the Chair/Dean Training for the Courseleaf Training.
  - Held a College-wide PD Day Prep meeting.
  - Attended Courseleaf Administrator's meeting.
  - Held a Texas Pathways Project Core Team meeting.
  - Attended and presented at College-Wide Professional Development Day.
  - Attended the LEAP Texas Forum in Dallas, TX February 19-21.
  - Met with Learning Outcomes Specialist and had a webinar to discuss, what's ethical about personal responsibility.
  - Met with Kinesiology department to discuss the Personal Trainer Certification.
  - Met through webinar call with AEFIS.
  - Met with Record Retention Department to discuss procedures for records.
  - Met with office coordinator to review Calendar for 2018-2019 before Academic Calendar Committee meeting.
  - Attended the Planning and Development Council meeting.
  - Met with the Learning Outcomes Technicians to plan for the Taskforce meeting.
  - Had a conference call and demo with Digital Measures and office coordinator.
  - Attended the BUGs meeting with director of records and admission.
  - Attended EWD Board Committee to discuss the Catalog Style Guide Review.
  - Attended the College Advisor Training Program.
  - Attended the Assessment Taskforce meeting.

<u>Curriculum</u>

- Worked on Degree Works Department User Guide for upcoming training.
- Assisted with workflow spreadsheet to set up STC Online Catalog approvals.
- Created quick user guide for Human Resources Faculty listing update in STC Online Catalog.
- Reviewed Spring 2017 evaluation schedule and provided feedback.
- Assisted with Disaster Recovery Initiative with IS&P division.
- Worked on Spring 2018 schedule dates in preparation for roll-over of schedule.

- **Program Development**
  - Worked on adding additional data to Personal Trainer Certificate Program proposal in preparation for PDC meeting.
  - Worked with Admissions to setup and test course restrictions for College Success courses.
  - Reviewed documents with Kinesiology department chair to review Personal Trainer Program for PDC meeting.
- **Meetings attended and Trainings by the Curriculum staff**
  - Attended Academic Council meeting and presented overview of new STC Online Catalog.
  - Attended Pathways Program Maps meeting.
  - Attended meeting with Applications team to troubleshoot DegreeWorks issue.
  - Presented overview of new STC Online Catalog at President's Staff meeting.
  - Attended SmartEvals Training with AA division project manager
  - Attended College-Wide Professional Development Day.
  - Attended Courseleaf two-day trainings for Administrators, Faculty, and Deans.
  - Met with the Information Technology and SmartEvals vendor to discuss automatic uploads process.
  - Conducted training with Human Resources staff to update faculty listing and Human Resource content in STC 17-18 online Catalog.
  - Assisted with training for department chairs and front catalog content owners.
  - Met with Associate Dean to create draft Academic Calendar for 2018-2019.
  - Conducted DegreeWorks training for Curriculum staff.
  - Attended Banner User Group monthly meeting.
  - Attended the Digital Measures Demo.
  - Met with the Curriculum staff to prepare for College Advisor training in February.
  - Attending Academic Calendar meeting.
  - Met with AA Division project manager to send out notification emails to student and faculty for the course evaluations ending on the 25th of February.
- **Curriculum Software**
  - Applied new revisions for 17-18 online catalog.
  - Worked on Courseleaf updates, revisions and prep for CourseLeaf On-site Training for Tuesday and Wednesday.
  - Revised course audit, ensuring revision were correctly completed across all platforms (Banner, CoursLeaf Catalog, and Course Description file in shared drive).
  - Worked with STC Online Catalog to remind staff and department chairs to submit revisions.
  - Assisted Curriculum staff with creating customized STC Online Catalog user guides.
  - Assigned degree plans that will need scribe edits.
  - Worked on Study scribe language and Degreeworks integrations.
  - Worked on UCX tables and editing.

<u>Student Learning Outcomes and Assessment</u>

- Compiled material for the Council of Chairs presentation regarding assessment of the core curriculum.
- Polished materials for the Assessment Taskforce meeting and sent out a calendar invite to the team for our upcoming February meeting.
- Worked on Core Presentation. Adding several activity examples to select best for final presentation.
- Worked on 2017-2018 curriculum maps to send out to dept. chairs for review or update changes.
- Finalized PowerPoint presentation for Council of Chairs meeting.

- **Faculty Support**
  - Assisted faculty with his program rubric to continue with Bb outcomes assessment pilot.

- Assisted faculty with technical issues they were encountering in JagPride.
- Assisted ADN program with PLO reports for their accreditation agency.
- Assisted faculty to Core Objectives rubrics, roll over activities and finalize data for Fall 2016.
- Assisted faculty to enter data entry and analysis in JagPRIDE.
- Assisted a few faculty with their last minute activities into JagPRIDE.

➢ **Meetings and Trainings**
- Met with Bb Outcomes Liaison and the Distance Learning staff to follow-up on the Bb Outcomes pilot.
- Received Bb Ultra training to learn more about the web sharing feature to conduct JagPRIDE trainings.
- Met with specialist to review email and agenda items for our next learning outcomes taskforce meeting.
- Met with Specialist to discuss Core Curriculum presentation to Chairs. Will be working on PowerPoint slides and working with specialist to finalize presentation.
- Attention a training for Blackboard Collaborative Ultra. Will begin providing JagPRIDE trainings through web.
- Participated in College-Wide Professional Development Day.
- Attended conference call with Taskstream.
- Attended Assessment Taskforce meeting.
- Attended the LEAP TX Conference in Dallas with the Associate Dean and the other Learning Outcomes Specialist to learn more about assessment of the core objectives.
- Participated in a webinar to learn more about assessing personal responsibility.

➢ **Technology**
- Worked with other Learning Outcomes Specialist to review Argos system.
- Contacted AEFSI solutions to request a demo on their assessment software.

➢ **Reporting**
- Assisted specialist with a report request from nursing dept.
- Closed JagPRIDE. Deadline for Fall assessment was Jan. 31st. requested a final signature report.
- Followed up with Ana in reference to Bb outcomes. We need to continue with the reports to view the artifacts collected and begin identify evaluators.

<u>Course Scheduling</u>
- Attended College-Wide Professional Development Day.
- Provided updated Spring 2017 room schedule report for Chuy/Roel.
- Generating report for Facilities regarding upcoming events at Pecan Campus.

➢ **Schedule Development**
- The Scheduling Technicians created new Summer 2017 courses and added faculty name to assignments. Worked on Fall 201810 1st and 2nd review of schedules. They created new courses, cancelled courses, added classrooms and faculty names, and processed the reminder for schedules being submitted by Department Chairs for Fall 2017. Processed classroom and computer lab reservation requests for Pecan Campus. Generated Argos reports to check for TBA's for Fall 2017 term.

➢ **Schedule Maintenance**
- The Scheduling Technicians processed room/faculty schedule changes for Spring 2017 (additions, cancellations and faculty changes). Worked on Spring 2017 minimester room changes and scanned request forms. Also they updated scheduling manuals.

Nicolas Gonzalez
High School Programs and Services Administrator

- The spring Recovery schedule is ready and has been sent to our staff for contact with the schools and students. Four schools are participating: Donna 3-D Acad, Edinburg Vision Acad, La Joya CCC, and Mercedes AA.
- The Agreement for Los Fresnos CISD for dual credit partnership was sent some time ago. It will be signed and submitted to us soon. They are asking for possible additional sections in the science field.
- An email on policy 3232 and the restrictions on the number of dual per semester, limit of attempted credits, and new Writing prerequisite for some LASS courses was sent this week to all our dual credit contacts and principals.
- Working with the Recovery schedule due to start on March 21st. There are three schools still participating to start on this date – Donna, Edinburg and Mercedes (La Joya has not may a final decision as of today). PSJA Recovery started at the start of the spring semester – as they did in the fall -, and have the largest number of participants.
- Started working with the schools on the summer schedule, which is very large and dictates an early start.

DE Planning and Scheduling Manager

- Workshops/Meetings
    - Attended the college wide Professional Development.
    - Picked up DECA from Oratory High School.
    - Attended Women in Technology meeting at the Tech Campus.
- **DE Scheduling and Planning**
    - Helped web operator from Vanguard to access the web system.
    - Created a new Web operator from Palmview HS.
    - Sent speech candidate from PSJA North to Dr. Cantu for review. She will interview her before the end of semester.
    - Worked with Jessica Salinas and automotive program chair on summer classes.
    - Changed a couple of welding courses for PSJA ISD this summer I.
    - Checked the contact hours for all the computer science courses this summer.
    - Created nutrition courses for DEMSA this summer.
    - Economedes ECHS sent their request for summer I. Created a couple of criminal justice classes.
    - Made all the changes requested from PSJA ISD for summer II.
    - Worked with counselor from Edcouch Elsa on summer I schedule.
    - Requested three sections of English 1301 for Edcouch. Chair approved all three.
    - Requested an additional biology section for PSJA ISD. Chair approved the extra section for summer I
    - Robert Vela ECHS sent their summer requests. Created 2 speech, 2 art appreciation, 1 computer science and 3 economics.
    - Cancelled an education courses for this spring at PSJA HS. DCF left in the middle of semester.
    - Counted all the ECHS and Dual 2 Degree section from fall 2015 to spring 2017.
    - Created new Electrician tech. courses for PSJA ISD this summer. Chair approved both sections.
    - Created college algebra courses for DEEA Academy this summer.
    - Added the STRE 4000 for all new summer I & II courses.

    - Progreso ECHS sent their summer I schedule. Deleted a speech and psychology class.

DE Workforce Specialist

- **Conference/Workshops/Meetings**
    - Attended Business and Technology Staff Meetings
    - Attended Meeting with Grants department: FOCUS Group, Texas Genuine
    - Attended Women In Technology Committee Meeting
    - Attended HVAC Search Committee Meeting
    - Attended Business & Technology Career Day at Mid-Valley Campus
    - Served on the HVAC Committee Interviews
- Screening Dual Enrollment Instructors for Spring ’17 & Fall ‘17
- 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, HSPS

- Continued follow-up with the few remaining schools who still have not returned signed Principal Agreement. By the end of February, all principals except one had returned signed originals of the agreement.
- Continued to respond to faculty and/or chairs on issues with dual credit classes. Issues consist mostly of textbook availability, general dual enrollment issues, and technology access. Revised the report detailing issues, schools and STC departments involved.
- Continue to work on revisions to DC textbook adoption list with updates from STC chairs.
- Met with VPAA and OPOD liaison regarding my taking over the two spring 2017 DELTA courses as facilitator. Made updates to course materials and enrolled in eTeachI training to learn more about managing features of online courses.
- Reviewing and comparing ECHS MOU and general MOU for possible revisions/updates.
- Reviewing general MOU for revisions and updates.
- Reviewing Dual Credit Programs Instructional and Quality Standards Manual.
- Participating in ECHS Matriculation work group to increase the number of seniors from ECHS to enroll at STC after they graduate from high school. The action plan will be focused on those who will not complete their associate degrees.

Dr. Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- Dual Enrollment Computer Science, Criminal Justice and Engineering Academies Annual College Tour was held Thursday, February 23rd and Friday, February 24th for 57 students who visited the University of Texas Rio Grande Valley, Texas A&M University- Kingsville, Texas A&M University at College Station and Sam Houston State University.
- Submitted all travel forms/paperwork required for the Annual Academy Program Senior Educational Trip scheduled on March 2-3, 2017.
- Grants Compliance Review was conducted for the TexPREP Accounts on Friday, February 24, 2017.

TexPREP:

- TexPREP Returners applications were received from Weslaco, PSJA, Hidalgo and Roma ISD for Years 2, 3, & 4.
- Applications have been received from Human Resources for the TexPREP Program Assistants and Instructors positions. Interviews have begun for the hiring of 28 staff members.
- TexPREP Year 1 applications have been distributed to the partnering school districts with a deadline of March 24th. Parent and student meetings are being held for each district to share information along with answering questions regarding the program.
- TexPREP Meeting was held with Administration from Roma ISD to discuss the future of the program along with new initiatives such as a dual credit course during summer 2017 for Year 4 students.
- Partnering School Districts were made aware of graduation cords that would be given to students who complete all four years of the program.

Academies Program:

- Student and Parent Recruitment presentations were held at Juarez Lincoln High School, Mercedes High School, Mission College High School, La Joya High School, PSJA T-STEM High School, Edinburg High School, Edinburg North High School, Pioneer High School, Weslaco High School, The Science Academy, BETA High School and PSJA ECHS.
- Notification were sent to faculty and partnering school districts with the final list of students who attended the Annual College Tour.
- Parent Evening Meetings were held at the Pecan and Mid Valley Campuses for students attending the DEEA, DECSA, and DECJA College Tour.
- Mid Valley Academies Specialist attended Monte Alto's Early College High School College and Career Day on Wednesday, February 8th.
- Parent Evening Meetings were held at the Pecan, Starr and Mid Valley Campuses for students attending the Annual Senior Educational Trip.
- On Friday, February 3rd, the following workshops were held:
    - Pecan Campus: Career Awareness Speaker from the U.S. Customs and Border Protection presented to the students on the career opportunities within their agency.
    - Mid Valley Campus: Texas Parks and Wildlife presented on the various career and internship opportunities the organization offers throughout their divisions.
    - Starr Campus: STEM Career Awareness Speaker from Performance Therapeutics presented to the students on his career experience and field of study.
- Workshop on Friday, February 17th, included the following:
    - Pecan Campus: The junior cohort had a presentation by STC Student Activities and Support Services on Cultivate your Vision and Servant Leadership. Coordinator of

Academies and High School Projects presented to the senior cohort on University Housing 101 where she provided insight on the housing options and meal plans along with financial aid.

- Mid Valley Campus: South Texas College Library Instruction provided a presentation on the various services and resources available at the library which included material available for checkout, databases, citation, and research information.
  - Starr Campus: Director presented to the students on University Housing 101 where she shared the process of selecting the right housing for each student, meal plans, and what to expect when living on-campus.

- Workshop on Friday, February 24th, included the following:
  - Starr Campus: STEM Career Awareness Speaker FBI McAllen Training Coordinator presented on the various fields within the FBI and internship opportunities for students.
- Commencement 2017 Meeting was held on Thursday, February 26th where information was presented on the upcoming graduation for our 112 Academy students. The updated counts for the cords have been submitted to the Office of Admissions for graduation.

Professional Development/Continued Learning:

- College Advisor Training Program Presentation was held on Thursday, February 16th for counselors from partnering districts and STC staff.
- Academies and High School Project staff attended the College Wide Professional Development day on Friday, February 10th.
- Director of Academies and High School attended the Texas Regional STEM Degree Accelerator Consortium on Thursday, February 26th at the STC Pecan Campus.

In Progress: Projects and Major Activities

- Staff is processing each Academy Application submitted and identifying those ready for the selection committees.
- Annual Senior Educational STEM Trip coming up on March 2-3, 2017; collected 66 permission slips.
- Submission of paperwork for Academies Specialists who are scheduled to attend the 14th Annual Institute for Emotional Intelligence Conference in Corpus Christi, Texas on April 6-7, 2017.
- Year 1 Application review and selection for each partnering district.

Sofia Pena
Director – Early College High School

- ECHS is preparing to conduct Degree audits for all seniors to make sure they are prepared to walk at graduation.
- ECHS Team will be visiting assigned schools along with TEA Leadership coaches.
- ECHS team will be working on final degree audits with seniors students to ensure graduation requirements are met.
- ECHS team met with director of admission to join forces in recruitment of students who have college credit hours and are graduating high school to bring them back to finish at South Texas College.
- ECHS team is finalizing graduation information and meeting with students to ensure that they are ready and have responded to marching orders.
- ECHS team is working on degree plans for all rising juniors. To ensure that they are properly placed on rosters for summer and fall and to try to estimate the class request and staff needs for Fall.
- ECHS Director and pertinent staff met with new TEA Leadership coach and their respective schools.
- ECHS Director is attending Texas Pathways Project Institute #2 in Dallas, Texas to complete the second institute towards guided pathways and meta majors.
- ECHS staff are working on graduation completion and getting students who are not complete to look at returning to South Texas College to complete either in summer or further on down the line if necessary. This project is in conjunction with admission director

Vacant
Associate Dean – Professional & Organizatonal Development

- **Academies/Trainings:**
  - Ambassadors Leadership Academy (ALA): ALA met on Friday, February 3rd with 13 participants in attendance. Participants learned about setting goals and being more productive.
  - Teaching and Learning Academy (TLA): TLA met on Friday, February 3rd and 17th with 38 and 34 participants in attendance. Participants learned about our Texas Pathways Project and had the opportunity to participate in a creative wellness activity. Participants also learned on integrating technology in the classroom and classifications.
  - FOCUS Academy Kickoff: FOCUS met on February 3rd, 17th, and 24th, with 37 participants in attendance. FOCUS Academy kicked off its all-day first session, discussing expectations, active learning strategies, and pedagogy. They also learned about collaborative group work and scaffolding.
- **Special Events:**
  - Pathways Project: The program chairs, assistant chairs, and deans met on Thursday, February 2nd with 64 participants in attendance. The Pathways luncheon and meeting was to inform them about Pathways Project; data and plan for College-Wide were discussed.
  - Spring 2017 College Wide Professional & Organizational Development: OPOD provided general sessions and department meetings on Friday, February 10th for Academic Affairs, Student Affairs Enrollment Management, Finance and Administrative Services, and Information Services and Planning for all STC faculty and staff. The Academic Affairs faculty and staff heard Founder & President of National Center for Inquiry and Improvement present on Diving Deep Guided Pathways at South Texas College. Information Services and Planning and Student Affairs Enrollment Management listen to the OZ Principles. Library & Learning Support Services and Information Services and Planning had a presentation on "How we learn /generation differences, and instructional innovation" in the afternoon.
- **Programs in Development:**
  - Fall 2017 College Wide Professional & Organizational Development: OPOD continues on with the CWPOD breakout session by division to be emailed out to faculty and staff, September 22nd.
  - Upcoming Academies: Preparation is underway for the two sessions of Spring 2017 DELTA.V02 Academy to begin April 17th, as well as upcoming FOCUS, TLA, DLA, and ALA sessions.
  - Customer Service Training: OPOD is currently working on currently a customized Customer Service Training for the Mid-Valley and Starr County Campuses.
  - South Texas Leadership Academy: OPOD is currently working on planning for STLA for Staff scheduled June 16th at Region One ESC.
  - Administrative Professionals Conference: Preparation for Administrative Professionals Conference. Conference is scheduled for March 30-31 at Embassy Suites. Speaker is pending.
  - Recognition Efforts including:
    - NISOD
    - DTLA
    - DSA
    - Faculty Spotlight
    - Faculty of the Year

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

- Met with lead faculty in preparation for Pathways Project discussion.
- Attended Professional Development Day and lead the afternoon Pathways project discussion for the Building Technology Department faculty and staff.
- Continued to monitor DC student arrival and departure times as requested.
- Coordinating an April 2017 blood drive to be held at the Pharr Teaching Center.
- Coordinating a late April, summer/fall enrollment event to be held at the Pharr Teaching Center.
- Participated as a member of the SACS Review committee for Nikki Rowe High School on February 13-14.
- Attended STC Mid-Valley career expo on Thursday, February 16, 2017.
- Attended FOCUS Academy Sessions 1-3 during the month of February.
- Attended weekly visits with construction supervision students and staff at the ongoing McAllen Habitat for Humanity project.
- Attended the HVAC&R department advisory committee meeting.
- Reviewed fall 2017 PCCTC rolled-over course offerings and room requirements for creation of flyer.
- Reviewing PCCTC schedule in consideration of the addition of academic core classes in support of AAS programs.
- Coordinating PCCTC HVAC room availability in support of Continuing Education department's proposed training program.
- Coordinated classroom visit for BAT-TMGT Program professor to speak to construction supervision students about the transition into and the long term benefits of a bachelor's degree.
- Attended the Business & Technology Ganas Tour career info event held at Los Portales Flea Market in Palmview, Texas.
- Participated as a member of the SACS accreditation review committee for La Joya High School on March 7-8, 2017.

Dr. Rene R. Zuniga
Site Coordinator – STC-La Joya Teaching Center

- Facilitated La Joya Teaching Center new computer installation and computer labs updates, February 7, 2017
- Met with LJ JCEC high school principal, Sylvia Sepulveda to discuss summer sessions at La Joya Teaching Center, February 7, 2017
- Met with PR to discuss promotional materials and strategies for La Joya Teaching Center, February 9, 2017
- Coordinated La Joya Teaching Center Advisory Board Meeting, February 14, 2017
- Presented information about La Joya Higher Education Center to several La Joya counselors, February 16, 2017.
- Participated in the Second Annual Showcase Expo at La Joya Palmview High School. Provided Summer and Fall 2017 schedule and information to the community, February 18, 2017.
- Reached to several administrators to promote La Joya Higher Education Center, February 18, 2017
- Met to discuss promotional materials distribution to the La Joya Community, February 21, 2017
- Met with new La Joya ISD J. Carter Early College high school principal to discuss La Joya Higher Education Center and the partnership with La Joya ISD, February 28, 2017.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
VP-ISPP&SI

Information Services, Planning, Performance & Strategic Initiatives

Monthly Activity Report
February 2017

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The second phase of the CRM project will consist in creating an application for the Dual Enrollment academies, tracking missing information and communication with these students until the status is clear for registration. The STC team has reached out to Hobson's consultants to support the creation of the modified registration application and the special logic for residency requirements. The new application for DE academies is expected to go live November 2017.

Early Alerts system – Starfish by Hobson's
The functional team continues to plan the second phase of the Starfish pilot. Some of the ideas for this phase include loading Financial Aid data from Banner to Starfish in order for advisors to have access to such information and be able to share it with students. The second phase of the project will possibly increase the number of courses and participating faculty from Developmental courses to include all Core courses.

Luminis 5 upgrade - JagNet
The IT team continues to plan the second phase of the JagNet redesign project. The second phase includes email access from the home JagNet page and a new Progress meter that will pull up-to-date data from Degree Works.

Banner XE transformation
The IT team began planning the first phase of the Student Banner XE project that consists of the implementation of the Student Self Service Registration module. The ILP and Mobile projects have been rescheduled to follow the SS Registration module next Fiscal Year in order to accommodate technical pre-requisites such as the Banner data base upgrade to 9.6.

Timekeeping System - TimeClock Plus
The IT team began loading and validating the employee data to the new TimeClock Plus system. The Networking team worked on other tasks related to the clock set-up and installation. The new time keeping system is on target to go live on May 1, 2017.

Infrastructure

Disaster Preparedness/Recovery Planning - STARR Data Center
The IT team performed a tabletop exercise the last week in February in order to test the new equipment connectivity at the facility in Rio Grande. A more thorough test including Banner functionality will be performed in the months to come in preparation for hurricane season. This project is part of STC's Business Continuity and Disaster Recovery plan that is pending the installation of a power generator scheduled for this Fiscal year.

Office 365 Migration
The Systems team will create a project plan in order to address Office 365 migration issues. The next project phase includes enabling the Drop Box feature for email storage and it will begin once 365 issues are resolved.

Virtualization Phase II
The IT team installed 88 tin clients in the SAEM renovated area and participated in the inauguration ceremony.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We are working on adding vulnerability data to our metrics.
  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 Mobile Access (SMA)**
  Update: We are planning the deployment of a self service portal for two-factor.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We received two more quotes for the engagement.
  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.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  Update: Our main website was migrated behing the web application firewall.
  Summary: We created an advisory to IT informing them that we need to adopt web communication encryption protocols that are considered secure by today's standards.

- **Secret Server Implementation**
  Update: We are going to plan meetings with the different IT teams.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Intrusion detection from MS-ISAC**
  Update: We are going to find a way to capture traffic before it passes through our web gateway to make it easier to track the source of a detection.
  Summary: One of our weaknesses is our limited capabilities for intrusion detection. We are planning on leveraging a service offered by MS-ISAC to provide us with improved detection with minimal investment.

- **Access to GRC (governance, risk, and compliance) software used by Texas Department of Information Resources**
  Update: The GRC system was upgraded to a new version. We are waiting to receive access.
  Summary: The Texas Department of Information Resources granted the college an instance of Archer (GRC software) to be used to help manage the risk to our information resources and facilitate compliance with TAC 202.

- **Information Security Governance**
  Update: We met with the HR director to discuss new policy. We are working on a guidelines document together with our data classification standard.
  Summary: We are transitioning to a new remote access vendor solution.

- **Cyber Insurance**
  Update: Still waiting for a follow-up meeting.
  Summary: We are going through the application process to obtain cyber insurance for the College.

Marie Evans, Director
Educational Technologies Department

Meetings:

- 2/1/2017: Active Learning Classroom Meeting
- 2/2/2017: Library & Learning Support Meeting, Records Retention Meeting
- 2/6/2017 – 2/10/2017: TCEA Conference in Austin, TX.
- 2/13/2017: Staffing Plan Meeting
- 2/14/2017: ALC Meeting
- 2/15/2017: Review Bond Proposals
- 2/16/2017: Educational Technologies Interviews
- 2/17/2017: TLA Meeting, Focus Academy
- 2/20/2017: Starr Campus Visit
- 2/21/2017: Secretary Interviews
- 2/23/2017: Review Non-bond FFE
- 2/24/2017: Supervisory Symposium
- 2/26/2017-2/28/2017: Next Generation Conference

Monthly Special Events by Comparison:

2016	
Jan	74
Feb	165
Mar	142
Apr	219
May	100
Jun	104
Jul	105
Aug	132
Sept	148
Oct	192
Nov	166
Dec	119

2017	
Jan	89
Feb	132
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.5
May	524.25
Jun	119.25
Jul	148.75
Aug	260.75
Sept	236.25
Oct	307.5
Nov	254
Dec	189

2017	
Jan	145.25
Feb	175
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	5	28	1	100	0
Data Projector	2	4	10	0	1
Laptop	243	4	45	4	302
PA System	5	4	0	0	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	1
Video Camera	3	1	2	0	0
TV	23	0	1	2	0
Microphone	75	10	11	0	18
Direct Box	5	2	0	0	0
Digital Camera	0	0	1	0	0
Speakers	0	4	0	101	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	8
Screen	0	4	1	0	0
Document Camera	48	0	122	0	0
DVD/VCR Player	5	5	1	1	6
Wireless Lab	0	2	0	0	0
Keyboard/Mouse	13	2	4	1	3
Sympodium	0	0	18	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	4
CPS	0	0	0	0	0
Mixer	8	2	0	0	4
Tripod	3	1	2	0	0
WebCam	4	1	0	0	4
Computer	22	0	10	1	0
Portable Table	3	3	0	0	0
Microphone Stand	12	3	0	0	2
HD Video Streamer	3	0	0	0	0
Polycom Phone	4	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	3	1	0	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	0	0	0	0	0
Mac Adaptor	5	1	0	0	0
TableTop Mic Stands	6	1	0	0	0
Ipad	3	0	0	0	1
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	8	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	32	4	9	0	9
TOTAL	*543*	*87*	*238*	*210*	*363*

Dr. Fernando Chapa, Director

Institutional Effectiveness & Assessment

- **Institutional Effectiveness (all IE related activities):**

  - Continuous Quality Improvement (CQI) Report linking 2013-2015 IE cycle to 2015-2017 cycle – ongoing
  - Contacted by Division of NAH – provided pdf copy of NAH 2015-2017 IE Plan, and provided an Excel worksheet to assist the completion of the 2016 Mid-Biennium Report
  - Set up 2017-2019 IE Plan structure in Xitracs
  - Trained IEA staff on building IE Plan structure using the IEA Entity Tree
  - Met with Dr. Kevin Peek from the BAS Organizational Leadership Department to assist him with the budget request and IE notes.
  - Met with Dr. John Santana from the BAT Medical Health Services Management Department to assist him with an overview of the budget request and IE notes.
  - Updated the 2017-2019 IE Plan Writer's Guide PPT Presentation
  - Updated the 2017-2019 IE Plan Writer's Guide Publisher file
  - Updated the organizational structure on SharePoint
  - Added new users unto Xitracs
  - Continuing revise all IEA Archives from 2013-2015 to present date to ensure all are allocated properly.
  - Assisted in providing the Nursing and Allied Health and Architectural and Engineering Design Technology 2016 Biennium reports on PDF format.
  - Continuous Quality Improvement (CQI) Report linking 2013-2015 IE cycle to 2015-2017 cycle – ongoing
  - Developed IE Guide for 217-2019 Planning
  - Office of the President 2015-2017 Plan
  - VP SAEM 2015-2017 Plan
  - Finished copy 2015-2017 IE plans to 2017-2017 cycle for the following divisions:
    - Academic Affairs
    - Finance and Administration Services
    - ISP/SI (except Institutional Research and Effectiveness)
  - Completed to add faculty and staff members into Xitracs for the new 2017-2019 IE cycle. *(Status: Completed)*
  - Uploaded 2017-2019 IE Entity Tree to IEA Shared Folder
  - Updated 2017-2019 IE Plan Writer List in IEA Shared Folder
  - Updated IE Plan Builds to reflect current organizational structure in Xitracs
  - IE Introduction letter composed to inform IE Plan Writers of the upcoming IE Plan phase
  - Worked with IEA department staff to review and finalize the IE Plan Writer Guide and the 2017-2019 IE Plan presentation documents
  - Edited Xitracs Administrator access for Medardo Garza, Angela Gonzalez, Ashley Gonzalez, and Peng Lu

- **Assessment/Evaluation (all other assessment activities):**
  - Contacted various departments regarding Survey Requests as part of 2015-2017 IE Reports:
    - Professional and Organizational Development
    - Business Administration – survey already developed

- Information Technology program – survey already developed
- Physical Therapist Assistant program
- Vice President for Finance and Administrative Services
- Library Technical Services
- Information Technology department (formerly Technology Resources)
- Dean of Enrollment Services

➢ Puente Assessment Plan – Dr. Bischoff

❖ **Reporting (all date reporting and Factbook updates)**

❖ Factbook Related Activities:

➢ Worked on the new internal Fact book website development

➢ Continued work on the Enrollment by Ethnicity update

➢ Updated and posted Internal STC Fact Book reports listed below:

- Enrollment: Headcount and Course Section Count by Instructional Mode
- Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
- Enrollment: Headcount and Number of Sections by Division, by Department, and by Course
- Repeater Rate for Developmental Courses

❖ Data request:

➢ Continued work on ST-843, TSI Pass Rates for Developmental Writing Students

➢ Continued work on ST-1020, Enrollment and Persistence for CtN-PUENTE

➢ Provided the Puente Fall 2014 Cohort Persistence Rates and the Puente Success Rates – STC Fall 2014 – Spring 2015 for RAS request

➢ Provided the Grade Distribution – Fall 2016 report for Distance Learning per request

❖ **IEA Departmental Duties (anything done for our office, e.g. update website, or administrative duties):**

❖ **Others:**

❖ Met with Dr. Kristina Wilson from the Curriculum and Student Learning Department to obtain information for the next issue of the success stories.

❖ Upload and posted The Office of Degree and Certificate Completion success story on departmental website.

➢ Finished to organize departmental website the following departments:

- Office of the President, Vice President for Student & Enrollment, Management V, Vice President for Student Affairs & Enrollment Management, Office of the Vice President of Information Services & Planning, Vice President for Finance and Administrative Services.
  - Organized detail information about IEA Archive reports from 2011 to present date on departmental website. *(Status: Complete)*
    - Vice President for Academic Affairs, Mid-Valley Campus, Starr County Campus, Academic Advancement, Curriculum & Student Learning, Distance Education, High School Programs & Services, Dual Enrollment Academies, Early College High Schools, Honors Program, PTK Honors Society, Valley Scholars Program, Division of Bachelor Programs & University Relations, Bachelor of Applied Science: Organizational Leadership, Bachelor of Applied Technology: Medical and Health Services Management, Bachelor of Applied Technology: Technology Management, Division of Business & Technology, Administrative Office Careers, Automotive Technology, Business Administration, Business Computer Systems, Culinary Arts, Design and Building Technology, Electronics and Computer Maintenance Technology, Fire Science, Human Resources, Precision Manufacturing Technology, Public Safety, Welding Technology – Combination Welding, Division of Liberal Arts and Social Sciences, Division of

Humanities, College Success, Communication Studies, Development English, Developmental Reading, English, History and Philosophy, Interdisciplinary Studies, World Languages, Child Development, Child Development Center, Criminal Justice & Social Sciences, Education, Kinesiology, Political Science, Psychology, Visual Arts & Music, Art, Drama, Music, Division of Math and Science, Biology, Computer Science, Developmental, Math, Mathematics, Physical Sciences, Division of Nursing and Allied Health, Associate Degree Nursing, Emergency Medical Technology, Health & Medical Administrative Services, Medical Assistant Technology, Patient Care Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiology Technology, Respiratory Therapy, Vocational Nursing

- **Other**
    - Worked on IE 2017-2019 Plan Build for Academic Affairs ***(Status: Completed).***
    - Published and update all Departments divisions on departmental website. ***(Status: Completed)***
    - SPSS training from Youtube.
  - Met with Dr. Kristina Wilson from the Curriculum and Student Learning Department to obtain information for the next issue of the success stories.
- Updated the 2017-2019 Plan Writer Guide PPT presentation
- Created a video from the 2017-2019 Plan Writer Guide PPT presentation to be used as an introduction for the upcoming Plan Writer trainings
- Updated the 2017-2019 Plan Writer Guide Publisher file to be used on the IEA website, and incorporated the new plan fields
- Added members to the 2017-2019 IE Plan cycle

- **Meetings & Trainings:**
    - Met with BAS: Organizational Leadership IE Plan writer to submit Budget Query for FY2018
    - Met with Curriculum and Student Learning Department to interview for upcoming IE Success Story.
    - Weekly departmental training
    - 2015-2017 IE Final Report build
    - 2017-2019 IE Plan build
    - Equal Opportunity Commission Training

Cody Gregg, Dean
Library and Learning Support Services

Dean of Library and Learning Support

Meetings:

- 2/1/17: Active Learning Classrooms Meeting.
- 2/2/17: Bi-monthly meetings with directors; LLSS Directors' meeting; Records Retention Meeting.
- 2/3/17: Staffing Request Meeting; President's Administrative Staff Meeting.
- 2/6/17: CCUMC 2017 Conference Planning.
- 2/7/17: Coordinated Operations Council; Bond Program Planning Meeting; Budget & Staffing Meeting.
- 2/8/17: Outreach & Instruction Weekly Meeting; meeting with the VP; LLSS Positions Meeting.
- 2/9/17: Bi-monthly meetings with directors; Library Leadership Meeting.
- 2/10/17: College Wide Professional Development Day.
- 2/13/17: CCUMC Board Conference Call; meeting to review prioritized staffing requests.
- 2/14/17: Bond Constructions Program Planning Meeting; CCUMC Conference Planning Meeting; ALC Meeting; meeting to review library furniture layout; Board Committee Meetings.
- 2/15/17: Evaluation of Proposals for Bond Audio Visual; Bond Program Procurement Follow-Up Meeting.
- 2/16/17: Bi-monthly meetings with directors; CLE Leadership Meeting; LLSS Management Training.
- 2/17/17: CCUMC Conference Planning Meeting; Equal Employment Opportunity Commission Training. 2/20/17: Vacation Day.
- 2/21/17: Bond Construction Program Planning Meeting; CCUMC Conference Calls.2/22/17: Outreach & Instruction Weekly Meeting; CCUMC Conference Call; meeting to review non-bond FFE.

- 2/23/17: Bi-monthly meetings with directors; meeting to review management responses per internal audit; meeting to review non-bond FFE.
- 2/24/17: Meeting regarding podium and wiring closet access; coordination meeting to review furniture.
- 2/27/17: Active Learning Tier 2 Classroom Design Meeting; CCUMC Conference Call.
- 2/28/17: Bond Construction Program Planning Meeting; Board Furniture Mock Up Meeting.

Associate Dean of Library Services

Public Services Data

Library Services Data: 2/1/2017 -2/28/2017								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	2	0	102	n/a	9	0	113
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	793	2,611	12,904	39,981	1,704	5,682	3,388	67,063
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	289	1293	n/a	164	28	1,775
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	267	514	2607	n/a	290	324	4,002
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	15	0	57	n/a	10	6	88
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	481	56	827	n/a	187	36	1,587

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Reviewed lists and carts and compiled collection development orders.
- Continued service on a search committee for a contracts manager with the Purchasing Department.
- Corresponded regarding plans for a survey study of library support of the Dual Credit program.
- Corresponded with HR staff regarding staff position requests and existing position announcements.
- Continued testing EZproxy configurations to allow off-campus access to library resources.
- Continued investigating errors and testing solutions for the Supplemental Instruction lesson plan system.
- Continued configuring ShiftPlanning.
- Began researching the technical specifications for using the library's copy machines for color printing.
- Began working with IT staff to determine what changes need to be made to encrypt all library website traffic.
- Continued creating templates for Library and Learning Support Services signage.
- Began creating vinyl signs for Educational Technologies.
- Began working on the 2016 Annual Report.
- Continued working with Pecan staff concerning the Symphony item inventory.
- Continued working with the vendor concerning unavailable content in CQ Researcher.
- Began working with IT staff concerning wireless network settings for the staff mobile devices.
- Continued modifying and creating additional tutoring topics covered reports, based on feedback from faculty.

Collection Development Balances:

- Library Acquisition……. $ 82,693.00
- BAT & BAS/ Materials- ……$ 11,241.00

Director of Information Commons and Open Labs

Highlights:

February 2017 Attendance Statistics:

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

- 02/02/17: Bi-weekly meeting with the Dean; Library and Learning Support Services Administrative Staff meeting; Records Retention meeting.
- 02/03/17: President's Administrative Staff meeting.
- 02/06/17: Hiring committee interviews.
- 02/07/17: Meeting to review the Mid-Valley CLE furniture.
- 02/08/17: Meeting to discuss the furniture inventory guidelines.
- 02/09/17: Library Leadership meeting; meeting in La Joya Teaching Center to discuss printers, computers, and People Counter.
- 02/10/17: College Wide Professional Development Day.
- 02/13/17: Meeting to review prioritized staffing requests.
- 02/14/17: Meeting to review library furniture layouts; Policy Tour Update.
- 02/15/17: Human Resources presentation at the NAH Campus; Learning Commons and Open Labs Leadership meeting.
- 02/16/17: Human Resources presentation at the Mid-Valley Campus; met to discuss color printing options; Library and Learning Support Services Management training.
- 02/22/17: Director/Coordinator meeting; meeting to review non-bond FFE; met regarding the ORION Furniture database.
- 02/23/17: Academic Calendar Committee meeting.
- 02/24/17: Meeting to discuss color printing options; coordination meeting to review the furniture in the Information Commons and Open Computer Lab bond construction rooms.

Director of Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Attended open forum as part of the search for the new Vice President of ISP & SI.
- Tabled for the Criminal Justice and Social Sciences orientation at Mid-Valley Campus.
- Tabled for the Mid-Valley Campus Club Fair.
- Attended meeting at the Pecan Campus about JagTrax to better facilitate reporting on in-class tutoring.
- Manager attended planning meeting with Tech Campus CLE interim manager to discuss methods to evaluation in-class tutoring.
- Met to discuss the CLE's involvement in the Business and Technology Mid-Valley Career Day.
- Attended College Wide Professional Development Day.
- CLE hosted a table at the Business and Technology Mid-Valley Career Day.
- Attended Library and Learning Support Services leadership meeting.
- Attended CLE Managers meeting.

- Attended planning meeting with Tech Campus CLE manager to discuss methods to evaluate in-class tutoring.
- Helped SI Coordinator conduct SI observations.
- Part-time specialist attended the South Central Writing Centers Association Conference
- Attended Intercampus tutoring meeting.
- Attended Mid-Valley Advisory Committee meeting.
- Attended planning meeting with Tech Campus CLE manager to discuss methods to evaluate in-class tutoring.
- Library screened two movies in room A-105, the testing lab in the CLE.

Workshops:

- Dr. Tufa, Anatomy and Physiology professor, held study session for students and CLE staff.
- Tutors delivered 3 classroom presentations to Dr. Tello's Developmental English classes.

Tutor Trainings: Tutors attended Dr. Tufa's student session.

NAH:

Meetings and Events: Normal daily activities.

Pecan:

Meetings and Events:

- Continued conducting in-class presentations and tours
  Participated in the Criminal Justice Social Work Anthropology and Sociology Orientation.
- Staff attended TASP
- Continued to conduct interviews to fill vacant part-time positions
- Attended College Wide Professional Development Day
- Met to pilot ASL interns assisting in CLE
- Met to brainstorm intercampus tutoring possibilities
- Meeting to select new part-time specialists
- Participated in Library and Learning Support Services Management Training
- Director participated in EEOC Meeting
- Attended Writing Center Southmost Conference
- Tutor of the Week proposal drafted for CLE Social Media
- Continued conducting in-class presentations and tours
  reaching approximately 180 students
- Met with PR to discuss CLE promotional videos
- Conducted an intercampus tutoring meeting with Distance Education
- Pilot with ASL interpreter interns began
- CLE Tutor of the Week- Social Media Outreach began

Workshops:

- TSI Workshop *Sentence Structure*
- TSI Workshop *Statistical Measures*
- TSI Workshop *Essay Revision*
- TSI Workshop *Exponents*
- TSI Workshop *Expressions and Equations with Radicals*

- TSI Workshop *Factoring Polynomials*
- TSI Workshop *Polynomial Equations*

Tutor Trainings:

- CRLA Training Scenarios Modeling and Problem Solving
- Tutor Training APA Citation Training Series
- Tutor Training *Applications of Rational Expressions*
- ASL Training *Numbers and ABC's*

STARR:

Meetings and Events:

- Attended open forum for Vice President of Information Services, Planning Performance and Strategic Initiatives.
- Interviewed two potential candidates for Student Learning Assistant.
- Attended Spring 2017 College Wide Professional Development
- Attended Human Resources Employee Policy update
- Attended Starr County staff meeting
- Attended Library and Learning Support Services Management Training
- Attended South Central Writing Centers Association Conference at the University of Texas Rio Grande Valley in Edinburg
- Trained two Student Learning Assistant and two CLE Clerks.
- Sent two Student Learning Assistant Hire packets
- Attended the Campus to Campus Tutoring Initiative at Pecan Campus.
- Attended CPR Training
- Distributed CLE flyers and brochures throughout the Starr County Campus.

TECH:

Meetings and Events:

- Met to discuss the evaluation of embedded tutoring at the Technology campus
- Attended the College Wide Professional Development Day
- Met to discuss the evaluation of embedded tutoring at the Technology campus
- Attended the Library & Learning Support Services Management Training
- Attended CLE Staff meeting to discuss changes to STC policy and student evaluations of the CLE
- Manager presented at the NEFA Faculty Advising Training
- Met to discuss the evaluation of embedded tutoring at the Technology campus
- Attended CLE staff meeting to discuss Campus to Campus Tutoring Initiative using Blackboard Collaborate
- Interviewed for an ELPT SLA position here at Tech.
- Met with IT technician to discuss IT equipment used in the class rooms by the students enrolled in their program.
- Submitted the paperwork to hire a direct-wage specialist and a ELPT SLA

CLE Data:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	189	168	140	150	42	37
NAH	231	110	111	107	71	
PCN	341	392	433	406	78	161
PWC	249	231	236	175	37	59
STR	50	68	42	61	7	
TEC	40	40	34	41	15	
TEC-ET	417	543	452	553		

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	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	812	1019	923	1133	1232	1102	768	828	534	420	317	254
NAHCLE	699	610	795	1108	1185	934	901	1033	920	752	408	292
PCNCLE	1655	2954	2093	3126	3490	2200	2019	2012	1299	1121	588	413
STRCLE	191	292	208	301	334	339	292	234	209	313	165	37
TCHCLE	200	187	209	282	414	307	243	260	207	281	237	220

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ALCC Institutional Profile
- IPEDS – Spring
- IPEDS - Winter
- THECB Accountability Updates

Surveys

- Bachelors Program Survey
- BUSA graduate and employer surveys
- Campus Carry
- Chair Survey
- Child Development Observation Survey
- CLE
- DELTA
- Email lists for PR surveys
- Evaluation and Business Survey
- Library Art Gallery Events
- Library Evaluations
- non Matriculated Student Survey
- Professional Development Survey
- Puente POST Survey form
- Psychology Survey
- STC Current Student

Qualitative Studies

- HSI Grant Evaluation - Focus Groups

Data Requests

- Academic Standing of Dual Students
- Academic Year 2012-2016 Course Information
- Academic Year 2010-2011 Course Information
- Adjunct hours report for Spring
- Admin. Office Career Programs' Major Contact
- Business & Tech. Enrollment by Program & Gender
- CBM002 Edit/Trouble Shooting
- College hours earned by McAllen seniors
- Course fill rates, three preceding Falls
- Developmental/College Success rosters
- Dissertation contact list
- Dual Enrollment Since Tuition Waived (Fall 2000)
- Dual Taskforce pass rate data
- Enrollment data analysis (3 Years)
- Fall 2016 Institutional Profile
- FTE AY 2016

- FTE for Property/Casualty Insurance
- Honor Sections, Students, Faculty
- Interdisciplinary Studies Majors' Contact
- Math 100 contact
- McAllen ISD DE
- PDADEDN report for 2016
- PSJA New Students' Fall to Spring persistence
- Public Administration marketing rosters
- SI outcomes study for Spring 2016
- SI recruitment roster
- Sociology honors candidates
- Spring 2017 Enrollment Composition
- Starr County CRIJ majors roster
- Starr County not currently registered roster
- Starr County residents roster
- Starr County various education roster
- Student emaisl of GOVT registered students Sp 2017
- Transfer data
- WC Students Fall 2016 CB2 - TSI Writing Scores

Data Analysis

- CLE pass & persistence rates
- Dual indicators - six ISDs
- GOT data
- GOT program data updates

Qualitative Analysis

- Academic Challenge Taskforce
- MVC-CDC Analysis and Report

Meetings

- ALLC planning meeting
- Conference call with Richards/Carlberg
- CWPOD
- Dean/Directors meeting
- Data security controls
- Dean/Directors meeting
- Meeting with Jason (Accountability)
- Meeting with Rey Jassa (BUSA)
- Pathways Core Team
- PDC
- RAS weekly
- Summit presentation meeting

Isaac Garza, Project Manager
Office of Strategic Initiatives

Meetings:

02/07/2017: Raidus Weekly
02/07/2107: SI Update
02/08/2017: IPASS Coach
02/08/2017: Banner XE
02/09/2017: Starfish
02/10/2017: Oz Principle
02/13/2017: CCRC on Site Visit
02/13/2017: Dual Credit Meeting
02/14/2017: CCRC on Site Visit
02/15/2017: CCRC On Site Visit
02/16/2017: Banner XE Project Planning
02/19/2017: Travel to ATD Dream
02/20/2017: ATD Dream Day 1
02/21/2017: ATD Dream Day 2
02/22/2017: ATD Dream Day 3 (And Return Travel)
02/23/2017: Starfish (Attendance Feature)
02/23/2017: Banner XE
02/23/2017: JagNet Continued
02/28/2017: SIG Scoping Call for Banner XE Upgrade

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Phase 2: Stalled: Consulting Services have been secured.
H_Starfish	Early Alert	✓	✓	✓	Full Implementation of 1st Progress Survey has been completed and Data Shared.
TimeClock+	Time Keeping System	✓	✓	✓	Testing is scheduled to be conducted in March and April 2017.
Banner XE Upgrade	Student Self Service Registration	✓	✓	✓	WBS has been completed. Task Duration and Scheduling will be completed by 03/21/2017.
ILP	Intelligent Learning Platform				ILP Scope project has been delayed.
EMSI-Program Demand Gap Analysis	Measure how well aligned STC's program offerings are with the regional labor market.	✓	✓	✓	Vendor Delivered Draft Results.
JagNet Upgrade	JagNet Portal				Project Planning has initiated.

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

Leadership Activities

- Held a directors meeting with the Directors of RAS and IEA to coordinate on ongoing and upcoming projects.
- Met with the Academic Affairs Project Manager to train on calculating % of credits offered at dual credit sites to analyze McAllen ISD offerings.
- Participated in IS&P Division Wide Oz Principle training.
- Met with 2 DLA participants for Mentorship meetings
- Participated in meeting with Vice President to coordinate on ongoing and upcoming projects.
- Attended luncheon with the Texas Pathways Core team and Dr. Rob Johnstone to discuss Pathways model best practices.
- Attended Catalog training to learn how to update information on the new online catalog.
- Attended Rio Grande City "State of the City" address in Starr County.
- Participated in Equal Employment Opportunity Commission Training for Administrators on Title VII Complaints.
- Participated in President's Planning and Development Council meeting.

Accreditation Related Activities:

- SACSCOC Activities:
  - Continued drafting prospectus for Oratory Athenaeum.
  - Drafted the SACSCOC Annual notification letter of substantive changes for Fall 2017, and sent to leadership for review and approval.
  - Developed presentation slides for the RAS/IEA department meetings during CWPD related to the support the departments provide for SACSCOC compliance.
  - Completed the substantive change prospectus for Oratory Athenaeum.
  - Finalized the website development and publishing of electronic materials for the substantive change prospectus for Oratory Athenaeum.
  - Presented at Academic Council regarding the request for additional information for 3.3.1.1 from the 5th year report.
  - Began coordinating with Academic Affairs and an external reviewer on developing a response to the request for additional information on 3.3.1.1.
  - Began preparation of materials for the response due in April for the two recommendations from the On-Site Substantive Change Committee report.
  - Participated in conference call with Dr. Cheryl Cardell, SACSCOC representative, to obtain clarification on necessary documentation for upcoming response due in April.

RAS Related Activities:

- Attended Texas Pathways Core Team meeting.
- Reviewed IRB application and requested additional information from the researcher for Committee Review.
- Participated in weekly call with CIVITAS representative.
- Reviewed initial report from CIVITAS regarding the accuracy of the Spring 2017 persistence predictions.
- Reviewed IRB application from LASS Division faculty and prepared materials for the IRB Committee.

- Conducted an IRB committee to review research proposal submitted from a faculty member in the LASS Division.
- Participated in weekly call with CIVITAS representative.
- Updated the catalog information for IEA and RAS to include links to the Factbook and KPI's.
- Coordinated with HSI Grant Assistant Director on scheduling of upcoming focus groups and faculty interviews for the HSI Evaluation Plan.
- Prepared IRB Committee response for research proposal reviewed on 2-16 2017 and sent to the committee for review and feedback.
- Participated in conference call review of the draft EMSI Labor Market Study.
- Participated in a review of the CIVITAS Day 1 to Day 14 analysis of the persistence predictions compared to actual persistence.
- Review draft qualitative report developed by the Research Analyst for the Child Development Center focus group conducted in December.

IEA Related Activities:

- Updated the catalog information for IEA and RAS to include links to the Factbook and KPI's.
- Coordinated with HSI Grant Assistant Director on scheduling of upcoming focus groups and faculty interviews for the HSI Evaluation Plan.

Statewide Leadership Activities:

- Participated in Spring TACTE conference planning committee conference call.
- Provided financial information to the TACTE Treasurer.
- Worked with the Executive Director and Facilities representative from TACTE to renegotiate hotel room contracts for upcoming conferences.
- Participated in conference call with the Presidents of the TACE and TCCIA associations to discuss the TCCIL conference planning for Fall 2017.
- Coordinated with TACTE conference planning committee members on preparations for the upcoming conference.

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: March 20, 2016

Subject: February 2017 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Held conference call with German Chamber of Industry 3) Traveled to Austin for RGV Legislative Day 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Met with study institute from New York City 6) Met with Regal to discuss on-site training 7) Continued Engineering Tooling Academy activities with UTRGV 8) Attended Presidents Administrative Staff Meeting 9) Attended professional development day events at STC 10) Further developed and planned Manufacturing Seminars Series Program 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Worked with STC Grants Office to develop Skills for Veterans grant program 13). Met with Dr. Reed to discuss revenue and expense accounts. 14) Attended EEOC training. 15) Met with Priority

Tooling Solutions to discuss transfer to UTRGV Tooling Center. 16) Attended STMA meeting 17) Presented at Gonzalez Elementary for Career Day.

Summary of Activities for February 2017:

- Attended RSTEC Board Meeting
- Met with Regal McAllen Plant Manager and other managers to discuss plans to implement on-site training activities.
- Attended STC professional and Organizational Development training sessions.
- Presented at Gonzalez Elementary for Career Day. Carlos presented information related to workforce training and presented videos about STC's robotics programs.
- Held telephone conference with the German Chamber of Industry. Rio South Texas Economic Council coordinated this meeting and invited STC to participate. STC IAM will be participating in the German Chamber of Industry certification process and plans to adopt this model for its customized training programs.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Met with Victoria Hattam from New York to discuss IAM's customized training programs.
- Attended and presented at RGV Day in Austin. Carlos serves on the RGV Day committee and developed the Workforce Training Legislative Priority.
- Continued Engineering Tooling Academy activities with UTRGV.
- Attended Presidents Administrative Staff Meeting.
- Attended South Texas Manufacturers Association monthly meeting.
- Worked with STC Grants Office to develop Skills for Veterans grant program
- Further developed and planned Manufacturing Seminars Series Program. Next seminar planned is in the HVAC field.
- Continued development of Partnership Agreement draft between South Texas College and IIES. February 28, the agreement is 90% complete.

- Participated in conference call with TWC regarding Skills for Small Business grant program.
- Met with Dr. Reed to discuss revenue and expense accounts for NAAMREI and IAM.
- Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.
- Implemented new and innovative strategies to increase revenue for the IAM.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitored IAM enrollment and contact hour reports.

SOUTH TEXAS COLLEGE

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