SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

November 2017

Board Meeting

December 12, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **December 6, 2017**

TO: Dr. Shirley A. Reed, President

FROM: Matthew S. Hebbard, Vice President for the Division of Student Affairs & Enrollment Management

SUBJECT: **November 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 Information Services & Planning
  - Tony Matamoros, Director of Dual2Degree
  - Celinda Palacios, Director of Career & Employer Services
  - Gabriela Herrera, Student of South Texas College
  - Francisca Garza, Student of South Texas College
  - Aida Moreno, City of McAllen

Attended:

- Enrollment Team meeting
- Review Task Force meeting
- Contacted State Farm Arena to secure Spring 2018 Lease
- 2015-2017 IE Report
- TxEIS District & ERP Study
- Submitted TACC Survey to Don Hudson
- Traditional Enrollment Task Force Meeting
- Dreamers Task Force Meeting
- Review Commencement Program
- Met with City of McAllen, Holiday Parade
- Reviewed job description for Coordinator of Enrollment Marketing
- Met with ERP and UTRGV
- Constant Contact & Radius Initiatives Meeting
- Webpage review Mental Health Services
- Persistence Task Force Planning Session
- Met with ATD Coaches Guiding Pathway Discussion
- Attended Superintendent Session College for All
- Attended STC Food Pantry Ribbon Cutting

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

Participated:

- Radius Communication Plan, Skype Meeting
- McAllen Holiday Parade
- Submitted TACC Enrollment Report
- CCCIE- Update Web Call
- Enrollment Planning Assumption Follow Up Meeting
- RGV Focus Grant Meeting
- 2013 Bond Mobilization Team Meeting
- Search Committee Meeting for Dual Credit Programs and School District Partnership
- Career Coach Training

Enrollment Services & Registrar

During the month of **November 2017**, staff in the Office of Admissions and Records (OAR) performed many different tasks, including but not limited to:

- Opened registration for Spring 2018 semester with Priority Registration on October 2; to date, **15,012** students have registered online after OAR processed required documents and cleared them to register.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records ("Coordinator") and Coordinator of Enrollment Services ("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, transcript evaluations, graduation and records.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner 9 testing, BUGs, bond mobilization team, December 2017 Commencement Exercises, dual credit, Enrollment Appeals Committee, Grade Appeals Committee, Guided Pathways, Radius (application feature), Starfish (attendance feature) and two walk-through visits of the Enrollment Center under construction at Mid-Valley Campus.
- Director/Registrar, as chairperson, made a recommendation for one of the new Admissions Specialist position, formed a search committee for the other new Admissions Specialist position, and opened the vacant Records & Registration Specialist position to begin the hiring process
- Director/Registrar, as a member of Local Arrangements Committee for TACRAO Annual Conference, along with five other OAR employees, traveled to South Padre Island on November 3, 2017 to prepare for, assist with and attend the Conference held November 5 – 8, 2017
- 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 identified **2,707** students completing graduation requirements, sent them an invitation via Marching Order to participate in Commencement Exercises scheduled at State Farm Arena on December 16, 2017, and **1,131** students sent an RSVP via Marching Order to participate; Analysts began the distribution of regalia to these students on November 27, 2017.
- Document Management Specialist downloaded, reviewed and verified **5,406** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during November 2017.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration; STC has **107** international students enrolled for Fall 2017.
- Processed **90** course substitutions and exceptions in Degree Works during November 2017.
- Processed *Change of Grade Forms* for **81** students during November 2017.
- Processed *Reinstatement After Census Date Forms* for **18** students during November 2017.
- Processed *Schedule Change Forms* for **3,735** students prior to the deadline to withdraw from the Fall 2017 semester on November 17, 2017.

Enrollment Services & Registrar cont.

- Processed __4,247____ high school and _417____ college/university transcripts during November 201
- Evaluated __231___ transcripts from other colleges and universities during November 2017
- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed _4,491_____ STC transcripts during November 2017
- Scanned and indexed __6,622____ documents submitted by students during November 201
- 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.

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Monthly Activity Report November 2017					
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 September 1, 2017**
Pecan Campus	**247**			**ACT**	**378**
Mid-Valley	**277**	**569**	**486 (85%show)**	**TSI EXAM**	**567**
Starr Campus	**132**	**144**	**124 (86%show)**	**TSI EXAM**	**165**
Pecan Plaza	**117**	**72**	**69 (96%show)**	**GED/ PEARSON**	**185**
		1389	**1067 (77%show)**	**TSI EXAM**	**1351**
		88	**72 (82%show)**	**HESI**	**103**
TOTAL:	**773**	**2262**	**1818 (80%show)**		**2,749 – All Campuses YTD**

Assessment Center cont.

Important Department Updates

The Student Assessment Center held their 3rd Annual TSI workshop at Region One. Over 100+ Higher Ed, and HS counselor's gathered for two sessions of TSI updates on November 3rd 2017.

Elsevier Inc. will be raising the price of the HESI exam by 4% effective August 2018. The current price of a HESI exam unit is $38.00 and we currently charge the student $45.00 for the exam plus a board approved $25 reservation fee. The new HESI fee would increase to $38 + (4%) = **$39.52**
The Student Assessment Center recommends increasing the base price of the HESI exam from $45.00 to $50.00 to offset prices increase from Elsevier for FY18-19. Announcement from Elsevier Inc. is attached for review.

TSI Placement Report

TSI Scores: by placement score November 2017			
READING		**READING**	
Monthly (11/01/17 - 11/30/17)		**Year To Date (09/01/17 - 11/30/2017)**	
College ready (351+)	273	**College Ready** (351+)	353
Holistic Placement (349-350)	90	Holistic Placement (349-350)	111
Developmental Ed (342-348)	384	Developmental Ed (342-348)	452
ABE Level 6 (Developmental Ed)	68	ABE Level 6 (Developmental Ed)	82
ABE Level 5 (Developmental Ed)	232	ABE Level 5 (Developmental Ed)	275
ABE Level 4	78	ABE Level 4	87
ABE Level 3	19	ABE Level 3	20
ABE Level 2	22	ABE Level 2	24
ABE Level 1	5	ABE Level 1	6
Total	**1171**	**Total**	**1410**
MATH		**MATH**	
Monthly (11/01/17 - 11/30/17)		**Year To Date (09/01/17 - 11/30/2017)**	
College Ready (350+)	26	**College Ready** (350+)	61
Holistic Placement (348-349)	14	Holistic Placement (348-349)	36
Developmental Ed (336-347)	61	Developmental Ed (336-347)	152
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	49	ABE Level 5 (Developmental Ed)	114

Assessment Center cont.

ABE Level 4	23	ABE Level 4	59
ABE Level 3	6	ABE Level 3	14
ABE Level 2	2	ABE Level 2	4
ABE Level 1	1	ABE Level 1	1
Total	**182**	**Total**	**441**
Writing		**Writing**	
Monthly (11/01/17 - 11/30/17)		**Year To Date (09/01/17 - 11/30/2017)**	
College Ready (363 & 4+ Essay or 5+)	362	**College Ready** (363 & 4+ Essay or 5+)	448
Developmental Ed (350-362 & 0-4 Essay)	59	Developmental Ed (350-362 & 0-4 Essay)	109
ABE Level 6 (Developmental Ed)	2	ABE Level 6 (Developmental Ed)	3
ABE Level 5 (Developmental Ed)	4	ABE Level 5 (Developmental Ed)	4
ABE Level 4	14	ABE Level 4	17
ABE Level 3	17	ABE Level 3	20
ABE Level 2	6	ABE Level 2	6
ABE Level 1	8	ABE Level 1	9
Total	**472**	**Total**	**616**
Data retrieved from College Board Accuplacer			

Student Financial Services & Veterans Affairs

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Department and Student Services hosted the 2017 Super Saturday Event that was held at Pecan, Mid-Valley and Starr campuses
- Juan Miguel Galvan, Yesenia Garcia, Judy Martinez, Rebecca Cano, Marisela Lozano and Irene Rodriguez attend the 2017 Federal Student Aid Conference held in Orlando, Florida from November 27th through December 1st.
- SFS Department continues to complete and correct 2017-2018 files and award eligible students
- Veteran Affairs held a Veterans Day event at the Pecan, Mid-Valley and Starr campuses
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 50 FAFSA events in the month of October

Dual2Degree

- More than 1,300 students from 17 high schools have participated in the Dual Credit Fast Track events held by the Dual2Degree Department in the Fall term. Participating students receive a tour of a STC campus and support with advisement, registration, and orientation.
- The Director of Dual2Degree attended the 3rd Texas Pathways Institute in San Antonio. The state-wide institute focused on developing career placement and transfer strategies for both traditional and dual credit students.

- The Director of Dual2Degree presented at the PSJA ISD "College for All" National Conference held at the McAllen Convention Center on November 14. The presentation focused on strategies to successfully transition dual credit students to higher education based on the Department's "Dual Credit Fast Track" enrollment model.

STUDENT SUPPORT SERVICES

Dual Credit Fast Track Event

Provide DegreeWorks orientation in addition to a campus tour and registration for new dual credit students:

High School (s)	Number of students
Edcouch-Elsa HS	32
Mission HS	63
Mission Collegiate ECHS	74
Mercedes ECHS	45
Weslaco East HS	26
PSJA T-STEM ECHS	118
Elvis Ballew ECHS	10
Sotomayor ECHS	20
PSJA North ECHS	237
PSJA Memorial	65
PSJA Southwest ECHS	41
PSJA High School	163
La Joya ECHS	30
Jimmy Carter ECHS	37
Thelma Salinas ECHS	103
Total:	**1064**

PSJA TSTEM ECHS FAST TRACK AT PECAN CAMPUS

MISSION HS FAST TRACK

Dual Credit Registration Drives

The Dual2Degree Department provided enrollment support by facilitating online registration at the following high school sites:

High School/ISD	Number of Students Served
Roma High School	56
Monte Alto HS	49
McAllen High School	75

Dual2Degree cont.

Donna North High School	4
McAllen Memorial High School	26
IB Lamar Academy	18
Edinburg High School	87
Progreso HS	62
Edcouch-Elsa HS	73
Grulla HS	10
Total:	**460**

Registration Drive at Roma HS

Dual Credit Presentations:

Assist the College Connections Department with providing information on the Dual Credit Program:

Location	Purpose	Number of Attendees
STC Starr County Campus	Provide information on Dual Credit Program	155
	Total:	**155**

Dual2Degree cont.

Student-Parent Orientation/Meeting:

Provide orientation on Dual Credit Program to Parents and Students:

High School/ISD	Number of Parents Served
Rio Grande City HS	8
Donna North HS	50
Donna HS	50
Palmview High School	28
Weslaco East HS	17
Mercedes Early College Academy	17
Total:	**170**

College-wide Events:

Event	Location	Number of Participants
Career Fair	B.L. Gray Jr. High /Sharyland ISD	350
ISD CTE Meeting/Campus Tour	STC Technology Campus	30
INTERNAL STC MEETINGS		

Meeting	Department	Purpose
Weekly Leadership Meeting	Dual 2 Degree	Weekly meeting of director, administrative assistant and coordinators
Curriculum Committee Meeting	STC Faculty	Updates on changes to the 18-19 curriculum
VP Division Leaders Meeting	SAEM	Regular meeting to discuss enrollment updates
Department Meeting	Dual 2 Degree	Meeting to discuss Admin. updates and debrief on Dual Credit Fast Tracks
(NAAMREI) & (IAM) Division Meeting	Division of Business, Public Safety and Technology	Tour of our New Technical and Workforce Training Building
Administrative SAEM Division Leaders Meeting	Dual2Degree, Admissions, and College Connections	Walkthrough of New Student Services Building space at MVC
Dual Credit Student Onboarding Initiative Meeting	Dual2Degree & RAS	Meeting to discuss onboarding implementation and evaluation strategy for dual credit students

MEETINGS WITH ISDs

Meeting	District	Purpose
Spring 2018 Enrollment Planning & Training meeting	Edinburg HS Hidalgo ECHS Mercedes EC Academy PSJA ISD Valley View HS Valley View ECHS	Plan for implementation of Dual Credit Fast Track & Online Self Registration Trainings
Online Registration Training Meeting	Premier HS of Mission	JagNet enrollment training meeting
Early College Expansion Committee Meeting	PSJA ISD	Regular meeting focused on facilitating the expansion of dual credit opportunities at PSJA ISD
Meeting with La Joya ISD HEAL Academic Counselor	La Joya ISD	Review Spring 2018 enrollment plan

PROFESSIONAL DEVELOPMENT

Academy/Meeting	Purpose
Jaguar Academy	To enhance employee job skills, obtain job-related knowledge and information, and increase productivity and efficiency
Texas Pathways Institute #3 Meeting	Statewide meeting of community college leaders focused on developing pathways to improve transition and completion in higher education
TACRAO Conference	Statewide meeting on best practices for admission, registration, advisement and transition
College for All Conference Presentation	Presentation on Dual Credit Fast Track enrollment model
RGV Lead Conference	Coordinator of Dual2Degree served on a panel regarding dual credit financial aid implications
Women in Non-Traditional Occupations Speaker Series	Speaker series focusing on female participation in CTE careers
Career Coach Advanced Training	Training on Career Coach practices for improving student success

UPCOMING EVENTS & ACTIVITIES FOR DECEMBER 2017

- Continue implementation of Dual Credit Fast Tracks and Registration Drives for Spring 2018
- Finalize Fall 2018 Enrollment Timeline
- Work with PR & Marketing Office to develop marketing materials for Fall 2018
- Begin planning for Annual Counselors' Update for Spring 2018

Collection Connections

- South Texas College
  - TACRAO State Conference
  - Enrollment Management Task Force
  - 10th Annual Harvest of Health
- Partnership/Events
  - STARN Monthly Meeting
  - Coffee Talks Sessions – San Carlos Community Center
  - Coffee Talk - Pt.2 Alamo Community Resource Center
  - Migrant Parent Conference – Region One
  - EXPO Leadership Committee Meeting
  - Leadership Mid Valley Academy - Meeting
- Apply Texas Drive
  - Hidalgo High School
- Financial Aid Drive
  - Roma High School
  - Sharyland Pioneer High School
  - Donna High School
  - Johnny G. Economedes High School
  - Grulla High School
  - Rio Grande City High School
- Dual Support
  - Dual Apply Texas
    - Weslaco High School
  - Fast Track
    - Edcouch Elsa High School
  - Campus Tours
    - Mercedes Early College High School
    - Weslaco East High School
    - Mission Collegiate Early College High School
    - La Joya Early College High School
    - PSJA T-STEM High School
    - PSJA Ballew High School
    - PSJA Sotomayor High School
    - PSJA North High School
    - PSJA Memorial High School
    - PSJA Southwest High School
    - PSJA High School
- College & Career Fair
  - Donna North High School
  - W. B. Travis Elementary
  - Leo J. Leo Elementary
  - Juan N. Elementary
  - Progresso High School
  - North Grammar Elementary
  - STARN College Fair Weslaco IDEA- Booth set Up
- Recruitment
  - Rio Grande City High School – Senior Presentation
  - Juarez-Lincoln High School – College Presentation
  - Veterans Memorial High School – College Presentation
  - Options Academy Mission CISD – College Presentation

- **Collection Connections cont.**
    -
    - Barrientes Middle School – Table Set Up
    - 3rd Annual South Texas Police k-9 Competition – Table Set Up
    - Dr. Americo Paredes Elementary – College Presentation
    - La Joya High School – College Presentation
    - Donna Alternative School – Parent Presentation
    - 2017 Migrant Senior College Readiness Workshop – Table Set Up
    - Weslaco Boot Camp – College Presentation
    - La Joya North Academy – College Presentation
- Campus Tours
    - Mid-Valley
        - A. N. Tony Rico Elementary
        - Mercedes Early College High School
        - Weslaco East High School
    - Starr
        - Robert Barrera Middle School
        - Personal
    - Technology
        - 3D Academy
        - UTRGV HEB
        - Juarez Lincoln High School
        - STC Division of Public Safety & Technology
    - NAH
        - Mission High School
        - UTRGV HEB
        - 3D Academy
        - La Joya High School
    - Pecan
        - La Joya High School T-STEM Academy
        - La Joya High School
        - College Advisor Training Program
        - PSJA T-STEM High School
        - PSJA Ballew High School
        - PSJA Sotomayor High School
        - PSJA North High School
        - PSJA Memorial High School
        - PSJA Southwest High School
        - PSJA High School
        - EB Reyna Elementary
        - Personal Tour
        - AP Solis Middle School
        - UTRGV HEB
        - Mission Collegiate Early College High School
        - La Joya Early College High School

Collection Connections cont.

Call Center

Campus	# Visitors
Pecan	1,330 Visitors
Mid-Valley	255 Visitors
Starr	156 Visitors
NAH	202 Visitors
Tech	84 Visitors
Phone Calls	
Inbound Calls	9,160 Inbound Calls
JagChat	
Incoming Chats	504 Chats

Upcoming College Connection Events:

Apply Texas Drives

December 11 – Sharyland Pioneer HS

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
172	Student Contacts & Outreach
11	Student & Alumni Registered on CCN
11	Student & Alumni Resumes Revised/Uploaded on CCN
49	Employer Contact and New Employer Registered on CCN
53	Jobs posted to CCN
4,187	Total Students Registered to date
8,070	Total Alumni Registered to date
3,147	Total Employers Registered to date

Career Planning & Employer Services cont.

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- 5 Vector Marketing On Campus Recruitment events; Pecan Campus
-
- Presented to Dual Enrollment Academy on Career & Employer Services Overview, Career Coach Tour and Write It Right-resume presentation; 18 students in attendance
- Career & Placements Specialists and Staff Secretary attended Red, White & You Veteran Career Expo (75+ community members/alumni)
- 3 Resume and Cover Letter Classroom Workshops for College Success for Health Professionals – Sonya Sinsebox Nursing & Allied Health Fall Career Expo; 68 students in attendance
- Hosted Look Forward: What's New in LGBTQ Workplace Inclusion Webinar; Pecan Campus
- Participated in the I.T. Expo
- Nursing & Allied Health Campus-Resume Madness – 3 days
- Coordinator of Career Services presented at TACRAO Breakout Sessions
    - Openers & Ice Breakers: How to Energize & Move Minds
    - Building Employee Morale & Performance with Limited Resources
- Corning Optical Communications Information Session, Pecan Campus
- Nursing & Allied Health Campus
    - Open Workshop
        - Career & Employer Services Overview
        - Career Coach & College Central Network Tour
        - Write It Right – resume presentation
        - What I Wish I Knew Before My Interview presentation
- Technology Campus
    - Open Workshop
        - Career & Employer Services Overview
        - Career Coach & College Central Network Tour
        - What I Wish I Knew Before My Interview presentation
    - In class presentation – Phlebotomy
        - Career & Employer Services Overview
        - Career Coach & College Central Network Tour
        - Resume, Cover Letter, & Interview Presentation
    - Corning Optical Communications Information Session; 13 students in attendance

Coordination of Upcoming Events

- Coordinating future visit by Corning Optical Communications; communicating with recruiters and promoting visit via email
- Prepared materials for Dual Enrollment Presentation at the Mid Valley Campus. Updated presentation to fit the class needs.
- Prepared materials for Red, White, Blue, & You Veteran Career Expo event.
- Coordinated a Technology campus Career Center visit for Mission Early College High School CTE students for the end of November. Working with Nora Longoria to have their senior group visit our Career Center and I am working on a tailored presentation.
- Working on tailored presentation for Mission Early College High School visit. The presentation will highlight - the department's mission, services, information on Career Coach, and how to use College Central Network to connect to employment (and have them register).
- Managing calendar for upcoming career fair days with ISDs, classroom presentation requests

Career Planning & Employer Services cont.

- Requesting marketing materials for Spring Career Expos/Employer Symposium
- Prepared materials for Dual Enrollment Presentation at the Mid Valley Campus. Updated presentation to fit the class needs.
- Prepared materials for Automotive Open House CES info table.
- Coordinating future visit for HCA at the NAH Campus; scheduling promotion of HCA events for Nursing students
- Coordinator of Employer Services developing Employer Symposium; developing calling for proposals; outlining website information and planning logistics
- Preparing for Veteran's Job Readiness Workshop on Dec. 1
- Coordinating employer visits for Real Energy Solutions and Cuellar & Associates.
- Prepared materials for Phlebotomy in class presentation. Updated presentation to fit the class needs.
- Working on tailored presentation for Mission Early College High School visit. The presentation will highlight - the department's mission, services, information on Career Coach, and how to use College Central Network to connect to employment.
- Coordinating future visit for HCA at the NAH Campus; scheduling promotion of HCA recruiting events for Nursing students
- Coordinator of Employer Services developing Employer Symposium; developing calling for proposals; outlining website information and planning logistics
- Preparing for Veteran's Job Readiness Workshop on Dec. 1
- Coordinating employer visits for Real Energy Solutions, Cuellar & Associates and Texas Department of Public Safety.
- Prepared materials for College Success for Health Care in-class presentations.
- Prepared materials for Vocational Nursing in-class presentations.
- Continued to work on tailored presentation for Mission Early College High School visit. The presentation will highlight - the department's mission, services, information on Career Coach, and how to use College Central Network to connect to employment.
- Contacted Nursing students & alumni via College Central Network to invite and promote a recruitment event. Will be continuing to promote the events to the targeted student groups and proper program contacts.

Meetings & Miscellaneous information

- Sharing career fair events in collaboration with community partner – Workforce Solution
- Job Development (Dexter System Inc.; Entravision Communications; Laura and John Arnold Foundation; South Texas Buick GMC; TeleTech; WiFiRUS, LLC; Weslaco Pharmacy; Mario's RX Pharmacy; Corning Optical Communications; Fit Body BootCamp-Sharyland; Borgen Project; Lower RGV Development Council; Hansens Natural Corporation; Arizona Department of Corrections; Bridgestone Retail Operations, LLC; D-tronics, LTD; Intel Corporation;ROOSTERGNN Global News Network; Texas A&M University-Kingsville; Esperanza Project; VSolvit; Cores Lab Structures; Lower RGV Development Council; City of Wichita Falls; City of Wichita Falls; Language Success; R Communications; Redhorse Corporation; The Esperanza Project)
- Serving on hiring committee for Career & Placement Specialist position; met and discussed applicants with hiring committee
- Director attended Texas Pathways Institute (Nov. 5th- Nov. 8th)
- Coordinators of Career & Employer Services attended TACRAO Conference (Nov. 5th-Nov. 8th)
- Completed IE Plan final report
- Updated my contact and appointment logs to keep better track of student, alumni, and employer contacts for reporting purposes.
- Attended Red, White, Blue, & You Veteran Career Expo. Spoke to community members about Career Coach and how to utilize the assessments to come back to pursue career paths at South Texas College. Informed alumni of the services CES offers for students and alumni.

Career Planning & Employer Services cont.

- Attended Jaguar Academy – Customer service and etiquette
- Coordinator of Career Services attended HR Supervisory Symposium
- Marketing for Coring Optical Communications Visit
- Social Media Updates
- Preparation Workshop and Information Booths Dates and Locations
- CES Department Meeting-Discussed future department events and relocation dates.
- Attended Jaguar Academy – Human Resources Benefits
- Worked on Career Coach to familiarize myself with the resume function to better assist students.
- Updated presentations.
- Leadership Meeting-Report final finding to IE Plan
- Making preparations for upcoming TACRAO Conference and SoACE Conference
- NAH Career & Placement Specialist attended Jaguar Academy – Graduation Ceremony
- Leadership Meeting-Director & Coordinators of Career & Employer Services; discussed finalizing workshop presentations; Planning Department Retreat; Career Coach training dates; Employer Symposium; and Career Expos
- One-On-One Meeting with Coordinator of Employer Services and Career & Placement Specialist to discuss NAH updates
- Coordinator of Employer Services is designing content for Employer Services website including landing pages, forms and registrations
- Director facilitating Career Coach and Data Presentation for President's Administrative Staff Meeting-Dec. 1st; Career Coach Advanced Training sessions for STC faculty and staff-Nov. 30th
- Director attended and is participating with the Achieving the Dream –Interactive Discussion on ICAT Survey Results with ATD Coaches
- Director serving on the Enrollment Management Task Force- Matriculation Task Force Group- Increase Matriculation of Dual Credit Students to the College after high school completion
- Director serving on Texas Pathways Institute -ongoing initiative
- Coordinator of Employer Services partnering with Continuing Education to promote programs to employers
- Marketing for Coring Optical Communications Visit
- Coordinator of Employer Services is designing content for Employer Services website including landing pages, forms and registrations
- Team Meeting with Coordinator of Employer Services and NAH Career & Placement Specialist; Discuss upcoming events, workshops/presentations, meeting schedule for Spring
- Develop employer packets for upcoming event
- Working on compiling open workshop and in class presentation sign-ins and evaluations.

Student Rights and Responsibilities

Office of the Ombuds

Ombuds Cases for the month of November 2017				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		35	2	29
Mediation		3	0	3
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		191	2	180
Title IX: Victim Advocacy Support		42	18	24
Written Complaints/Maxient Referred to Human Resources Student to Employee		30	N/A	N/A
Total Cases		**301**	**22**	**236**

Ombuds Cases per Campus for the month of November 2017		
		YTD Cases
Pecan		124
Nursing & Allied Health		27
Technology		6
Mid Valley		70
Starr County		9
Internet		59
La Joya Teaching Center		1
Pharr College & Career Teaching Center		0
High School		5
Total		**301**

Office of Student Conduct

Student Violating Student Code of Conduct for the month of November 2017			
	Active YTD Cases	Closed YTD Cases	YTD Cases
	71	94	**165**

Student Conduct Cases per Campus for the month of November 2017		
		YTD Cases
Pecan		102
Nursing & Allied Health		19
Technology		6
Mid Valley		27
Starr County		6
La Joya Teaching Center		3
Pharr College & Career Teaching Center		0
Internet		2
Total		**165**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of November 2017		
Student Affairs		**YTD**
Cases Reviewed		41

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

Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	18	0	15	0	6	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

Student Activities & Wellness

- Fall Festival (PCN)

- Classroom Presentations (PCN)

Student Activities & Wellness cont.

- Collaboration with Veterans Department for the 5 Veterans Day Events district wide

- Soccer Finals (PCN)

- Ultimate Frisbee Tournament (PCN)
- Presentation for the College Advisor Training (PCN)

Student Activities & Wellness cont.

- Classroom presentations to promote Student Activities and Wellness Programs

- Assisted the Library with the International Games Day (PCN)

- Diabetes Awareness Day (STR, NAH & PCN)

Student Activities & Wellness cont.

- TR3N performed live at the Pecan campus cafeteria

- Zumba by PTK (PCN)

- Living History Festival – Sponsored by Student Activities and Wellness & History and Philosophy Department (MID)

Student Activities & Wellness cont.

- Leadership in the Classroom Series (PCN)

- Student Food Pantry Ribbon Cutting Ceremony

Student Activities & Wellness cont.

- Pictures with Santa sponsored by Student Government (PCN)

- Club Olympics (MID)

- South Texas College Early College High Schools Sports Club

Student Activities & Wellness cont.

- Dodgeball Tournament (MID)

- 5V5 Basketball League – Men's, Women's & Coed (MID)

- Thanksgiving Celebration Events (STR & MID)

Student Activities & Wellness cont.

- Christmas Pictures with Jerry and Santa(PCN)

- Participation in the Fast Track for Weslaco East (MID)

- Basketball Hot Shot Skills Contest (PCN)

Student Activities & Wellness cont.

- Participated/presented at the Dual Enrollment Academies Leadership Workshops(PCN)
- Participated/presented at the Junior Jaguars Leadership Conference hosted by College Connections(PCN)

- Football Toss Contest (STR)

- Fall Ping Pong Tournament (PCN)

Student Activities & Wellness cont.

- Stress Free Week Events (District Wide)

- National Button Day Activity (MID)
- Alcohol & Drug Prevention Event (STR)
- Assisted the South Texas College Jazz Ensemble with their concert (PCN)
- Volleyball Game – Intramurals Promo (STR)
- Video Game Tournaments (PCN, STR & TEC)
- Chess Tournaments (STR)
- Student Government Association trip to American Student Government Association conference in Dallas
- Presentation to the Dual Credit Fast Tracks (PCN)
- Student Government Association Executive Board Meeting (PCN)
- Student Government Association Meetings (District Wide)
- Student Leadership Academy Workshops(District Wide)
- Student Leadership Academy students participation at the Starr County Relay for Life event

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	**214**	**73**	**80**	**36**	**7**	**156**	**20**	**586**
Weslaco	**45**	**6**	**40**	**11**	**110**	**44**	**112**	**368**
Rio Grande	**6**	**0**	**3**	**0**	**16**	**3**	**0**	**28**
Tech Ctr.	**2**	**2**	**4**	**0**	**2**	**0**	**0**	**10**
NAH	**0**	**1**	**4**	**0**	**0**	**0**	**4**	**9**
Total	**267**	**82**	**131**	**47**	**135**	**203**	**136**	**1001**

Meetings/Consultations

- Counseling and Student Disability Services Staffing of Cases
- SAEM Division Leaders Meeting
- Coalition Against Violence and Exploitation Conference Planning Meeting
- Behavioral Intervention Team/ CARE Team Meetings
- Tobacco Prevention and Control Coalition Meeting
- Licensed Professional Counselor Supervision Meeting
- UTRGV Interns' Supervision
- Parking Appeals Committee with South Texas College Department of Public Safety
- Medicat Reports Meeting
- Hidalgo County Family Violence Taskforce Meeting
- South Texas College Food Pantry Meeting
- Individual Work-study Meeting with Counseling and Student Disability Services

Workshops/Presentations

- Workshop: Suicide: Let's Talk About It-Pecan Campus
- Workshop: Stress Management-Pecan Campus
- Workshop: Preparing for a Chosen Major-Pecan Campus
- Workshop: Disability Awareness Training-Pecan Campus
- Workshop: Key Strategies for Academic Success-Pecan Campus
- Workshop: Stress Management-Pecan Campus
- Workshop: Time Management-Pecan Campus
- Workshop: Understanding the American with Disabilities Act-Pecan Campus
- Workshop: Know Your Status-Pecan Campus
- Workshop: How Important is Your GPA-Pecan Campus
- Workshop: Master the Art of Test Taking-Starr Co. Campus
- Workshop: Alcohol & Drug Prevention Event-Starr Co. Campus

Counseling & Student Disability Services cont.

- Workshop: Got Stress? Use it to your Advantage-Starr Co. Campus
- Workshop: Stuffing & Turkey & Pie OH MY!!-NAH Campus
- Workshop: Juggling Multiple Roles-Mid-Valley Campus
- Workshop: Life after Loss: Coping with Grief- Mid-Valley Campus
- World AIDS Day-Mid-Valley Campus
- Information Table: Choose Your Plate-NAH Campus
- Workshop: The 5 Stages of Grief Loss-Technology Campus
- Workshop: Dealing with Stress-Technology Campus
- Know Your Status Grant Outreach-All campuses (Pecan, Technology, Mid-Valley, Starr and NAH)

Professional Development

- Campus Suicide Prevention Program
- NaBITA 2017
- Career Coach Advance Training

Comprehensive Advising

Comprehensive Advising & Mentoring Services
November 2017

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3,235
Weslaco	940
Rio Grande	364
Tech	220
Total	4,759

A. Programs/Activities/Meetings:

- **Academic Advising –** Advised students for the Spring 2018 semester enrollment; contacting students for 3rd and 4th Case Management contact; reviewed/completed student educational plan for First-Time-in-College (FTIC) students;
- **Faculty Advising** – Held Lead Faculty Advisors meeting to wrap up semester; 2 faculty advising trainings were held in the fall semester; trainings were led by faculty advisors; 229 total full time faculty have been trained since inception of new training;
- **College Advising Training Program-** Held Cohort training consisting of 37 presentations; campus visits were also held for the group at the Technology & NAH Campuses; Planning is underway for spring training dates;
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for FY2018; communicated with mentor's; new NOEs were prepared by Student Financial Services; met with program stakeholders to assess restructuring of program; began mentoring of FTIC students in College Success courses;
- **Beacon Mentoring Program** – Beacon Mentors Cohort 2017 met with their Beacon sections throughout the semester; Beacon Mentors were reminded to do their last contacts before finals in November, an event is being coordinated to show appreciation for mentors and faculty who participated this semester; sections are be recruited for spring term;
- **Carl Perkins –** met with SAEM Carl Perkins funded staff to review activities/strategies and target measures for FY2018 as well as compliance, forms, and data gathering for the biannual reports;
- **PASS Program –** met with PASS Program staff to review FY2018 activities/strategies, target measures and biannual reports; program has begun spring semester application process; setting up a committee to review and redesign PASS Program;

Comprehensive Advising cont.

B. Participated in the Following:

- **Faculty Advising** – held meeting for lead faculty advisors to wrap up semester;
- **Search Committees** – ongoing committee to replace two advisor vacancies, Coordinator of Faculty Advising and Administrative Assistant for Special Programs;
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving in Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee;

C. Preliminary Forms:

- Reviewed/Approved, time cards, other forms for advising staff, THECB work-study staff, and CATP & Beacon Mentor Programs related training documents; Submitted activity reports for programs

D. Follow-Up Status: Review of documents for THECB work-study mentorship; CATP & Beacon Mentor schedules TBD, Carl Perkins/PASS programming guidelines for new program year were discussed and reviewed; establishing committee for PASS Program Re-design; requested data for FTIC Mandatory Advisement and pending review of the data.

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FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance and 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 and Administrative Services

DATE: December 5, 2017

SUBJECT: Activity Report for Finance and Administrative Services
November 1, 2017 through November 30, 2017

The following is a summary of activities from November 1, 2017 through November 30, 2017 for the Division of Finance and Administrative Services.

Finance and Administrative Service
Mary Elizondo, Vice President for Finance and 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, Planning and Development Council 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:
    - Attended a meeting with Compliance Manager and Director of Accountability, Risk, and Compliance on Subpoena Process Review
    - Held meeting with Compliance Manager regarding TASB Legislative Summary Matrix
    - Held meeting with Director of Accountability and Compliance Manager regarding Policy Management Guidelines Review
  - Business Office:
    - Attended a meeting on Fee Defray Project with Comptroller
    - Attended a meeting with Comptroller and Associate Comptroller on Finance Agenda Items
    - Attended a meeting with Comptroller and Associate Comptroller on the tax abatement
    - Held meeting with Business System Analyst and Comptroller regard IT projects

- Held meeting with the Business Office Comptroller and HR Director regarding Salary Staffing Requests

- Facilities Planning and Construction:
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting with Broaddus and Associates and College staff
  - Attended the Bond Budget Reconciliation meeting
  - Attended the Budget retreat with Broaddus and Associates and College personnel
  - Attended walk-through tour of the Mid Valley Campus Bond Buildings
  - Attended walk-through tour of the Starr County Campus Bond Buildings
  - Conference Call with Legal Counsel regarding the Pecan Campus and Starr County Campus Chiller Incidents
- Food Services:
  - Attended a meeting with Food Service Director regarding cafeteria operations and Touchnet POS cashiering system
- Human Resources:
  - Attended a meeting with Human Resources Director on Policy #4305
  - Held meeting with Human Resources Director and Accountability Director regarding the hiring metrics
- Internal Auditor:
  - Held bi-weekly meeting with Internal Auditor on outstanding items
- Other Meetings:
  - Attended a meeting with College Personnel on Bond Purchase Procedures
  - Attended a meeting with College Personnel on Esperanza Clinic website requirements
  - Attended a meeting with External Auditor and College President
  - Attended a meeting with FAS Project Manager to update the IE Plan for FY 2015-2017
  - Attended the Faculty Senate Executive Meeting
  - Attended the IT Items Meeting on outstanding projects
  - Attended Achieving the Dream Coaches meeting
  - Attended Finance & Administrative IE Reporting Workshop
  - Held meeting with Chief Information Officer regarding IT Resources and Structure
  - Held meeting with Chief of Police regarding campus demonstration and drones policies
- Title IX:
  - Held Title IX meeting to discuss cases and procedures
- Trainings/Webinars:
  - Attended a webinar for Ellucian Workflow and Analytics
  - Attended the Fall 2017 Texas Association of Community College Business Officers (TACCBO) – CFO Meeting Fall 2017 in Austin, Tx

- **Worked on the following items**:
  - Other:
    - Reviewed the Employee Relations Officer Report on Complaint Intake & Other Services
    - Reviewed the exempt leave
    - Reviewed the Facilities Planning and Construction Projects Pictures
    - Reviewed the FY18 Unexpended Plant Fund Budget and Projects Beyond FY18
    - Reviewed the FY19 New Positions Forms and Procedures
    - Reviewed the JD from Prior Year
    - Reviewed the Policy Inventory List Deadline – November 30, 2017
    - Reviewed the Projected Bond Balance
    - Reviewed the Promise Program
    - Reviewed the STC Department of Public Safety Title IX Report

- Reviewed the Student Account Receivable
- Reviewed the Texas Association of Community College's Local Revenue Survey for FY 2018
- Reviewed the Uncollectibles
- Reviewed the VIDA Scholarship
- Worked on COC Meeting Agenda Items
- Worked on Dual Credit Report
- Worked on Policy #4305: Employee Leave, Spring Break, Semester Break and Holidays
- Worked on Policy #4901: Standards of Conduct and 4904: Employee Complaint Procedure with Academic Affairs personnel
- Worked on Tax Abatement with Comptroller and Associate Comptroller
- Worked on the Bond Budget Reconciliation
- Worked on the documentation for the budget retreat with Broaddus and Associates and College personnel

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Accounts Receivable held interviews for SPIRIT office full time Accounting Assistant.
  - Assisted Food Services with interviews for full time cashier.
  - Attended a Skype meeting with Hunter Williams from Texas Tech University to discuss how his school compiles Student Uncollectible Analytics to improve In-house collections and track External Collection Agency performance
  - Attended Audit Meeting
  - Attended backups for finance committee meeting
  - Attended Defray Project Meeting
  - Attended Finance Committee Meeting
  - Attended FY 2019 Staffing Request and Budget Process Meeting
  - Attended Internal Audit meeting (Bond Project Cost)
  - Attended IT items meeting
  - Attended meeting on the café POS (point of sale) system
  - Attended Skills 23 grant meeting with DHR to review and discuss the budget realignment
  - Attended Tax Abatement Footnote Meeting
  - Attended the BUGS (Banner User Group) meeting
  - Attended Travel and Expense training session
  - Cashiers held interviews for full time cashier at Nursing Allied Health campus
  - Cashiers held interviews for full time cashier at Technology campus
  - Cashiers held interviews for Pecan Campus full time Call Agent Cashier
  - Completed Argos report for general accounting, all payments included
  - Met and discussed audit status with external auditor
  - Met and prepared FY 17 Financial Statements
  - Met to discuss and prepare Bond Reports
  - Met to discuss Bond 2013 processing mapping with FPC Director
  - Met to discuss the tax abatement footnote
  - Met with cashier staff on the department's Gap Analysis report
  - Met with staff on dual credit gap analysis and discuss recommendations on a tuition/fee structure that could be fully automated
  - Met with the VP FAS to discuss the Rio Bravo Tax Abatement project

- Trainings:
  - Attended communicating with empathy training
  - Attended the Fall 2017 TACCBO CFO Meeting in Austin Texas
  - Budget Retreat with Broaddus & Associates
  - Cashiers completed all Workplace Answers course trainings
  - Starr and Mid Valley Cashier II are attending weekly Ambassadors Cross Training Academy (A.C.T.A)
  - Tips and Techniques for Collecting Student Accounts

- **Worked on the following items:**
  - Accounts Payable / Grants and Contracts
    - Completed grant closeout for:
      - ⇒ TWC ATX Grant
      - ⇒ TWC JET Grant
    - Submitted D4 – Check Registers for All Banks
    - Submitted copies of requested documents – Legal Services
    - Submitted AJ-2 Federal & Sate Award Schedules E &F
    - Checks Processed November 2017:

Bank No.	09/17	10/17
01 E&G	598	642
01 Direct Deposit	105	157
03 Student	12,521	1,685
12 I&S Taxes	-	2
16 I&S Bond	-	-
17 Plant	31	10
32 AP Card	462	540
37 Unexp-LT Bond Series 2015	40	21
38 Unexp-LT Bond Series 2014	9	-

  - Property Tax / Budget & Reporting
    - Forwarded tax levy receivable balance information from Hidalgo County to the external auditor
    - Requested information from Human Resources needed for the completion of the Legislative Budget Board's Campus Data report
    - Requested information from Texas Energy Consultants regarding the Rio Bravo tax abatement
    - Staff completed and submitted items necessary for the completion of the FY 2017 audit.
    - Staff provided additional information as requested by the external auditor
    - Staff reviewed and requested report modifications to the five year collection report from the delinquent tax attorney
    - Submitted the Texas Association of Community College's Local Revenue Survey for FY 2018
  - Cash Management/Special Projects/Office Support
    - Prepared Financial Statement for Annual Report
    - Prepared Investment Report
    - Reviewed and approved FY 17 Audit items
    - Reviewed and prepared Audit Items
    - Reviewed Cash management and investment items
    - Staff completed and submitted items necessary for the completion of the FY 2017 audit
    - Staff provided additional information as requested by the external audit

Bank No	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	12	867
01 Direct Deposit	8	167
02 Payroll	7	815
02 Direct Deposit	3	2,097
03 Student	5	311
12 I&S	0	0
16 I&S	0	0
17 Plant	5	17
37 Bond Series 2015	5	24
38 Bond Series 2014	0	0
Total	54	4,298

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	22
Wire Transfers for Benefits	0

- General Accounting/Construction/Fixed Assets
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 75 monthly reports during the month of November 2017

Duties	Total
ACH and Book Transferred Initiated and/or Approved	2
Approval Queues	20
Bank Reconciliations	11
Cafeteria daily sales report	55
Cancelled checks provided to AP and/or verification and positive pay	85
Checks printed and/or send	193
Construction Checks - Retrieve for Auditor	56
Copies of booklets/journal entries requested	57
Deposits prepared	20
Returned mailed checks - Logged and Filed	21
Returned Mailed checks - Disbursement	33
Bond Construction Checks logged, filed and organized'	35
Errands to Inter-office deliveries	31
Financial manager changes	4
FOAP created including activity codes	61
Hours assisting other departments	2
Hours used to prepare documents for scanning	2.5
Interdepartmental Transactions reviewed	39
Invoices and encumbrances reviewed	161
Journal entries prepared	38
Journal entries processed including FUPLOAD	1464

Journal entries/documents scanned	2530
Journal Entries Logged	1499
Journal Entries Filed and Organized including creation of labels	1322
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	29
Positive Pay Exemption-Number of checks researched	3
Record Retention - labeled boxes	5
Requisitions prepared	8
Stale dated letters mailed	617
Stop payments processed	91
Stale dated stop payment verification	46
Transactions removed from bank reconciliation	139
Webinar trainings (hours)	1

- Payroll and Position Control Departments
  - Payroll processes for the month ending November 30, 2017:

Payroll Re-issue Processed	5
Payroll Cycles	3
Payroll Checks & DD	3,198
TimeForce Access Forms Processed	72
Number of Employees with OT reviewed for OT Memos	479
NOE's Approved	325
Salary Budget Transfer Forms Processed	20 with multiple transactions

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the November board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

General Accounting:

General Journal Entry (Intra-Fund) (JE15)	247
General Journal Entry (Inter-Fund) (JE16)	155
Cash Receipts (CR05)	992
Misc Receipt Payments (CA10)	7
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	43

- Cashiers/Accounts Receivable
  - Cashiers extended hours of operation to assist students with Fall emergency due date of November 1, 2017
  - Generated and researched unpaid reports for D1,D4, and M3
  - mini-mesters
  - Cashier call agents contacted students on the unpaid list
  - Completed testing of the Spring 2018 tuition tables, however, activation is pending board approval of new House Bill 2223 >18 DEV fee effective for Spring 2018
  - Cashiers extended hours of operation to assist students on "Super Saturday", November 11, 2017

- Cashiers attended in house training on CRC and payment arrangements
- Tested the >18 Developmental fee script
- Cashiers extended hours of operation to assist students with the Fall 2017 installment due date, November 15, 2017
- Assisted the Office of Accountability with mock enrollment audit by providing copies of all installment agreements and emergency loan promissory notes requested
- Worked on the fixed asset inventory at all campuses and submitted by the November 17th deadline
- Worked with TouchNet support to resolve marketplace stores being offline
- Generated and researched unpaid reports for N11 mini-mester
- Activated Spring 2018 tuition tables

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,778	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	1,119	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 10/16-10/30) SR21	551	Salaried	1
(Waged 11/01-11/15) SR22	573	Waged	4
(Salaried: November) MR11	3,174		
		Void Checks Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	10	Waged	4
Salaried	309		
(Additions, Deletions, Changes)	1	**Replacement Checks Processed**	
Waged	58	Salaried	1
		Waged	4
Payroll Adjustment Worksheets		**Voided Direct Deposits**	
(Additions, Deletions, Changes)	8	Salaried	0
Salarie	62	Waged	0
(Additions, Deletions, Changes)	0		
Waged	-		
		Hand Cut/PBK	
		Salaried	0
		Wages	0
Liabilities Processed			
ORP	11	**Checks Processed**	
Annuity	11	Salaried	287
Student Loans	4	Total Net	$ 596,848.04
United Way	1		
Child Support	2	Waged	523
IRS Levy	1	Total Net	$ 150,395.67
Withholding & FICA	3		
Met Life	1	**Direct Deposit Processed**	
TexFlex	0	Salaried	1,753

Legal Judgement	1	Total Net	$ 4,814,456.13
U.S. Department of Treasury	0		
Social Security Administration	0	Waged	635
		Total Net	$ 198,985.97
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

Food Services
Luis R. Guzman II, Director of Food Services

- **Attended or held meetings as follows:**
  - Attended the Bond Mobilization Team Meeting
  - Conference Call with Mark Meyers from Island Oasis in reference for getting smoothie machine at NAH
  - Attended the Radio Interview with KURV concerning HR Job Fair
  - Attended HR Job Fair to meet with potential candidates
  - Attended a meeting with VPFAS to discuss Cafeteria updates, and TouchNet Software
  - Conducted interviews for MVC Cashier position
  - Assisted in Culinary Arts Baking Competition as a judge
  - Conference Call with Bill Alt from TouchNet

- **Worked on the following items:**
  - Confirmed training at MVC for new equipment to take place 11/17
  - Finalized all candidates for MVC Cashier interviews
  - Finalized all search committees for Pecan Lead Cook, MVC Lead Cook, and NAH Cook I
  - Finalized Gap Analysis Report
  - Finalized Self-Assessment Report
  - Finalized small-ware order for Pecan Cafeteria and MVC with the Purchasing department
  - Got interview talking points from Assistant Director of PR for radio interview with KURV about job fair
  - New temp employee brought on board to assist in the running of the existing NAH Café, began training
  - Three hiring proposals were approved by Dr. Reed. We now have a Food Service Manager for MVC, a Cook I for MVC, and a Cook II for Pecan.
  - Worked on new vegan menu options

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

- **Attended or held meetings as follows:**
  - Attended the Administrative Staff meeting
  - Attended the ARMS software meeting
  - Attended the ATIXA attorney discussion
  - Attended the Avigilon Surveillance Camera meeting
  - Attended the Behavioral Intervention Team meeting

- Attended the Bond equipment purchase and surveillance camera installation meetings
- Attended the Campus entrances surveillance cameras meeting
- Attended the Clery Act procedures meeting
- Attended the Coordinated Operations Council meeting
- Attended the Draft policy for Demonstrations and Protests meeting
- Attended the Draft policy for Drones meeting
- Attended the Emergency management meeting
- Attended the Faculty Senate meeting
- Attended the FAS Director's meeting
- Attended the Fire Evacuation Drill meetings
- Attended the Human Resources meeting
- Attended the IT assistance meeting
- Attended the McAllen Holiday Parade assistance
- Attended the Office of Civil Rights meeting
- Attended the Police laptop communications meeting
- Attended the Police patrol duty meeting
- Attended the Position description discussions with Human Resources
- Attended the Security meeting
- Attended the Shuttle bus coordination with UTRGV
- Attended the Staff meeting
- Attended the temporary employees meeting
- Attended the Title IX meetings
- Attended the TLETS meeting
- Attended the Traffic control meeting
- Attended the Transit Services meeting
- Attended the Transportation services employees meeting
- Attended the Voting assistance for Hidalgo County
- Attended the Voting signage removal meeting

- **Worked on the following items:**
  - Purchased order requests
  - Responded to faculty request for assistance
  - Reviewed police reports
  - Revised draft policy for Demonstrations and Protests
  - Revised the draft policy for Drones
  - Worked on the active shooter defense training for Human Resources employees
  - Worked on the address parking concerns
  - Worked on the ATIXA attorney recommendation
  - Worked on the Behavioral Intervention Team threat assessments
  - Worked on the Clery Act Annual Security Report review
  - Worked on the emergency management presentation
  - Worked on the employee time analysis
  - Worked on the faculty senate meeting to discuss active shooter defense training
  - Worked on the fire evacuation drills as required by Federal law
  - Worked on the installation of bond surveillance cameras
  - Worked on the internal and external event security planning
  - Worked on the investigation reviews
  - Worked on the lost and found procedures
  - Worked on the McAllen Holiday Parade Assistance
  - Worked on the Office of Civil Rights response

- Worked on the office operations
- Worked on the parking citation appeals
- Worked on the parking permit issuance management
- Worked on the police procedure revision
- Worked on the position description review with Human Resources
- Worked on the shuttle bus coordination and maintenance with UTRGV
- Worked on the Title IX case reviews
- Worked on the transportation services bus operation
- Worked on the travel requests
- Worked on the voting assistance for Hidalgo County

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Conducted a department staff meeting to provide updated on the 2013 Bond construction program related to the purchase of equipment and supplies
  - Attended the Coordination Operation Council meeting
  - Attended the Banner 9 monthly meeting to discuss various areas of the implementation
  - Participated in the Bond Furniture Installation Timeline meeting with Broadus and Associates
  - Participated in the following meetings hosted by Broaddus and Associates: budget retreat, final review of the bond purchases, and furniture installation meeting for the Mid Valley Student Services building
  - Participated in the 2013 Bond Mobilization Team weekly meeting
  - Reviewed and negotiated changes to seventeen (17) vendor agreement/contracts

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Prepared the following Request for Proposals (RFP):</u>
      - ⇒ RFQ 18-005 Utility Terrain Vehicle
    - <u>Public Bid Openings:</u>
      - ⇒ 17-18-1019 Signs, Banners, and Related Products
      - ⇒ RFQ 18-004 Sport Utility Vehicle
  - The Purchasing Department processed nine hundred sixty (960) purchase orders, approved seven hundred forty nine (749) requisitions, disapproved two hundred twenty eight (228) requisitions, processed change orders for goods and services, completed thirty seven (37) travel authorizations, and one hundred fifty eight (158) new/exiting vendor W-9 forms which were created or updated in Banner
  - The Fixed Assets Department is currently reviewing all assets purchased since October 1, 2017. The asset review process was completed as follows:
    - Approved thirty six (36) assets through November 30, 2017
    - Adjusted one hundred fifty one (151) assets in Banner for the month of November
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed six hundred twenty eight (628) deliveries (purchase orders and complimentary books) and four thousand two hundred three (4,203) packages/boxes. Five hundred seventy seven (577) purchase orders were received and posted in Banner, ten thousand eight hundred ninety (10,890) items were transferred/relocated as per move/set up request forms, and fifty four (54) faculty/staff moves were completed in November
  - The Mail Services/Copy Center processed mail and copy requests

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - Attended the Academic Council meeting
  - Attended the Banner 9 Admin Pages Project status meeting
  - Attended the Coordinated Operations Council meeting
  - Attended the Ellucian Ethos workflow and Analytics demo
  - Attended the Faculty Staff Meeting
  - Attended the Finance, HR Audit Board Committee meeting
  - Attended the IT Items meeting
  - Attended the Jaguar Academy Attendance and Presentation
  - Attended the Office of Civil Rights (OCR) meetings
  - Attended the Online demonstration of JDXpert software program.
  - Attended the Payroll Meeting (Procedures Updates)
  - Attended the TEAMS testing
  - Attended the Title IX meetings
  - Met with Continuing Education Staff regarding their Trainers working hours
  - Met with HR Technicians and Staffing and Compensation Manager regarding the PeopleAdmin Applications Review Guide
  - Met with the HR Assistants to update the new Benefits Staff duties for calls/mail delivery
  - Reviewed of HR Assistant Procedures
  - With Assistant Director and Director of College Connections & Admissions, regarding staffing matters
  - With Business Systems Analyst, HR Payroll Specialist, Curriculum and Schedule Coordinator, Project Manager – Academic Affairs, and Assoc. Professor of Biology regarding Faculty Load & Compensation (FLAC)
  - With Dean for Nursing & Allied Health, regarding staffing matters
  - With Employee Relations Officer for discussion and review of Dual Credit Manual
  - With High School Programs & Services regarding dual credit manual changes
  - With HR Staffing & HR Support personnel regarding supplemental questions for Faculty applications
  - With HR Support to review PeopleAdmin applicant-facing workflow status
  - With online compliance training vendor regarding new course launch dates and data exchange details
  - With Staffing and Compensation Manager to review job description for Coordinator of Staffing and Recruiting
  - With Texas Department of Motor Vehicles (TXDPS) regarding driver's eligibility process changes
  - With VP-Academic Affairs and Dean for Nursing & Allied Health regarding personnel matters
  - With VPFAS regarding salary staffing requests for FY19
  - With VPFAS to discuss Esperanza Clinic agreement
  - With VPFAS to discuss Policy 4305 – Employee Leave
  - With VP-FAS, VP-AA and various faculty to discuss Policy 4901-Standards of Conduct and Policy 4904-Employee Complaint Procedure
  - Personnel matters with:
    - Employee Relations Officer
    - Legal Counsel & Assistant Director for Human Resources
    - Project Director-STEM Degree Accelerator

- Trainings/Events:
  - Attended the Active Shooter Training
  - Attended the Employment Law Conference, New Braunfels, TX
  - Attended the Faculty Load and Compensation (FLAC) Design & Configuration
  - Attended the FLAC Testing & Training
  - Attended the HR Cascade (new website CMS system) training
  - Attended the International discussion on ICAT (Institutional Change Assessment Tool) survey results with Achieving the Dream (ACT) coaches.
  - Attended the ISP Portal Training
  - Attended the People Admin Selectsuite Certified Administrator training (online)
  - Attended the Transcript Evaluation training session w/ IEA/RAS
  - Attended the Webinar: How to Work in a Bubble – Navigating a Compensation Study in a Transparent Environment.
  - CoHEsion Conference, Mobile, Alabama
  - Held a Supervisory Symposium on the Pecan Campus. Updated information regarding HR Benefits and Employee Relations functions was presented
  - Hosted Faculty Load and Compensation (FLAC) Testing and Training event
  - Participated in the 4th Annual Red White and Blue Veterans Job Fair for veterans recruitment event

- **Worked on the following items:**
  - Coordinated staffing for 4th Annual Red White and Blue Veterans Job Fair
  - Prepared information for upcoming Employee Relations Office Holiday campus tour
  - Reviewed 403b Annuity Changes in Contributions
  - Updated and revised job descriptions for position requests
  - Verified Return to Work Retirees Working hours Audit
  - Worked on the 1% ERS Report Opt Out Credit
  - Worked on the 457 Texas Saver Report
  - Worked on the CUPA HR Salary Survey
  - Worked on the ERO Case Review
  - Worked on the Faculty Hiring Manual review
  - Worked on the FAS Division report
  - Worked on the Form I-9 Processes & Audit
  - Worked on the hiring proposals
  - Worked on the HR application screen confidentiality agreement for HR Assistants and HR Technicians
  - Worked on the HR website updates & modifications
  - Worked on the internal procedures manual updates
  - Worked on the job description review for Staffing Plan change request from Grants, Management and Compliance
  - Worked on the job description review for vacant position: Security Specialist
  - Worked on the legal services reconciliations auditor request
  - Worked on the nepotism reviews
  - Worked on the PeopleAdmin Applications Review Guide
  - Worked on the Policy 4305 – Employee Leave
  - Worked on the position report (organization chart) testing
  - Worked on the retiree premium monthly report
  - Worked on the State Employee Charitable Campaign
  - Worked on the supplemental attachment for TX Department of Public Safety agreement
  - Worked on the Texas Public Information Requests
  - Worked on the TRS Records for ED & ER Report submissions for September and October

- Worked on the Records management (Xtender scanning) project:
  - Currently scanning current faculty files into BDMS.
  - Developing list of records set for destruction
- Worked on the PeopleAdmin system issues management
- Report Development
  - Internal
    - ⇒ Direct Wage Position titles in the ISP&SI Division for HR Staffing Support Specialist
    - ⇒ IPEDS working copy reports for FY15 to FY17 for Assistant Director
    - ⇒ Current employees with original hire date for Benefits Specialist
    - ⇒ PTA Staff and Faculty Salary Report for FY17 and FY18
    - ⇒ Texas Mutual Insurance list for Benefits
    - ⇒ IS&P employees list to HR Director for public information request
    - ⇒ List of active employees as of current date, for HR Director
    - ⇒ Scanned documents list for HR Records
    - ⇒ November 2017 Benefits deduction
  - External
    - ⇒ Active employees list for external auditor
    - ⇒ List of employees for Central receiving
    - ⇒ List of employees hired on or after 7/11/2017 for Facilities Planning and Construction.
    - ⇒ Adjunct assignments list to Business Office
    - ⇒ Admissions and Records Staffing Report for Admissions & Records

Staffing & Recruiting		
	Staff	**Faculty**
Advertisements placed (Faculty & Staff combined)	18	
Search Committees assigned/forms requested	84	6
Hiring Proposals reviewed & approved	45	6
Job Offers	38	4
New Hire Processing	59	0
Vacancy Reports completed	5	0
Educational Supplements	4	1

Staffing		**Faculty Staffing/Evaluation**	
Positions Filled	35	Positions Posted	2
Resignations		Adjunct/Dual Credit Applications	14
Staff	6	Intent to Hire	
DW/WS		*Adjunct*	5
PeopleAdmin Sys. User Maintenance	38	*Dual Credit*	0
Staff Email Accounts	23	Full Time Temporary Faculty	6
NOEs		Transcripts reviewed	93
Full Time Temporary	16	Transcripts entered on database	50
Direct Wage	168	*Adjunct*	199
Trainer (PT)	83	*Overload*	746
Position Requests w/ Job Descriptions	41	*Dual Credit*	0
Positions		*Lecturer*	6
Posted	44	Temporary Agency Employees	
Re-Posted	15	*Requests*	2
Extended	4	*Replacements*	12
Cancelled	9	*Assignment Extensions*	1
HR Assistants		**Records Technician**	
Applications		Files scanned & indexed	500
Staff	1170	New Hire folders prepared	35

Faculty	0	Termed files prepared	10
Part Time (DW/PT/AD)	68	Boxes to Record Retention	2
New Hires, Rehires, Transfers	88		
Employee Relations			
DPS CCH Background Checks	321	TWC Claims	10
Fingerprints	150	Open Records Requests	2
DPS Driver Eligibility Checks	89		

Benefits			**Payroll**	
Benefits			PDR Notifications	223
New Hire Orientations	23		Direct Deposit Transactions	
Internal Transfers	13		*Full Time*	72
Benefits Credits/Collections	-		*Direct Wage/Work Study*	17
TRS Records reported	753		Resignations	
TRS Prior Yrs of Svc Verifications	-		*Full Time*	6
TexaSaver 457/403B Accounts	-		*Direct Wage/Work Study*	13
Benefits Eligibility Review (ACA)			Garnishments	62
Faculty (Adjunct, Temporary)	-		TXOAG Reporting	87
Staff (Direct Wage, Part Time)	-		Under Hours/DOC Worksheets	11
Exits			New Hires, Rehires, Transfers	87
Full Time	5		Name Changes	3
Part Time	-		Address Changes	9
Retirees	-		Form W-4 Changes	10
FMLA Requests			Verification of Employment	
New	10		*Forms processed*	37
Closed	15		*Letters sent*	1
Workers Compensation Claims			*Phone Calls*	30
New	2		Cell Phone Stipends	7
Closed	19		Adjunct Leave Forms	6
Tuition Reimbursement Applications	2		NOEs	
Tuition Grant Applications			*Faculty Full Time Regular*	0
Employee	13		*Faculty Full Time Temporary*	1
Dependent	6		*Direct Wage*	187
			Work Study	25
			Adjunct	97
			Overload	48
			Dual Credit	0
			Trainers	105
			Fac. Special Assignments, Other	3
			Fac. Salary Retro-Pay Adj	2
			Fac. Base Salary Pay-Off	0
			PeopleAdmin Transactions	
			Approvals	10
			Hiring Proposals	37
			Payroll Worksheets	26
			Move Request Updates	36

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

- **Attended or held meetings as follows**:
  - Attended Budget Retreat with Broaddus & Associates and College staff
  - Attended conference call meeting to review Owner Insite software
  - Attended Coordinated Operations Council meeting
  - Attended Faculty/Staff Meetings for Bond Projects with Staff
  - Attended FPC staff meetings
  - Attended meeting for Furniture Install Timeline vs. Computer Install Timeline
  - Attended meeting with FAS staff to prepare for Budget Retreat
  - Attended November Facilities Committee meeting
  - Attended Special Board meeting
  - Attended weekly Bond Program progress meetings with Broaddus & Associates
  - Mid Valley Campus-attended AOC bi-weekly construction meetings and Bond Mobilization walk through of buildings
  - NAH Campus Expansion-attended Faculty / staff walk thru
  - NAHC-attended bi-weekly AOC meetings
  - Pecan Building M-attended meeting with Alicia Gomez and Lucio Gonzalez to review possible modifications to rooms M125 and M238
  - Pecan Campus North Academic Building–attended a Substantial Completion walk thru with Architect
  - Pecan Campus South Academic Building & STEM-attended a Go-To Meeting for the Furniture Coordination
  - Pecan Campus Student Activities–attended a meeting with Career Center staff to review missing office space
  - Pecan Campus-attended furniture install meeting with Broaddus & Associates, HPG Design, and Gateway
  - Regional Center for Public Safety Excellence–attended concrete pour and site visit, and final inspections with City of Pharr of utility infrastructure installed; attended the bi-weekly AOC meeting
  - Regional Center–attended the bi-weekly AOC construction meetings
  - Starr County Campus Building F Site Regrading and Sidewalk Replacement-attended preliminary substantial construction walk thru
  - Starr County Campus Thermal Plant Chiller Incidents-attended meeting with College staff and OCIP insurance adjuster
  - Starr County Campus-attended meeting with Purchasing staff to review furniture schedules and quotes; had conference call with legal counsel, engineer, and College staff to review status and report of chiller issues
  - Starr County Campus-conducted walkthrough with bond mobilization team; attended bi-weekly AOC meeting; reviewed proposed alternate #4 with staff and the Engineer of record
  - Technology Campus–attended a meeting with Hinojosa Engineer and Broaddus to review site grading issue

- **Worked on the following items:**
  - Attended a vendor's presentation
  - Attended the Supervisory Symposium Training
  - District Wide Security Cameras-worked on verifying camera installation issues with WJHW and project team

- La Joya Higher Education Center Monument Sign-worked on providing information needed by manufacturer
- Mid Valley Campus Child Development Center Covered Walkway-worked on material color coordination with contractor
- Mid Valley Campus Student Services Expansion-received furniture deliveries; received Substantial Completion; prepared owner punch list
- Mid Valley Campus–performed site visits to observe status of construction progress; reviewed issues with obtaining Certificate of Occupancy from City of Weslaco
- Nursing and Allied Health Campus-reviewed furniture layouts for the lobby; reviewed alternate sidewalk layout
- OCIP-Pecan North Academic and South Academic buildings-provided Substantial Completion forms to College's Risk Management staff
- Pecan Building X Sign-Worked with sign company to provide drawings for Building X increased size of sign
- Pecan Campus Projects-performed site visits to observe status of construction progress
- Pecan Campus Relocation of Information Booth to Athletic Fields-worked with College O & M staff to resolve water supply issue
- Pecan Campus South Academic Building & STEM-performed the substantial completion walk thru with the AOC team
- Pecan Campus-Coordinated the delivery of furniture for the North and South Academic Buildings, Received Substantial Completion for North Academic, South Academic and Student Activities buildings
- Pecan North Academic and South Academic Buildings-coordinated the delivery of furniture
- Pecan Plaza and Starr County Campus Emergency Generator Replacement- jparticiptated on evaluation of construction proposals
- Pecan Plaza-site visit to select plastic laminate material for millwork
- Pecan Student Activities and Cafeteria Building-performed site visit to observe construction progress
- Replacement-prepared preliminary substantial construction walk thru punch list
- Reviewed and updated the OCIP Builder's Risk Monthly Report
- Reviewed field reports from Garland Roofing for roof installation progress
- Reviewed invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies; Construction Material testing lab reports and invoices
- Starr County Campus Building F Site Re-grading and Sidewalk Replacement- reviewed submittals and change order proposal
- Starr County Campus–coordinated a site walkthrough with our educational technologies department to review proposed digital sign locations, performed an above ceiling inspection with Broaddus & Associates
- Technology Campus–Building D Metal Panel Replacement complete.
- Technology Campus-coordinated additional equipment for PMT Dept
- Technology Campus-worked with project team and Maintenance on pending electrical items at PMT Lab
- Worked on back up items for the November Board meeting
- Worked on November and December Facilities Committee meeting agenda & write ups
- Worked on hiring process for the Accounts Assistant and Project Technician
- Worked on items for the Board meeting
- Worked on providing the FPC department's Vacancy, Metrics, Peer review GAP Analysis, and Self-Assessment reports; worked on the pending Workplace Training
- Worked on reference checks for the Project Manager position

- Worked on Space Modification Requests and Move Requests
- Worked on updating FPC change order procedures with FPC and Accountability staff
- Worked on updating staff job descriptions

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Bond Construction Program Planning Meeting
    - Attended the Starr Campus Construction Progress Meeting
    - Attended the Tech Campus Drainage Issues and Water Intrusion Meeting
    - Attended the Tech Campus East Building A Roof Inspection
    - Attended the MVC - Construction Progress Meeting
    - Attended the Budget Retreat with Broaddus & Associates
  - Other:
    - Attended the Coordinated Operations Council Meeting
    - Attended the Facilities Committee Meeting
    - Attended the Finance Committee Meeting
    - Attended the Special Board Meeting
    - Attended the BIT Meeting
    - Attended the Meeting with Insurance Adjuster / Trip to Starr Campus
    - Assisted in the Project Manager Interviews for the Planning & Construction Department
    - Held an Interview for Administrative Assistant
    - Held Interviews for NAH Custodial Supervisor
    - Held a conference call with Access Esperanza Clinics
    - Held the FOM Managers' Meetings

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan
      - ⇒ TLC Landscaping completed installation of new plants for Building X.
      - ⇒ Met with ChemSol regarding electronic waste at Pecan. Quote has been received and approved.
      - ⇒ Quote for replacement section of HEB fence has been received and approved.
      - ⇒ TLC Landscaping is preparing a plan for landscaping improvements for Building M.
    - District Wide
      - ⇒ Managed typical pest control issues and equipment rentals.
      - ⇒ Fire Suppression RFP has been approved by the Board.
      - ⇒ Annual elevator inspections have been completed.
      - ⇒ Annual backflow inspections are in progress.
      - ⇒ Met with Strong Line and First FP to discuss winter break inspections and repairs.
    - Starr
      - ⇒ Met with snack and soda vending companies to plan machines for all new buildings at the Starr Campus.
      - ⇒ Contacted vendor regarding repair of fire hydrants. Will be meeting with them in early December
    - Mid Valley
      - ⇒ The roof leak in Building A has been repaired

- Technology
  - ⇒ TLC removed the dead palm trees by Building E

Classification	Work Orders Completed	Cost
Carpentry	213	$ 13,126.22
Electrical	99	10,855.72
Energy	127	2,469.02
HVAC	623	3,132.65
Locksmith	120	658.28
Painting	41	275.73
93	98	4,469.89
Plant Services	-	-
Total Cost		**$ 34,987.51**

- Custodial Department

Set-Ups	395
Moves/Relocations	67

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

- **Attended or held meetings as follows:**
  - Attended 360Factors meetings
  - Attended demos for MyPolicies and ComplianceBridge
  - Attended Title IX Committee Meetings.
  - Discussion with Project Manager for FAS and Assistant CIO regarding the value of the electronics in new buildings
  - Discussions with Broaddus & Associates personnel and Carlisle Insurance regarding Furniture coverage under Builder's Risk policy for Mid-Valley Health & Professions Science Building
  - Discussions with Business Office and Purchasing regarding equipment and furniture values for new buildings
  - Discussions with Carlisle Insurance regarding invoicing for Worker's Compensation policy
  - Discussions with VPFAS and Carlisle Insurance regarding OCIP end dates and potential extension of OCIP policies
  - Meeting with Curriculum and Instruction Director regarding Business Impact Analysis
  - Meeting with Director of Accountability, Risk & Compliance regarding sharps containers/incidents/risk assessment
  - Meeting with Director of Student Accounts and Bursar to discuss mock traditional enrollment review
  - Met with Director of Facilities Planning & Construction, Insurance Adjuster, Director of Facilities Operations & Maintenance, and Legal Counsel regarding OCIP insurance claim
  - Met with student regarding insurance claim
  - Multiple discussions with Montalvo Insurance and Facilities Planning & Construction Program Managers regarding substantial completion of various buildings/addition of buildings to Property Insurance policy
  - On various occasions with Applications Analyst III regarding testing of online move/setup system.

- Several discussions / correspondence with Facilities Planning & Construction Project Managers regarding certificates of substantial completion.
- Several discussions and meetings with Accountability team regarding traditional and continuing education mock enrollment audit.
- With Accounting Group Manager and Accounting Group Supervisor regarding Worker's Compensation premium and invoices.
- With Accounting Group Supervisor regarding installment loans.
- With Administrator of High School Programs and Services on MOUs per mock traditional enrollment review.
- With ARC Specialist to review Subpoena and Open Records procedures/policy.
- With college staff regarding bond purchase procedures.
- With Compliance Coordinator for Admissions and Records to discuss mock traditional enrollment review.
- With Continuing Education Operations Manager to review and discuss mock enrollment audit.
- With Director of Facilities Operations, and Maintenance to discuss Access Esperanza Clinic.
- With Director of Student Records and Registrar to discuss mock enrollment audit.
- With Facilities Planning and Construction Director and staff to discuss and review change order procedures.
- With VPFAS to discuss and review Subpoena an Open Records procedures/policy

- **Worked on the following items**:
  - Assisted VPFAS in updating action plan for Access Esperanza Clinic.
  - Compiled weekly HR staffing metrics and updated cabinet report with new figures
  - Completed Travel Authorization and Mileage process map
  - Continued with enrollment mock audit test work for Spring 2017, Summer I & III, Summer II 2016, MOUs, and developmental courses
  - Continued working on Open Records and Subpoena guidelines and draft policy
  - Correspondence with Curriculum and Instructor Director regarding Business Impact Analysis
  - Correspondence with Director of Human Resources and Comptroller regarding Records Management
  - Created draft acknowledgement form and faculty/staff news notice per TASB Legislative Summary
  - Followed up on status of modifications made to the online move/setup system
  - Modified Peer Review College Survey and prepared correspondence for FAS directors
  - Prepared, organized and compiled all items related to Starr Campus OCIP insurance claims for Legal Counsel and insurance adjuster including detailed spreadsheet and copies of policies
  - Reviewed bond purchase procedures
  - Reviewed the Dual Credit cost analysis indirect costs
  - Reviewed Title IX cases. Prepared for packets for meeting.
  - Revised Risk Management Handbook
  - Updated 4-year Comprehensive Plan
  - Worked on the Policy inventory list sent to VPs with new deadline

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: December 6, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **NOVEMBER 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 December 12, 2017 Board of Trustees meeting.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Update:**
  - Attended the US Customs and Border Protection Laredo Field Office Meeting in Laredo, TX – November 2, 2017 to promote the RCSPE.
  - Attended the National Initiative for Cybersecurity Education (NICE) Conference in Dayton, OH November 6-8th. The Information Technology Program was recognized and designated as a Center for Academic Excellence for Education by the National Security Agency and the Homeland Security Agency.
  - Held the Business, Public Safety and Technology Program Chair Meeting to discuss schedules, pathways, the Women in Technology event and information from administrative staff meetings – Friday, November 10th
  - Attended the Agreement of Cooperation Ceremony-Laredo Community College to be part of the signing ceremony to partner with Laredo Community College to offer critical programs in border security along the Texas-Mexico border – Friday, November 10th
  - Attended the Guided Pathways Discussion with ATD Coaches and Interactive Discussion on ICAT Survey Results with ATD coaches at the Pecan Campus – Monday, November 13th.
  - Attended the NIMS Board Meeting in Fairfax, VA November 14-16th.
  - CTE Meeting and Tour is scheduled for November 27th at the Technology Campus.
  - The Computer and Advanced Technologies Program hosted the Telecommunications and Mechatronics Expo at the Technology Campus on November 16th.
  - Programs have been invited to attend the Career Fair at B.L. Gray JHS on 11/29/2017
  - Met with Pharr, Chief of Police to discuss the RCPSE – Monday, November 20th
  - Met with Border Patrol in Edinburg to discuss the RCPSE – Wednesday, November 22nd
  - Held the CTE Meeting and Tour on Monday, November 27th at the Technology Campus.
  - Will be attending the 2017 SACSCOC Annual Meeting in Dallas, Texas from December 1-5, 2017.
  - Supervisory Symposium for Program Chairs was held on December 1st at the Technology Campus.

Assistant Dean/Advanced Manufacturing Technology Program Chair:

- Assisted the Texas Pathway Project in San Antonio with the rest of the South Texas Team to work on various efforts for the college. – Monday, November 6th
- Sent out NCSLI invites to previous attendees for the upcoming Dec. 6th event. – Monday, November 6th
- Sent out invites for the GIT event coming up in February 2018. – Monday, November 6th
- Assisted the Texas Pathway Project in San Antonio with the rest of the South Texas Team to work on various efforts for the college. Day 2 was to Reflect on the Advance Work and answered various guiding questions and others on Pathway to Transfer and Employment. – Tuesday, November 7th
- Finalize name for the GIT event for February and sent out meeting invite for Nov. 14th. – Tuesday, November 7th
- Began planning for Leaders in Manufacturing Luncheon for January – Tuesday, November 7th
- Sent out agenda for NCSLI fall meeting it has been scheduled for Dec. 6th, all 4 speakers have been confirmed. – Thursday, November 9th

- Visited MEDC to drop off some degree plans and Career Focus magazines. – Thursday, November 9th
- Met with Representatives from Alpine Electronics interested in starting an internship program with South Texas College, they are interested in interns in the area of logistics; I put them in contact with Business Administration Program Chair. – Friday, November 10th
- Attended the BPST program chair meeting. – Friday, November 10th
- Attended the Veterans Day Ceremony. – Friday, November 10th
- Continued planning for NCSLI event: did works order with maintenance for seating and tables needed. Monday, November 13th
- Attended the Guided Pathway Discussion with ATD coaches and received updates on the Texas Pathway project from what was done during the Institute. Monday, November 13th
- Attended the facilities Committee meeting since manufacturing lab in building E was on the agenda. Tuesday, November 14th
- Attended Career Fair, panel discussion at Sharyland Pioneer High school, spoke to students on various topics such as career choice and what's needed to pursue a career in manufacturing. – Wednesday, November 15th
- Attended RGV Lead conference to work with educators and workforce as needed; to support as a Board Member of the organization. Thursday, November 16th
- Attended RGV Lead conference and heard great insight from Toyota and their manufacturing needs. Friday, November 17th
- Held the T-STEM program for local Counselors/Instructors – Friday, November 17th
- Attended the Speaker series for Non-traditional women for our students. TX DoT engineers came to speak. Monday, November 20th
- Continued planning for Leaders in Manufacturing Luncheon for January 18th – Tuesday, November 21st
- National Conference of Standards Laboratories International (NCSLI) event scheduled for Wednesday, December 6th at the Technology Campus
- GIT event scheduled for February 2018

Faculty and Program Chairs Activities
Architectural & Engineering Design Technology

- Prepared for trip to AutoDesk University next week – Monday, November 6th
- Discussed collaboration of Tech for Toys, partnering with the IT Program in gathering toys for the community. Tentative date is scheduled for Saturday, December 2. – Monday, November 6th
- Career Fair at Sharyland High School. Spoke with potential students regarding the program and spoke to CTE instructor about beginning Dual Enrollment at the school. Will follow up regarding potential candidate to teach. – Wednesday, November 8th
- Meeting with counselors and administrators at Edcouch-Elsa High school to promote the AEDT Program. After explaining the program, Edcouch-Elsa High School agreed they had the resources or will work towards getting necessary resources to begin offering the dual enrollment classes Fall 2018. - Thursday, November 9th
- Attended the LOAC Meeting (Learning Outcomes Assessment Coaches) at the Pecan Campus to update on the requirements of what was submitted and upcoming deadlines. – Friday, November 10th
- Attended the BPST Program Chair Meeting – Friday, November 10th
- Program Chair attended the Autodesk University in Las Vegas. Attended Keynotes, Networking receptions, lectures, classes, and Expo - Monday, November 13 – Friday, November 17

Automotive

- Attended the BPST Program Chair Meeting – Friday, November 10th
- Attended the CTE Fall Advisory Meeting, November 14, 2017
- Attended the Mission Optima Academy, 5th Annual Career Day on November 15, 2017.

Design & Building Technology

- Construction Supervision faculty and students experienced a concrete pour with NOBLE Texas Builders on November 10, 2017 at South Texas College – "New" Public Safety Regional Building. 1:00 AM to 6:30AM.
- Attended HVACR Association Meeting to discuss Toy Drive initiative at Desarollo Humano to be held on December at finals. Date is pending. November 7, 2017
- Electrician Faculty and students experienced a "finish" wiring project at Proyecto Azteca in Alamo, Texas on November, 8, 2017.
- Program Chair attended Learning Outcome Assessment Committee (LAOC) on November 10, 2017 at the Pecan Campus to discuss PLO Submission for 2018-2019 Academic Year.
- Electrician Technology department held its annual Advisory Committee Meeting on November 10, 2017 at the Technology Campus.
- DBT programs, HVACR, ELPT, and CNBT, participated in the annual career fair held by Sharyland High School on November 8, 2017.
- Construction Supervision instructor conducted a tour of the Technology Campus for South Texas College – College Advising Training Program on November 10, 2017.
- DBT Faculty are encouraging students to register for upcoming Spring Semester. Department wide initiative. November 6-10, 2017.

- Preventive Maintenance Workshop scheduled for November 29, 2017 at Mid-Valley Campus from 11am to 1:00pm.
- Fall Sharyland ISD CTE Program Advisory Committee Meeting scheduled for Tuesday, November 28th. 5:30pm to 8:00pm.
- DBT Program participated in the Sharyland ISD Career Panel Discussion on Wednesday, November 15, 2017 from 8:15am to 12:30pm at Sharyland High School.
- Program Chair attended Habitat for Humanity – Rio Grande Valley Board Meeting scheduled for November 30, 2017. 11:00AM.
- DBT Department will participate in OSHA 10 training conducted by STC Continuing Education. Training is scheduled for December 1st and December 7th. 5 hours each day.
- HVACR Faculty and HVACR Association took part in community service project at Iglesia Evangelica Cristiana on November 11, 2017.
- Construction Supervision Association students participated in the Annual Veteran's Day Parade float held in Pharr, Texas. Collaboration efforts with McCoy's Building Supply and STC CSA. November 11, 2017.
- Construction Supervision faculty and students experienced a construction update meeting with NOBLE Texas Builder on November 16, 2017 at South Texas College – "New" Public Safety Regional Building.
- DBT programs, HVACR, ELPT, and CNBT, participated in the annual career fair held at Donna North High, Donna High School, & Pioneer High School on November 13 & 15 2017.

- Program Chair will attend 2017 SACSCOC Annual Meeting in Dallas, Texas from December 1-5, 2017.

Information Technology

- Instructor attended the Sharyland High School Career Fair – Wednesday, November 8th
- Program Chair and instructor attended the NSA National Initiative for Cybersecurity Conference to receive the NSA Center of Academic Excellence award in Dayton, OH – November 7-8th
- Attended BPST Program Chair Meeting at the Technology Campus – Friday, November 10th

Law Enforcement

- Public Safety & First Responders Expo 2017 / November 28, 2017 / 10:00 AM – 2:00 PM
- High schools in attendance:
- PSJA ISD, Donna ISD, Sharyland ISD, La Joya ISD, Mission ISD
- Various Law Enforcement agencies participated
- South Texas College multi-discipline reality based scenario (planning stages) / tentative date December 7, 2017
- Recruiting for 15th Academy (start date January 16, 2018)

Welding Technology

- Served as a Judge for the Tip O Tex District FFA Ag Mechanics Contest. November 11th
- 8 teams of High School Students competed in Ag. Mechanics Skills.
- Career Panel Discussion at Sharyland Pioneer High School: Assistant Dean, DBT Program Chair, Automotive Instructor, and Welding Program Chair represented South Texas College Technology Program – Wednesday, November 15th

Dean – Distance Learning and Virtual Campus

Projects

- Month of November-prior registration
    - Phone/Email- 9,995 contacted students
- Distance Learning First Time Online Student - Orientation Pilot Course
    - Working with IT to get error resolve for minimesters.
    - Errors on the integration making the students get deny from course
- Distance Learning assisted with Hiring Committee for the following departments
    - College Connections department
- Accessibility
    - Quality Matters standard- Using checklist to verify online courses for Fall 2017 and mini mesters.
        - Making recommendations to instructors.
    - Blackboard Accessibility Course
    - Accessibilty checklist for online content
        - Assist faculty in creating accessible online content for their courses.
- Distance Learning Self Service Portal
    - Develop and implement our section for Distance Learning in the IT software Footprints as college wide self-service tickets for students/faculty.
    - Discuss the possibility of having DL helpdesk until 9pm with IT helpdesk personnel.
- ILP & Mobile Project
    - New integration with banner and Blackboard so that we can have a two-way communication with Blackboard and banner.
    - Met with core team to go over configurations and timeline. Pilot group needs to be created for testing
    - ILP building block installed in staging environment. Continue testing functionality.

Distance Learning- Technologies

- Blackboard Learn
    - STEM Program
        - Provided support for STEM program.
    - Blackboard Learn SaaS - Known Issues
        - Locking Left side Menu for standardization
            - 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.
- Distance Learning Helpdesk
    - Numbers for the month of October
        - Students/Faculty Chats: 218
        - Students Tickets:115
        - Faculty Tickets: 65
        - Help Desk Calls:406
- Trainings/Workshops

- Face to Face Trainings-Location A121
  - Blackboard Certification-12 faculty/staff
  - Online Teaching Certification-23 faculty/staff
  - Blackboard Refresher-8 faculty/staff
- Online Trainings
  - Blackboard Collaborate Ultra-2 faculty/staff
  - Blackboard Certification-11 faculty/staff
  - Blackboard Refresher-7 faculty/staff
- Workshops
  - National Distance Learning Week
    - Awareness day and promoting online degrees to all campuses
      - 11/06 – Mid Valley Campus
      - 11/07 – STARR Campus
      - 11/08 – TECH Campus
      - 11/09 – Pecan Campus
      - 11/10 – Virtual Campus (Online)

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

Types of Service	Number of Students
General Advising	648
Distance Learning Walk-Ins	3
Telephone Contacts	163
Virtual Campus Advising Email	250
Priority Registrations Emails	9,995
	11,059

- Professional Development
  - Workshop
    - Online Learning Consortium Instructional Designer Certificate Completed
      - Course Quality Review
      - Instructional Designer Certificate Program
  - Conference
    - Online Learning Consortium- Proffesional Foundations: Collaborating, Researching and Networking
      - Engage, motivate, and empower students with effective online course design
      - Results Of A National Study On The Research Engagement And Training Of Instructional Designers In Higher Education
      - Making Course Content Glamorous: An Ed Tech Showcase
      - A Strategic Delivery Of Instructional Technology In A Distance Education System
      - Teaching The Teachers: An OER-Focused Faculty Development Program Implemented By Instructional Designers
      - Are You Exemplary, Accomplished, Developing Or Deficient? An Institution-Wide Implementation of The Quality Scorecard As An Evaluation Tool And Strategic Methodology For Enhancing The Experience Of Students Studying Online.
      - Start Your Course With A PUNCH!

- Focus on the Learners: Designing Effective Faculty Professional Development Programs
- More than Entertainment: Engaging and Educating Students Effectively and Efficiently Using Media
- We Planned an Orientation but Built a Shopping Cart: Transforming Orientation into a Customizable Student Resource
- Digital Storytelling Application Express Workshop
- Using Evaluation of Online Teaching Data to Make Meaningful Change
- Interactive Online Modules: Connecting the Dots through an Instructional Design and Interactivity Scale
- Holistic Online Course Design: A Partnership between Instructional Designers and Faculty

Distance Learning Meetings

- Blackboard LTAC (Learning Technology Advisory Committee) Meeting at Austin, TX on November 3.
- Banner User Group meeting to discuss patches and downtime for banner.
- ILP & Mobile Project Administrative Meeting
  - Addressed all the errors and bugs from the integration.
- Distance Learning Helpdesk – 24/7 Support
  - Meeting with IS&P to discuss vendors.
- Curriculum Committee Meeting

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

- **Division Dean Updates:**
  - Evaluations of the 15 LASS chairs continued.
  - An Academic Affairs Council Meeting was held were, among other things, the Dean was able to present the final version of the Faculty Evaluations, now approved by Faculty Senate and Council of Chairs. Kudos to the 21 Faculty Evaluation committee members and Dr. Petrosian's office, who came up with an excellent product.
  - An Office Moves meeting was held to further coordinate the upcoming completion of the academic buildings and the faculty moves that will follow.
  - A LASS chair meeting was held to provide opinions on whether students should be allowed to take classes outside their degree plans. In general, chairs realized the damaging effects of this but would still like to find solutions that students can, provided they get the right information of the consequences and/or need approval from chairs. Roy Escaname visited to talk about Advising and encouraged chairs to add notes to Degreeworks if they had advised a student. Other topics of discussion were the following: promissory note, the need for another Travel committee meeting; need to submit leave forms when traveling or absent at graduation, division, and department meetings; a request to add IBL to the courses of faculty who are willing to help the new initiative by letting the students complete one assignment on their idea, and a number of general announcements.
  - A meeting was held by the VP to discuss the need to reduce the number of sections and full time faculty as enrollment decreases. Further topics all evolved around enrollment and the need to do a search for the Dean of Dual Credit.
  - The Catch the Next faculty from Palo Alto (Alamo) Community College came for a peer review and visited several EDUC1300 and INRW classrooms. They were impressed with our data. A report will follow.
  - A Co-requisite meeting was held to give the participating faculty an opportunity to coordinate classes. Pecan co-requisite classes have already filled up and Weslaco will be completed next week. This very exciting initiative allows an INRW faculty to work with a faculty of a Reading Intensive field and coordinate their curriculum, so students will get support reading the textbook and completing papers. This initiative would be much more meaningful if we could set Banner to enroll students in two sections at the same time.
  - Chair evaluations continue for the 15 LASS chairs
  - Unrelated to STC, but perhaps of interest to some among the STC family, the Dean traveled to London, England to help her mother receive one of the paintings stolen by the Nazis in 1944 and found hanging at the Lord Mayor's Mansion. During a formal and heartwarming ceremony, the Old Dutch Master was returned and Ms. Bischoff appeared in long articles in the Times and Evening Standard and other publications. Those interested can google "Charlotte Bischoff van Heemskerck and London" to find them.
  - A Coordinated Operations Council meeting was held where the topics of discussion were the state of the new Bond buildings completion, a discussion of opening events, a final review of buildings, drones on campus and what new purchases would be necessary. The cafeterias will be upgraded district wide with extended catering services.
  - A committee met to discuss procedures for faculty credentials. It was agreed upon that faculty credentials are the responsibility of a team of HR and Academic Affairs representatives. All levels: faculty, chairs, deans, and VP are involved.

Department of Psychological Science

- Starr County Psychology Club finalized its 5th Annual Cancer Awareness shirt sale fundraiser. Club members sold shirts to the public at $15 each and competed for acknowledgement and club points. The shirt will also be competing for "Best Team Shirt" at local event. The total amount raised was over $800.

- Starr County Psychology Club held a brainstorming meeting for Relay for Life of Starr County to come up with ideas for spirit stick and campsite decorations. This will be the club's third consecutive year to participate and compete.
- Starr County Psychology Club attended Heroes of Starr County—Tribute to Veterans event from 3:00-5:00pm at Rio Grande City's Kelsey Bass Museum. Retired Lt. General Ricardo Sanchez, native of Rio Grande City and war veteran, served as Guest Speaker and delivered an inspiring and emotional speech. There is a local elementary school in RGC named in his honor (General Sanchez Elementary School). During the event, they also unveiled the museum's exhibit featuring many Starr County veterans /heroes. Many local elected officials and community leaders, as well as veterans, attended.
- Mid- Valley had their Psychology Orientation. They had approximately 95 students in attendance.
- Mid- Valley Dream Catcher's club participated in the Hispanic Festival on October 12. Our club made authentic foods with recipes to share in our unique cultures. Fall Festival: On October 24 the Mid- Valley Dream Catcher's Club and Psychology Club participated in the Fall Festival.
- The Dream Catcher's Club gathered with their families for a formal dinner and presentation. An informative presentation to parents, families, and friends the importance of obtaining a degree. Emphasis on the mission, which is to increase the number of underserved students who enroll in a two-year college or a four-year university, and the importance of earning a degree. Advisers explained the four components utilized (writing, mentorship, counseling, and math) within the program.

- The Starr County Campus Psychology Club worked on decorations for our Relay For Life campsite and spirit stick from 4:00-8:00pm respectively. The theme this year is "Around the World."
- The Starr County Campus Psychology Club hosted its 6th meeting of fall 2017 semester. Psychology Club members who sold five cancer awareness shirts or more as part of our fundraiser received a certificate of appreciation (pictured below). There was a club point system and financial update provided to the members. Members had the opportunity to sign up to participate in upcoming activities (such as STC Starr County Campus Veterans Day Ceremony, Social at Main Event Entertainment, Relay For Life). Two volunteering opportunities were announced (Casa de Esperanza on Friday December 1st and RGC Winter Wonderland on December 2nd), as well as the upcoming Starr Psych Club signature event: 9th Starr County Mental Health Awareness Conference.

- Officers and Advisors stayed for an Officers Meeting where officers participated in a self-evaluation, fellow officer evaluation, and advisor evaluation of their semester's performance. Club Core Values were emphasized (e.g., teamwork, communication, reliablity, mental health).
- The Starr County Campus Psychology Club had a social at Main Event Entertainment in Pharr, Texas from 6:00-10:30pm where they had fun participating in bowling, playing arcades, and most

importantly—interacting with each other. It is important to host socials as these that bring the club members together—and teamwork—is one of the club's core values along with excellence, reliability, communication, higher ed., mental health.

- Dr. Linda Sue Jackson, Department of Psychological Science presented current research and history of Post-Traumatic Stress Disorder in veterans. The talk detailed the evolution of the diagnostic criteria and treatments for PTSD as well as current therapeutic techniques. The focus of the talk was on the neurophysiology of the disorder and its relationship to innovative therapy techniques and a possible cure. The lecture was the second in a five-part series sponsored by the Department of Psychological Science.
- The Starr County Campus Psychology Club continued and finalized decorations for our Relay For Life campsite and spirit stick from 4:00-8:00pm respectively. The theme this year is "Around the World."
- The Starr County Campus Psychology Club participated in Relay For Life of Starr County for the 7th consecutive year from 2pm -10pm at Rio Grande City's Joe Sanchez Stadium. The theme was "Around the World" for the cure for cancer. Many community leaders were present, including local businesses, organizations, schools, and representing STC – the Starr Psych Club. There were also guest speakers – survivors and fighters of cancer—and the taken were honored with a luminaria ceremony. Starr Psych Club participated in the Spirit Stick and Campsite Competitions. The psychology club obtained TROPHY for BEST CAMPSITE for 4th consecutive year!
- Starr County Campus Psychology Club Co-Advisor Alex Sarabia attended a Relay For Life Team Captains Meeting in preparation for Friday's Relay For Life—in which schedule of events and other important information was reviewed.
- STC Psychological Science Instructors and Starr Psych Club Advisors, served as Judges of the Fish Fry Competition at Crawfish's 1st Annual Tail Gate Party. The winning team received a trophy. There were also other competitions—pan de campo and chili—music, entertainment, and fun for the entire family. The all-day event concluded with viewing the Dallas Cowboys game.

Department of Criminal Justice and Social Science

- Wendy Branwell is presenting the paper, "Malthus and the Anthropology of Hierarchy" at the 1st Annual Alpha Delta Sociology Honors Society Conference. The conference will be held November 18, 2017.
- Assistant Professor Rogelio Escaname invited a Texas Department of Public Safety Trooper to present Police Systems and Practices class. In addition, Trooper Maria Martinez presented to classes about qualifications, benefits and training of state police officers.
- The Social Work Club attended the Weslaco Fall Festival.
- Dr. Sylvia Flores Dr. Rolando Longoria and Instructor Jenny Chamberlain attended the Alpha Delta Induction Ceremony this past Friday, October 27.
- Sociology faculty are currently registering students and faculty giving papers at the Alpha Delta Sociology Honors Society Conference
- Instructor Rich Huber hosted four classroom guests: District Attorney of Hidalgo County, Border Patrol Professionals, Customs and Immigrations officials and the U.S. Marshals Service. Students anticipate meetings with a local DEA agent.

- Instructor Omar Garza and Instructor Homar Venecia are organizing "Breakfast With the Chief," at the Starr County campus auditorium on November 9, 2017. Starr County Criminal Justice Student Organization is hosting the event.

- As you can see, this is the territory where the Criminal Justice Club is assigned to clean up trash. The famous "Adopt-A-Highway" is a huge commitment these members have to accomplish. The purpose behind it is, to help pick up trash on the side of the road and make our streets look cleaner. They were out at 8 a.m. on Saturday morning, showing the dedication that they have with not only the club but the community as well. The officers and members experienced their first event and it turned out to be a success.

- The MidValley Social Work Club held its Fall Festival on October 24, 2017, raising over $433.00 from the bucket ride, cotton candy sales, and from Frito pie sales.
- The club contacted the Rio Grande Children's Home and plans a gift drive for the children. Club members look forward to their Christmas project.
- The Sociology Club is hosting a coffee and snack fundraiser at Pecan Campus, T-building, and Thursday, November 9, 2017.

- The Sociology and Social Work programs have scheduled an information session regarding a new partnership at TAMUK for Social Work graduates. The session will be held at MidValley campus on November 10, 2017.

Department of Communications Arts

- Irma Garcia – Public Speaking Club hosted an Open Mic session on October 30, 2017. Various students stopped in to share their poems, songs and experiences.

- Dr. Rosalinda Cantu – Comm. Studies/AD-PR Advising event was held on November 2, 2017 from 1:30 pm to 4:30 pm to help students register for the correct classes for their major. We had 13 students who came by to speak with faculty about their degree requirements.

Department of Education/College Success Department

- The FASFA/TAFSA Super Saturday sponsored by RGV Focus and the Office of Financial Aid. This event took place on Saturday, November 12. Education/College Success Department Chair, Dr. Zuniga, and Education Instructor, Juan Ramirez, answered questions about the different Education Associates and the articulation agreements the department has with TAMUK and UTRGV.

- The Education Department and the Dream Catchers Club at Pecan volunteered at the 2017 HEB Feast of Sharing hosted at the McAllen Convention Center. Students had the opportunity to give back to the community by helping HEB serve those who are in need. Dr. Juan R. Ramirez coordinated the volunteering session for both student organizations.

- The migration entails re-creation of models and other representative images of the course content of SPCH 1311. A representative chapter will be available for review before the end of the semester.

Department of Humanities

- The Bookstore Committee was convened to begin discussions about new directions in textbook publication and distribution, in anticipation of the next round of bidding for our bookstore contract
- The Assistant Dean of Humanities convened a second meeting of the faculty involved in the Spring 2018 “co-requisites pilot” initiative – everything is going swimmingly, but the question is whether or not this model can be sufficiently scaled
- The Departments of Philosophy at STC and UTRGV hosted the inaugural Philosophy Across the Americas Conference (11/02-11/04), led off by a panel presentation including presentations by two current STC students
- A huge team attended the TPP Institute 3 in San Antonio – all are agreed that we are increasingly clear about what needs to be done, and what obstacles we are bound to encounter
- A team was convened to work up a DCF candidate evaluation form, which is now well into the drafting phase of its development
- The Credential Review Committee met again to review the new CRC procedures which, if I am not mistaken, are now ready for a final round of circulation and comment
- The Taskforce for the Assessment of Core Objectives met and compiled a preliminary list of the courses most amenable to the assessment of the six Core Objectives
- The Learning Outcomes Assessment Committee met and reviewed our progress to date on the revisions to our Program Learning Outcomes Assessment processes and procedures
- The course review team for the new CB program in CIT convened and reviewed five more lower division course shells
- The Assistant Dean of Humanities gathered and submitted nominees for the THECB Field of Study Advisory Committees in ENGL, HIST, GOVT, and SOCW

Department of Fine & Performing Arts

- Art Department Chair worked on the Supervisor Evaluation portion of the annual faculty evaluation process.
- TASA Committee have been planning the TASA conference that STC is hosting on the Fall of 2018
- The Art Department held an artist talk and reception for the exhibit from alumni Izel Vargas entitled Secret Objectives.
- The exhibition in the gallery of building B on the Pecan Campus was featured in the “Monitor” as a full-page review of the exhibition.

Upcoming Events:

The Soviet Spy at the
McAllen Senior Citizen Center

Actual McAllen history is presented on the stage. Based upon when Soviet Master Spy Rudolf Abel was in McAllen, Texas, the words spoken at that incident will be acted out by a cast of STC students.

TWO SHOWS ON FRIDAY, NOVEMBER 17th

10 AM – McAllen Senior Citizen Center (Las Palmas – where the event actually happened)

7 PM – Building D Auditorium, South Texas College

ADMISSION -- $2.00

This play represents the true incident of when Soviet Master Spy Rudolph Abel was in McAllen. The play features actual words quoted when McAllen was a scene of the Cold War. Abel was later exchanged for American Francis Gary Powers. Written and directed by Tom Fuschetto. A production of WILD (Writers In Literary Discussion)

Call 872-3487 or contact tomf@southtexascollege.edu for more information

Izel Vargas: Secret Objectives

Reception/Art Talk: Nov 16, 6-8PM
On Exhibit: Oct 23 - Nov 17
BLDG. B Art Gallery, Pecan Campus

Izel Vargas is a South Texas College Alumnus. After studying art at STC, he went on to earn a BFA at the University of Texas - Pan American and his MFA from the University of North Carolina - Chapel Hill in 2007. Vargas has lectured at several notable institutions including Duke University, the Mint Museum in Charlotte, NC, and Vaderbilt University in Nashville, TN. The artist currently resides in South Florida and teaches courses at Florida Atlantic University in Boca Raton. The pieces on display in "Secret Objectives" have been selected from the past five years of the artist's work.

Topics: Taoism, Morality, Pantheism, Panpsychism …
Film: Episode VII – The Force Awakens (officially licensed showing)

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

- **Division Dean's Report:**

- Program Dean, Bachelor Program Assistant Dean, Math Faculty, and Director of University Relations attended Institute #3 of the Texas Pathways Project from November 6th to 8th where the focus was on transfer and career connections. As part of the action plan established at this institute, a transfer summit will be developed for February 2018.

- Dean, Assistant Dean, Program Chair and faculty from TMGT and BASOL attended the Rio Grande Valley LEAD & Workforce conference at South Padre Island.
- Dean and Assistant Deans met with OIRE and OPOD personnel to discuss organizing a SWOT Analysis of the Math, Science, & Bachelor Division for January 8, 2018.
- Dean, Physical Science Lab Coordinator, Biology Program Chair attended the Board meeting on November 28, 2017.

Assistant Dean's Report

- Assistant Dean/Physical Science Program Chair, Biology Program Chair, Physical Science Lab Coordinator, and Biology Lab Coordinated participated in a walk-through of the Starr Campus Health and Science Building on Monday, November 6th.
- Assistant Dean/Physical Science Program Chair and Biology Program Chair attended the November 14th Facilities Board meeting to provide information regarding new building issues that need to be resolved.
- Assistant Dean contacted Mr. David O. Gutierrez from Workforce Solutions to discuss a partnership towards the first job fair for our Baccalaureate graduates. The Job Fair is tentatively scheduled for April or May of 2018.
- Assistant Dean attended the National Society of Leadership and Success Speaker Broadcast make-up
- Assistant Dean continued to discuss the Enrollment Planning committee's assumptions submitted by the group and strategize on increasing enrollment, November 20, 2017.
- Assistant Dean attended FLAC training provided by Human Resources and the initial faculty submitted through FLAC will be adjuncts, November 21, 2017.

Bachelor of Applied Science in Organizational Leadership Program

- Program chair conducted the first Advisory Committee meeting of the fiscal year 2017-2018, November 14
- Faculty from the different programs continue to contact local school districts, local business, and the County Commissioners Court to request opportunities to present to their employees and students regarding our bachelor programs, November 14
- Faculty continue to contact local mayors to market our BASOL and other bachelor programs.

Technology Management

- Program Department Chair participated in the ICAT Survey Results held at the Cooper Center. There was discussion with ATD coaches, November 13

- Faculty attended the Personal Disaster Preparedness Seminar held by the Cameron County Emergency Management
- Faculty attended the APICS, Region Board Meeting held at the Texas Manufacturing Assistance Center at UT-RGV. Topics included changes regarding certifications offered to company employees, November 15

Computer Information Technology Program

- BAT in CITP/Computer Science Instructor assisted the Dual Enrollment High School students in the Jaguar Information Technology Club with the CyberPatriot Competition on November 3, 2017. In teams of five, the students compete against other schools nationwide in earning points for hardening the security of different computer systems. The operating systems used during the competition are Windows 7, Ubuntu Linux, and Cisco IOS.

- BAT in CITP Instructors and Professional Support Staff visited Austin Community College (ACC) to promote the Bachelors of Applied Technologies Program in Computer and Information with 60 or more credit on November 6, 2017. Many of the ACC students hours in a technology-related field can transfer to our BAT-CITP program, and if they have prior IT experience, then they can graduate much faster through the new competency-based delivery method. Prospective students were informed about this wonderful opportunity from 1pm to 7pm.

- In an effort to continue an ongoing marketing campaign for STC bachelor programs to school districts, representatives from the four STC bachelor programs participated in an information session to about 30 Thomas Jefferson T-STEM Early College High School seniors from 9:00am – 9:45am at the high school library on November 10, 2017. Each of the following programs provided a 5-minute informational presentation and entertained students' questions. Students and staff present were very interested and many of them seem prepared to further look and gather more details about the bachelor programs offered here at STC.

Bachelor of Applied Science
Bachelor of Applied Technology
Medical and Health Serivces Management

- BAT in CITP/Computer Science Instructors attended the information session about Cyber Security Program presented by Dr. David Dampier, the Program Chair of Information Systems and Cyber Security from the University of Texas at San Antonio (UTSA) on November 10, 2017. The program is one of the leading institutions in the field according to the Ponemon Institute in 2014. Many of our students attended the event. A few students were asking about the transferability of the courses taken at the South Texas College to the Cyber Security program at the UTSA. Overall, the presentation was informative and helpful to students, especially to those who are interested about the possibility of transfer to the UTSA and pursuing their studies in Cyber Security.
- Computer Science Lab Assistants, whom graduated from the BAT in CIT Program, attended the Sharyland High School Career Fair on November 8, 2017. They provided program information to students ranging from grades 9-12. Students were presented with examples of what they may encounter in the field of Computer Information and Technology. One of the demonstrations included the CoDrone, a programmable drone, used to teach and encourage both new and experienced students to program. The CoDrone allows students to interact and take full control of everything from basic movement to the assignment of special sensors that trigger more specific actions. Students were excited to see the drone take flight and react

to code loaded onto the remote control. Other demonstrations included the use of NXT Mindstorm robots and how they are incorporated in programming classes. Students left with knowledge of how fun and engaging the computer science field can be.

- BAT in CITP Instructor and Program Chair visited Austin Community College (ACC) to promote the Bachelors of Applied Technology in Computer and Information Technologies Program on November 27-30, 2017.

Biology

- Biology held a Lab Demo Workshop for BIOL1408-1409 on Nov. 11, 2017 STC Biology Instructors with DC Instructors from various schools attended this event aided by a few lab specialists to demonstrate the various labs using the lab manual and equipment. Three instructors volunteered to show how to do various labs done in the Biol. 1406 labs. Visiting instructors were encouraged to do the labs as well. The following labs were demonstrated 1 – Diffusion and Osmosis 2. Using the Spectrophotometer 3.. Enzymes 4. DNA Extraction and Electrophoresis
- Texas Pathway Institute #3 Conference was held in San Antonio, Texas at the JW Marriott on November 6-8. At this conference, they created short-term action plans for Reflection on the Advance Work, Pathways to Transfer and Employment. Attending instructors went to breakout sessions on: The Role of faculty in transfer and applicability and Regional Partnership in Pathways Development. She also networked with attendees from Alamo Colleges, Houston Community College, College of the Mainland and more as well as fostered relationships with STC individuals attending the conference.
- The Estero Llano Grande reforestation is an event to help Texas Parks and Wildlife with brush cleaning and native tree planting in a view area of the Estero Llano Grande State Park in Weslaco, TX Nov 18, 2017. The objective of this work is to provide native vegetation, which is the preferred habitat for birds and butterflies. The Biology Club of Starr County Campus helped with this work.
- Biology Instructors assisted with an event in San Benito, Plumeria Grafting Class held on November 4th, to learn to graft garden plants or fruit producing plants.
- The biology instructors presented their abstracts on their research at the 2nd Worlds Summit & Expo on Food held on November 20-22. The current research discussed at the conference with participants was on food technology and Probiotics. Several papers were presented regarding the protection of probiotics and factors that may favor their growth. Dr. Tamayo and Dr. Odeh have shared with the participants and researchers the impact of a plant-based diet and physical fitness regimen among participants with lifestyle diseases in the Rio-Grande valley. A poster session was held encompassing up-to-date studies about macro-and microelements concentration in Bacterian.
- Committee members attended the LOAC Meeting on Nov. 10th where they discussed learning outcomes meeting on progress and discussion.
- Biology professor attended the November 10 meeting for the Policy 4151 on procedures between faculty reps and administrators.

- On November 13 at the Cooper Center, Assoc. Professor attended the Guided Pathways Discussion with ATD Coaches where they held a discussion on ICAT survey results.
- Nature Center fundraiser- Brew in the Woods attended by Dr. Deborah Villalon, which consisted of raising money for the Valley Nature Center. The event took place on November 12th and was a dinner in the woods with beverage sampling and silent auction items. Dr. Villalon I also is on the Valley Nature Center Board where they held a meeting on November 28.
- A presentation on Nov 20th to a Youth group discussed the opportunity with Careers in Science.
- A Blood Drive was held on November 29, 2017 at the Starr Campus. Biology instructors and students attended this community centered event that was organized on all STC campuses (though at different dates) by United Blood Service (UBS) and supported by Biology Faculty. Biology instructors attended the drive to encourage students of the importance of serving their community, especially through a kind of action like "donate blood" which can save lives. Ms. Heather Jex, Donor Recruitment Manager at UBS attended the event in Starr campus where one of the Biology Instructors expressed the importance of keeping this initiative going and making the event stronger.

Computer Science

- Texas Regional STEM Degree Accelerator, Rio Grande Valley STEM Faculty Institute – COHORT III for the Texas Regional STEM Degree Accelerator, Rio Grande Valley STEM Faculty Institute day 7 and final meeting was held at the Cooper Center from on November 2, 2017. The following are some of the highlights of the event:
  - The final day involved the participants of the STEM institute to do a "Gallery Walk" of lesson plans/STEM projects developed by the various faculty STEM institute teams. This gave every team the opportunity to present and observe the diverse team lesson plans. The lesson plans demonstrated one or more strategies of the Common Instructional Framework such as Scaffolding, Writing to Learn, Collaboration, Literacy, Classroom Talk, and Questioning.
  - After the "Gallery Walk", lunch was provided and an address to all faculty participants was given by Dean of Math and Science about the economic vitality of our region and the importance of working all together for the future of the Rio Grande Valley.
  - Finally, all participants graduated from the institute and were given a certificate of completion and pictures were taken. COHORT III for the Texas Regional STEM Degree Accelerator, Rio Grande Valley STEM Faculty Institute concluded at about 2:30pm.
- Computer Science Instructors participated and graduated from the institute.

- Computer Science Instructor attended the Philosophy Across the Americas Conference: Thinking La Frontera - "What's Missing in the Philosophy of Immigration: A Latinx Perspective" by Dr. Jose Jorge Mendoza, University of Massachusetts Lowell at the Pecan Campus Rainbow Room from on November 2, 2017.

- Computer Science Lab Assistant went to La Grulla High School on November 7, 2017 to promote the CS, CIS and BAT in CIT programs and took two different Lego robots to show students how the Lego robots move by using programming.

- Computer Science Instructor attended the Center for Mexican American Studies commemorating Veterans Day with their annual Jose de la Luz Saenz Veterans Lecture Series. This year the lecture series welcomed Dr. Anthony Quiroz from Texas A&M Corpus Christi at the Pecan Campus Rainbow Room on November 8, 2017.

- Computer Science Instructor attended an event hosted by the Fine and Performing Arts Department of Music and the McAllen Winds Chamber Ensemble, which is made up of members of the McAllen Wind Ensemble (formerly the McAllen Symphonic Band) at the Cooper Center for Communication Arts Black Box Theatre on November 8, 2017.

- Computer Science Instructor attended the pinning ceremony for the AAWCC (American Association of Women in Community Colleges) on November 9, 2017. The AAWCC is a Council of the American Association of Community Colleges (AACC) and is the leading national organization that champions women in community colleges. The STC chapter provides its members the opportunity to participate directly in professional development activities and AAWCC events. The pinning ceremony is held every year as a way to recognize its new and existing members. The members are provided with a purple scarf and a pin as a recognition of their commitment to the organization.
- Computer Science Instructor attended the Inaugural RGV STEM Education Symposium, hosted by UTRGV College of Education and P-16 Integration on November 10, 2017. The symposium was composed of hands-on workshops for STEM educators and opportunities to learn about experiential research by undergraduate students. The biggest aim of the symposium was for educators to share their diverse perspectives on STEM education and teaching philosophies. The opening remarks were led by Dr. Angela Chapman, the Director of the RGV STEM Education Consortium. Dr. Chapman is a leader and innovator in examining local STEM education, and she invited a group of speakers to discuss technologies that foster classroom collaboration: such as Lego Mindstorms robots, and Nerdvana afterschool learning.
- Computer Science Program Chair attended the PSJA Career & Technical Education (CTE) Fall Advisory Meeting at the Boggus Ford Events Center on November 14, 2017.
- COSC1337 students held a Robotics Competition at the STC Pecan Campus Building "M" Room #134 on November 16, 2017. Computer Science faculty attended and assisted in the event. During this robotic competition, students were given the opportunity to design and program the source code for the following four competition challenges: Push Block Finder, Maze, Race and Sumo.

- Computer Science Instructor attended the Personal Disaster Preparedness Seminar hosted by the South Texas College Beta Epsilon Mu Chapter Phi Theta Kappa Honor Society at the Pecan Campus on November 14, 2017. The keynote speaker was Mr. Nathan Flores, Cameron County Emergency Management Planner.
- Computer Science attended the JIT (Jaguar Information Technology) Club meeting at Pecan Campus held on November 17, 2017. Mr. Josue Zapata, Marine Corps Representative, gave a presentation to the JIT club members about enrolling in the Military and how Cyber Security is handled in the Military. He gave the students information of the different areas that are available in the Marine Corps, what the requirements are, and what each different area specializes.

- Computer Science Instructor attended the second Faculty Senate 4151 Ad Hoc committee meeting held on November 17, 2017 to discuss recent developments on South Texas College policy 4151 (Academic and Professional Credentials for Faculty). New information was shared concerning the college committee that works on 4151 and the faculty credentials website.
- Computer Science Instructor attended the annual Turkey Trot, located at the South Texas College Cooper Center on November 18, 2017. The event was hosted by the Kinesiology Department, as a volunteer benefit for the Food Bank of the Rio Grande Valley. Each participant was encouraged to donate canned food, and join a 2.2-mile walk. The event was a tremendous success for hunger relief programs, as well as community exercise!

Developmental Math

- Program Chair presented proposed a) contact hour reduction; b) curriculum modification to Math 0100 and Math 0442 c) introduce 3 new NCBM courses and d) pre-requisite changes to Math 0200 to the Division Curriculum Committee on Nov. 14th and to the College-Wide Curriculum Committee on November 16th.

Mathematics

- Interviews for the Department of Mathematics Faculty Secretary were held and a recommendation was forwarded via the PeopleAdmin system.
- The Department of Mathematics hosted a departmental training for our faculty entitled, Mindset, based on the acclaimed research by Stanford psychologist, Dr. Carol Dweck. The Office of Professional and Organizational Development assisted with the design and facilitation of this training.

- Program Chair acted as liaison for the Rio Grande Valley Council of Teachers of Mathematics (RGVCTM) and promoted the 52nd Annual RGVCTM Mathematics Conference on Saturday, November 4th at UTRGV. All full-time, adjunct and dual credit faculty were petitioned to not only attend but also present at this event.

- Program Chair attended the Texas Pathways Project Leadership Meeting – Institute #3 in San Antonio, TX as part of the work related to Mathematics Pathways.

- Program Chair attended the American Mathematical Association of Two-Year Colleges (AMATYC) Conference in San Diego, CA. Mr. Morin currently serves as the President-Elect for TexMATYC the Texas affiliate organization to AMATYC.
- Program Chair presented the addition of MATH 2305 - Discrete Mathematics to add to component area option of core to the Division Curriculum Committee on November 14th and to the College Wide Curriculum on November 16, 2017.
- Mathematics Assistant Chair facilitated the third of eight planned Statistics workshops with local industry partner, Iqor Solutions. Twelve employees from Iqor are engaged in data analysis training using Excel and MyMathLab.

- Three (3) Dual Credit faculty were interviewed and recommended for approval to teach in Spring 2018 at Mission High School, Mission Early College High School and PSJA Memorial Early College High School
- MATH 2305 – Discrete Structures was presented to the College-Wide Curriculum & Instruction Committee and approved for offering beginning in Fall 2018.

Math & Science Assistant Dean/Physical Sciences

- Chemistry faculty reviewed and modified CLOs for the proposed CHEM 1405/1407/1409 courses. In addition, course descriptions were modified. They were submitted to the Division Curriculum Committee for review in the month of November.
- Several chemistry faculty completed the Blackboard Certification training the training held during the month of November. This training was the first step in becoming certified to teach online classes.
- Physics instructor discussed the Core Objective-Course mapping with the Physical Science and Biology Core Objective departmental faculty committee members during the first week of November.

- Physics faculty co-facilitated a New and Enhanced Faculty Advising (NEFA) training session. During the training Modules 1, 2, 3, and 4 of NEFA training were presented. Fifteen faculty members representing various STC departments completed the training on November 3, 2017.
- Physical Science faculty member participated at the Phi Theta Kappa Induction Ceremony on November 3, 2017.
- A search committee consisting of Chemistry faculty, the Physical Sciences Department Chair, Biology faculty, and Child development faculty reviewed and discussed applications for the Chemistry Instructor position at the Starr Campus on November 8, 2017. From the discussions, interviews were scheduled and conducted on November 10, 2017. The Dean is currently reviewing recommended candidates.
- Program Chair/Assistant Dean and Physics instructor attended a Core Objective Assessment Task Force (COAT) meeting on November 9, 2017. A task force selected courses for 2018 to 2019 PRIDE reporting.
- Physics faculty attended a New and Enhanced Faculty Advising (NEFA) Steering Committee Meeting on November 9, 2017. The committee discussed the recently held advising training sessions, and made recommendations for 2018 training sessions.
- Geology instructor took a field trip with his Historical Geology class to South Padre Island on November 10, 2017. Students learned about the history of the development of the island, saw longshore drift, collected flora and fauna, compared these to the fossils studied in the course. Students had a chance to study the various depositional environments of the island and see the different types of dunes that exist on the island. Students investigated the mineralogy of beach sand and cross bedding in the sand of a dune.

- Physical Science faculty ran the Mobile Planetarium show at Mendiola Elementary in the La Joya ISD on November 10, 2017.
- A search committee consisting of Chemistry faculty, the Physical Sciences Coordinator, Biology Coordinator, Facility Maintenance Manager, and the Coordinator for Educational Technologies interviewed several candidates to fill 2 Chemistry Lab Specialist II positions on November 10, 2017. The Program Chair is currently reviewing the candidates.
- Physical Science faculty attended the Math and Science Division Curriculum Meeting on November 14, 2017. The meeting involved discussions on changes to curriculum in Developmental Math, Math, Engineering, and Chemistry. Chemistry proposed the addition of CHEM 1405 – Introduction to Chemistry I, CHEM 1407 – Introduction to Chemistry II, and CHEM 1409 – Chemistry for Engineers. Engineering changed their degree to incorporate the CHEM 1409 course and an additional Math elective. Math and Developmental Math proposed changes to certain course descriptions. All proposals were accepted after brief discussion.

- Chemistry faculty attended the Inventors and Entrepreneurs Network (IEN) meeting at the McAllen Chamber of Commerce on November 6, 2017. The IEN meeting involved the Good Pitch competition where members of the local innovation community pitch their ideas in front of a panel, and the entrance fee goes to charity.
- All Physical Science faculty attended the monthly department meeting held on November 17, 2017. During the meeting, common assessments for the PLOs were discussed. Each discipline was tasked with finalizing assessments for each course. The need to reduce the number of sections for Spring 2018 was discussed. The Lab coordinator updated the faculty on the status of hiring Engineering and

Chemistry Lab Specialists. Engineering faculty presented information related to a conference they had attended during Spring 2017.

- Several chemistry faculty attended the American Chemical Society local section meeting held on November 17, 2017 at Del Mar College in Corpus Christi. Dr. Wang from Texas A & M University-Kingsville was the keynote speaker. He spoke at the meeting of his research interests in developing molecular biosensors for rapid screening of chemo preventive sensors.

- The Chemistry Club, under the direction/supervision of chemistry faculty, held their annual can food drive for the RGV Food Bank. Chemistry faculty and students helped make it successful. The club collected and delivered over 1500 pounds of canned/boxed food items on November 21, 2017.
- Chemsitry department discussed the parameters to use Blackboard to assess the CLOs for CHEM 1411/1412 on November 29, 2017.
- Physical Science faculty met and discussed the pedagogical, textbook, and course website redesign aspects of competency based BASOL Physical Science course on November 29, 2017.

University Relations and Transfer Center

- New Articulation Activities
  - New Agreements Signed in November: Galveston College Teach-Out Agreement, Galveston College Articulation Agreement; Teach Out Agreement with Texas A&M International University for our BSN program.
  - Continued working with Dr. Kevin Peek and Saeed Molki on the articulation agreement with Austin Community College as part of the Texas Affordable Baccalaureate degree program.
  - In progress agreements:

#	DEPARTMENT	PARTNERSHIP	STATUS	COMPLETION DATE
1	General MOU	Chamberlain University	Draft Written	Fall2017
2	Social Work	TAMUK	Draft Written	Fall 2017
3	General MOU	TAMUK	Approved by Dr. Reed and planning signing ceremony	Fall 2017
4	Criminal Justice	TAMUK	Draft Written	Fall 2017
5	Computer Science	TAMUK	Draft Written	Fall 2017
6	History	TAMUK	Initial Discussion Phase	Fall 2017
7	General MOU	TAMU	Initial Discussion Phase	Fall 2017
8	Information Technology	Seminole State College	Awaiting next steps from Seminole State College	Summer 2017
9	Digital Forensics	Seminole State College	Awaiting next steps from Seminole State College	Summer 2017
10	Computer Maintenance Technology	Seminole State College	Awaiting next steps from Seminole State College	Summer 2017
11	Computer Specialist	Seminole State College	Awaiting next steps from Seminole State College	Summer 2017
12	Computer and Advanced Technology	Seminole State College	Awaiting next steps from Seminole State College	Summer 2017
13	Communication	TAMUK	Initial Discussion Phase	Fall 2017
14	Communication	UTSA	Initial Discussion Phase	Fall 2017
15	Communication	TAMUCC	Initial Discussion Phase	Fall 2017
16	Drama	UT-Austin	Initial Discussion Phase	Fall 2017
17	Drama	TAMUK	Initial Discussion Phase	Fall 2017
18	Drama	Sam Houston State University	Initial Discussion Phase	Fall 2017

19	Bachelor of Applied Technology in Computer and Information Technology	Austin Community College	Draft Complete and ready to be presented to Austin Community College	November 2017
20	Art	TAMUK	Draft being written	Fall 2017
21	Biology	TAMUK	Draft being written	Fall 2017
22	Chemistry	TAMUK	Draft being written	Fall 2017
23	American Sign Language (to Communication Sciences and Disorders)	TAMUK	Draft being written	Fall 2017
24	History	TAMUK	Draft being written	Fall 2017
25	Sociology	TAMUK	Draft being written	Fall 2017
26	English	TAMUK	Draft being written	Fall 2017
27	Spanish	TAMUK	Draft being written	Fall 2017
28	Mathematics	TAMUK	Renewal being worked on	Fall 2017
29	Music	TAMUK	Draft being written	Fall 2017
30	Physics	TAMUK	Draft being written	Fall 2017
31	Architectural & Engineering Design Technology	TAMUK	Initial discussion phase	Spring 2018
32	MOU	UTRGV	Mathematics Pathways	Fall 2018
33	MOU	Tecnológico Nacional de México	Draft Written	Summer 2017
34	Bachelor's Programs	Central Texas College	Initial Discussion Phase	Fall 2018
35	Criminal Justice	University of Mary Hardin Baylor	Initial Discussion Phase	Spring 2018
36	Education	TAMU	Initial Discussion Phase	Spring 2018
37	MOU	IDEA-U	Initial Discussion Phase	Fall 2017
38	Bachelor's Programs	Blinn College	Initial Discussion Phase	Spring 2018
39	Bachelor's Programs	Laredo Community College	Renewal and need to include BASOL Program	Spring 2018
40	MOU	Universidad Tamaulipeca	Draft Written	Fall 2017

University Relations

- Attended the Counselor Update for Our Lady of the Lake University on November 9, 2017, to learn more about their campus in San Antonio, Texas and what services and programs it offers that might be attractive to South Texas College students.
- Met with the department chair from the Department of Information Systems and Cyber Security on November 10, 2017, about ways that our programs can feed into both their undergraduate and graduate degrees. He also gave a presentation to the students from the DECSA.
- Reached out to administration at Texas A&M University – Kingsville and the University of Texas – Rio Grande Valley on November 13, 2017about the inaugural transfer summit scheduled for February 2018.
- Conducted a conference call with Dr. Paxton from National American University on November 28, 2017. Also in attendance Dean of Math, Science, & Bachelor Programs, Assistant Dean/Program Chair Bachelor Programs, Program Chair TGMT, and Director of Facilities regarding the space rental agreement and issues with the dual enrollment courses that they were proposing for the bachelor's degree students.
- Completed the space usage documents for the National American University and the Rio Grande Valley Engineering Initiative on November 29, 2017, from Texas A&M University – Kingsville.

Study Abroad

- Continued reviewing applications to lead the Study Abroad trips to the United Kingdom and India.

Transfer Visits

- Pecan Campus: Texas A&M University – Kingsville Center for Educator Preparation Services (Weslaco Program), University of Texas – Rio Grande Valley Transfer Admissions, Texas A&M University – Kingsville Join the J-Team Event (over a dozen students received on-the-spot acceptance!);
- Mid Valley Campus: UTRGV Transfer Admissions
- Attended the Donna ISD Transition Fair for students at Donna North High School on November 14 and 16, 2017, to share information with them about the opportunities at South Texas College and beyond.
- November 29th:Held office hours on the Mid Valley Campus to assist students with their questions related to transfer.

Special Projects

- Attended Institute #3 of the Texas Pathways Project, which focused on transfer and career connections conference was held on November 6 thru 8, 2017.
- Attended the Inaugural RGV P-16 STEM Education Symposium at UTRGV held on November 10, 2017. The topics discussed included alignment of curriculum and getting students who are ready to complete "advanced" mathematics to do so and to better prepare those who are not ready.
- Attended the Guided Pathways Discussion with the Achieving the Dream Coaches on November 13, 2017, to talk about what occurred at the Pathways Institute and what our next steps will be.
- Participated in a webinar with Rob Johnstone about the next ten questions addressed in his new document: *Guided Pathways Demystified II - Addressing 10 New Questions as the Field Gains Momentum* held on November 13, 2017.
- Attended the Career Coach Advanced Training offered by the Office of Career and Employer Services held on November 30, 2017.

Upcoming Events

- College Visits for the week for December:
  - Pecan Campus: UTRGV Transfer Admission (3 visits), UTRGV College of Education and P-16 Integration (2 visits), Texas A&M University – Corpus Christi, and Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative.
  - Mid Valley Campus**:** UTRGV Transfer Admissions
- Spring 2018: South Texas College and Texas A&M University – Kingsville Signing Ceremony
- Spring 2018 College Fairs (all days from 10 AM to 2 PM):
  - Monday February 12th: Starr County Campus in H 1.202
  - Tuesday February 13th: Mid Valley Campus in G Building Atrium
  - Wednesday February 14th: Pecan Campus in Building H Student Lounge.
- February 2018: Inaugural Transfer Summit

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

➢ **Division Dean Report:**

- The Nursing & Allied Health Division celebrated their 10th Annual Harvest of Health and this year's theme was "Supporting Lives One System at A Time"! The Community Health Outreach Committee was able to award 5 Scholarships this year in the amount of $250 each recipients included students from the following programs: (2) Patient Care Assistant, (1) Radiology, (1) HMAS, (1) OTA Programs
- Many of the Nursing & Allied Health Programs provided a variety of activities related to their field of study by providing information, supplying a trivia, and were encouraged to educate their community and peers on the various body systems providing fun-filled activities for individuals who visited their departments. The programs also decorated their department's areas and provided their visitors with fun interactive activities for individuals of all ages. It was nice to see the 10th Annual Harvest of Health come together as the students actively participated and were excited to decorate their departments competing for The Decorating Dominators and Most Interactive Individuals Trophies. By People's Choice, the ADN program was awarded both trophies this year.

Pharmacy Department

- The Pharmacy Technology program students participated in the 10th Annual Harvest of Health. The students created a Pharmacokinetic Process maze to simulate the journey of a medication through the processes of absorption, distribution, metabolism, and elimination.

Associate Degree Nursing Program

- November 3, 2017 It is with great pleasure to inform you that the Associate Degree Nursing (ADN) Program has awarded $197,200.00 grant money from the Texas Higher Education Coordinating Board (THECB) to enhance our existing simulation and skills lab capacity.

Emergency Medical Technology Program

- The Emergency Medical and Technology Program attended and participated in the Public Safety and First Responder Expo – STC Technology Campus - McAllen Texas. Students were eager to learn of the college's different safety programs.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid-Valley Campus Administrator's Office:**
  - Mid Valley Campus Faculty Advisory Meeting – Nov 30

Student Activities and Wellness Department

- SGA Meetings – Tuesdays at 4pm
- SLA Meetings – Wednesdays at 3pm
- Intramural Sports – Basketball and Dodgeball
- Mario Tournament – Nov. 1
- National Nacho Day – Nov. 6
- National Button Day – Nov 15
- Club Olympics – Nov. 17
- Thanksgiving Celebration – Nov 22

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 – Nov. 14
- Mid Valley Spanish Club Meeting – Every Monday and Wednesday at 2:30pm
- Page Turners Club Meeting – Every Thursday at 4pm
- Criminal Justice Club Meeting – November 1 & 13
- Social Work Club – Every Tuesday at 2:30 pm
- Psychology Club Meeting – Nov 6 & Nov 27
- Education Club Meeting – Every Monday at 4:30pm
- ATPE Fundraiser – Nov. 15
- Baptist Student Ministry Meet and Greet –
- Campus Ministry International Club Meeting –
- Political Science Club Meeting– Nov. 2
- Sociology Club Meeting – Nov. 1
- Transgender Day of Remembrance – Nov. 20

Continuing Education at Mid Valley Campus

- MET Billing and Coding
- CHW Network Organizational Meeting – Nov. 13
- Review for BLTPT & EC-6 – Nov. 16

STC Departmental Trainings and Workshops

- University University Relations –
  - UTRGV – Wednesdays at 9am
  - TAMUK – Wednesdays at 11:00am
  - University Relations at MVC – Thursdays at 11:00am
  - Our Lady of the Lake – Nov. 14

- Career and Employer Services –
  - On Campus Recruitment – US Customs – Nov. 1
  - Workshops – Nov. 14
- Dual2Degree Department –
  - Dual Credit Fast Track – Nov. 13
  - Mercedes ECHS Dual Credit Fast Track – Nov. 17
  - Weslaco East Dual Credit Fast Track – Nov 28
  - Campus Tour Rico Elementary – Nov. 30
- Faculty Senate holds their monthly meeting – Nov. 28
- Child Development Center –
  - Parent Workshop – Nov. 10
- Philosophy Department hosts Ethics Class Discussions – Every Monday at 7pm
- Psychological Sciences Department-
  - Great Condom Giveaway – Nov 6 & 7
- Counseling Department –
  - World AIDS Day – Nov 29
- Security Department hosts CPR & AED Training – Nov. 10
- Business and Technology Department –
  - Sketcharette Recycled Furniture Competition – Nov 20
  - Preventative Maintenance Info Table – Nov. 29
- Office of Student Rights & Responsibilities Info Booth/Presentation - Nov. 8
- Math Department – Calculus Course Promotion Table– Nov. 2 & Nov. 15
- History Department
  - Living History Festival – Nov. 14
  - Department Meeting – Nov 30
- Sociology Department – Nov 1
  - Professional Academic Workshop – Nov 8
  - Professional Poster Workshop – Nov. 9
  - Social Work Bachelors Presentation – Nov. 10
- Political Science – Recruitment Table – Nov. 2
- Academic Affairs – Success Metrics Workshop – Nov. 3
- Reading Committee Meeting – Nov 3
- Reading Department – Book Swap Nov 20 & 21
- Distance Learning Week – Nov. 6
- Custodial Department Interviews – Nov 7
- Veterans Department held Expo – Nov. 9 & 15
- Educational Technologies Recruitment Table – Nov. 28

Organizaitons at Mid-Valley Campus

- STAR Network holds monthly meeting – Nov. 16
- GEAR UP Awareness Tables – Every Tuesday and Wednesday
- Mobile Blood Drive Unit, Donor Recruitment – Nov. 8 & 9
- VIDA Group Counseling Sessions for NAH
- Region One-ACT Engage College Survey – Nov 6 & 7

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement:**
  - Contacting Superintendent Roma ISD to recruit beginning Spring 2018
  - Continue working with Director of Counseling RGCCISD to attend monthly meetings
  - Planning holiday festivities to include members of the community on campus
  - Planning monument event historical society RGC for December 5, 2017
  - Contacting members of the community to serve as guest speakers for new technology programs on campus
  - Continue promoting technology programs through social media as well as newsprint
  - Veteran's Day event scheduled for Thursday November 9, 2017
  - Art Exhibit open to public in E building second floor
  - Reaching out to TMC Head Start to coordinate their annual professional development session on campus
  - Reaching out to IDEA Academy to visit their new campus and coordinate events
  - Preparing for Mexican American Farm Workers historic commemorative plaque event on December 5, 2017
  - Coordinating volunteers to serve at Annual Holiday Festival at Starr County Fair Grounds
  - Continue work on getting volunteer guest speakers for technology programs
  - Reaching out to county for volunteering Holiday county festival
  - Continue work with Campus Ministries to serve students in J building food & drink
  - Coordinating with Industrial Foundation on landmark historical event
  - Working with TMC Head Start to provide gifts for holiday season
  - Reaching out to local businesses to carry and sell scantrons
  - Continue coordination with IDEA Academy to volunteer student service
  - Teaming with ACT for voter registration through Student Activities
  - Communicating with Director of Counseling RGCCISD to promote Technology Programs for graduating seniors
  - Meeting with local newsprint leaders to schedule releases for Fall 2018 recruiting
  - Reaching out to RGC Food Bank for support in setting up on campus
  - Continue donations of bottled water and soups for Campus Ministries

Campus Events

- Student Activities Volleyball Game 11/07
- Democratic Socialist of America- Rio Grande Valley Information Session 11/07
- National Week 11/07
- Counseling and Student Disability Services "Master the Art of Test Taking" 11/07
- McAllen Heart Hospital "Obesity Weight Loss" 11/07
- Computer Science Information Booth 11/08
- Psychology Club Meeting 11/08
- Art Club Starr County "Art Talk" 11/08
- Criminal Justice Club 11/09
- Veteran Day Celebration 11/09
- English department Faculty Reading Series 11/14/2017

- College Connection Student Ambassador 11/14/2017
- Student Activities Diabetes Awareness 11/14/2017
- Physical Therapist Assistant Information 11/15/2017
- Student Activities Alcohol & Drug Prevention 11/15/2017
- Charity Club Fundraiser 11/15/2017
- College connections Ramiro Barrera Middle School 11/20-21
- Career & Employer Services "Employment Workshop" 11/21
- Student Activities "Thanksgiving Celebration" 11/21
- Faculty Senate Meeting 11/28
- Counseling and Student Disability Services Got Stress? Use it to your Advantage 11/28
- Blood Drive 11/28-29
- College Connections "Latinas in Progress Conference Event" 12/02
-

Facilities Related

- New AC installed on roof tied into chiller plant focusing on controls from pecan Campus
- New connection from J building to tie into chiller plant
- VP Elizondo and group on site for construction progress
- New automotive lift to be installed in D building for classroom instruction
- Welding area work stations being installed building D for Spring 2018 semester
- New pathway from parking lot 1 to library work still in progress
- 150 core students from Political Science sections escorted to Student Activities building for registration this week
- 1000 mail outs going to graduating class (Grulla HS, RGCHC, Roma HS) this week
- Newspaper ad featuring "Register Now" message appears this week
- First time event (registration for evening classes 150 students escorted) Student Services open till 8pm coordinated effort with SAEM
- Email blast message "Register Now" to all students currently registered encouraging to register Spring 2018
- Technology students (Welding, Automotive, Electrical Assistant) escorted and registered for Spring 2018
- Technology students (Welding, Automotive, electrical Assistant) gathered for encourage continuing through completion
- Begin work with PR design flier for Spring 2018 Enrollment Campaign to recruit for Fall 2018
- Relocating counseling & Advising services to library during construction of expansion
- Mail outs sent to all graduating seniors May 2017 "Register Now"
- Coordinating new flier for Technology Programs to include Business & Office Specialist
- Confirm newspaper advertising schedule for Spring 2018 enrollment
- Email blasts to all students currently enrolled "Register Now"
- Requested updated roster of students not enrolled for Spring 2018 to target fliers and mail outs
- Utilizing roster of students not yet enrolled for email blast & phone calls "register now" for Spring 2018
- Continue recruiting graduating class of 2017 through mail outs and phone calls
- Email blast for students currently enrolled along with fliers in hand to be distributed
- Working with Business Administration program to continue recruiting students on and off campus
- Reaching out to Dream Catcher program to recruit certificate Technology Program students to continue with AAS.

Highlights:

- On **November 6, 2017,** students enrolled in Technology Programs (Welding, Automotive, Electrician Assistant) at the Starr County Campus gathered to get information on retention, persistence, and completion of their certificate all the way through a bachelor's degree. Dr. Montiel stressed the importance of completing their certificate while Jaime Maldonado (Student Success Specialist) explained the pathway each student should follow toward completion. Mrs. Rosa Gutierrez (Math Department) presented the Mathways Project that can help students navigate through different levels of Math based on different fields of study. Cindy Marroquin (Dream Catchers-Student Success Specialist) described the Dream Catchers' model for Reading, Writing, and English and the proven success of past cohorts. The Technology Program students who attended the informative session have all been registered for the Spring 2018 semester and are focused on completion as a result of collaboration between all departments across the Starr County Campus.

- On **November 9, 2017,** the ceremony was held outside of building E flag pole area. We had Colonel Ross Barrera as a guest speaker and we also had the Student Ambassador Member David Moreno as our of master ceremony. Faculty/Staff and students were invited to this event as well as the community.
- On **November 8, 2017,** an exhibition titled Hydrogen, Oxygen, Carbon opened for public viewing upstairs in building E. This is the first exhibition to be held in the E building. In conjunction with the exhibition opening, Artist Luis Corpus gave a talk concerning the artwork and its intended meaning as related to Valley culture and identity. Various staff and faculty members, as well as the newly formed Art Club of Starr County, played a part in the planning, organizing, and hanging of the exhibition which will remain on view through December. Luis Corpus is also Starr County's full-time Art instructor.

- On **November 20 & 21, 2017,** Middle school students from Ramiro Barrera Middle School toured the Starr County Campus. Eight graders were informed about available options for them at South Texas College once they are ready to embark on their educational career. They were then taken around campus to view the offices, departments, and services available.

- On **November 14, 2017,** the English Department hosted the inaugural Faculty Reading Series 2017 at the Starr County Campus. Authors Joshua Chapa, Joseph Haske, Juan Ochoa,

and poet Erika Garza read their work and spoke with the attendees about what inspired them and what it takes to be a writer. The intent was to expose students of the college to the creative endeavors of the faculty and inspire those students in their own efforts at developing their voices as writers. This was the first in planned series of readings across all campuses featuring faculty authors and students reading their published work.

- On **November 13, 14, 15, 2017,** the first evening registration initiative was held to target early registration of students who attend classes after 5:30pm. The Student Success Specialist coordinated with faculty and SAEM staff to schedule enough resources to handle 170 students over a three day period. Each faculty member was scheduled a specific time during class to have the Student Success Specialist escort them from the classroom to the Student Services building where SAEM staff had Financial aid, Enrollment Services, Welcome Center, Testing, Academic Advising, and Counseling prepared for registration. Student Services in G building served students till 8pm on campus. The chart shows the percentage of students who actually registered throughout the three day initiative.

Yvette Gonzalez, April Castaneda, and Monica Perez
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continue to email supervisors, department/program chairs to submit student/program successes.

Projects: Highlights, Design, and Annual Reports

- Continue brainstorming ideas for the Dual Credit Program Pathway Roadmap (artwork and program design)
- Continue to work on the Spring 2018 Dual Credit Course Tabloid (artwork and program design)
- Finalize the Prospective Full-Time Faculty Credential Flowchart and procedures
- Assist with meeting logistics and documents for the Faculty Credentials Committee Meeting
- Coordinate meeting logistics for the Dual Credit Program Marketing Materials meeting
- Finalized the 2017 Bachelor Programs Annual Report for the SACS conference (artwork and booklet design)
- Continue to work on the December Academic Council meeting presentation on accomplishments and goals
- Create artwork and presentation template for the December Academic Council meeting

Reports:Data Compilation and Presentations

- Assist Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
  - Updated data for AY2016-2017 Bachelor Programs annual Report
  - Updated data for AY2016-2017 Dual Credit Program annual Report
  - Finalized all communication and logistics for the PSJA College for All Conference (presenters time schedule, presentations, and marketing materials)
  - Updated Daily Enrollment Report Summary for Spring 2018 sections to include Starr and Mid-Valley campus
  - Reviewed and updated content for the SACS presentations scheduled in December

Projects:Instructional Efficiency Reports(Budgets and Facilities)

- BOND Construction
  - Continued working on assignment of classrooms, offices, labs, etc. for new buildings
  - Continued working on Move/Setup Requests for office relocations
  - Worked on obtaining class schedules for Spring 2018 for all buildings across Hidalgo and Starr County
  - Finalized Projected Overtime Request for the Chemistry and Biology departments
  - Finalized Institutional Move list for the South Academic and North Academic Buildings
  - Finalized Institutional Move list for the STEM, MV Health Professions, and Starr County Health Professions Buildings
- Continued working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- Worked on identifying and moving Direct Expenditures/Capital division funds
- Continued working on identifying and moving funds within Instructional Pools
- HR

- Continued working with HR on Faculty Load and Compensation (FLAC)
- Worked on updating Policy Inventory List for Academic Affairs Division
- Worked with Travel Office to propose removal of 7.02 Reimbursement for Moving Expenses
- Worked with Credential Tables regarding faculty credentials
- Finalized audit request pertaining to Expense Variance for FY1516 and FY1617
- Finalized the temporary Move/Setup Requests for the Curriculum & Student Learning and High School Programs and Services departments.

Meetings

- Participated in the walk-through of the Starr County Health Professions building, November 6
- Co-presented 2 presentations at the TACRAO Conference at SPI, November 7
  - Building Employee Morale & Performance with Limited Resources
  - Openers & Ice Breakers: How to Energize & Move Minds
- Participated in the Search Committee Interviews for the Mid-Valley Cashier position, November 7
- Attended the Coordinated Operations Council meeting, November 9
- Met with Distance Learning Manager and Technology Support Services Transitions Manager to review and discuss Blackboard Student Services Help Desk Support, November 9
- Attended the Dual Credit Partners Branding Guidelines Committee meeting, November 9
- Met with Administrator for Curriculum and OVPAA to finalize the Prospective Full-Time Faculty Credentials Flowchart, November 9
- Met with HR director and staff to discuss upcoming FLAC training, November 13
- Met with Interim Administrator for Curriculum & Student Learning to discuss state of current office, November 14
- Participated in the Search Committee interviews for the Math Faculty Secretary, November 14 and 16
- Participated in the Search Committee interviews for the MSB Senior AA, November 15
- Attended meeting to discuss state of current offices and temporary relocation of Curriculum & Student Learning and High Services & Programs departments to the Distance Learning area, November 15
- Met with Curriculum & Student Learning and High Services & Programs departments to begin the Move/Setup Request to temporarily relocate to Distance Learning, November 16
- Attended meeting with Interim VPAA, VPFAS, and Faculty Senate Officers to discuss Policies 4901 and 4904, November 17
- Participated in the FLAC (Faculty Load & Compensation) training to begin the process of adjunct compensation through Banner and JagNet without creating an NOE, November 21 and 22
- Attended Search Committee meeting to review and discuss applicants for the Mathematics department, November 22
- Attended the 2013 Bond Team Mobilization Team Meeting to discuss the upcoming substantial completion for all buildings, November 27
- Met with OPOD Interim Associate Dean and HSI Project Director to review ALC presentation for SACS conference, November 28
- Met with HSPS team to discuss the DCF Interview Notification Outcome Forms

Academic Excellence Program

- **Valley Scholars Program:**
  - Fundraising – Continued sending invoices to all sponsors pending payment. Mailed thank you cards from Valley Scholars students to all sponsors of the 12th Annual ANWTS.
  - Retention – Held Valley Scholars Meetings at the Starr and Pecan Campuses on Nov. 3, 2017 to go over upcoming events and program information.
  - Volunteer Events – Valley Scholars students volunteered at the HEB Feast of Sharing on Nov. 12, 2017 at the McAllen Convention Center. VS students also volunteered at the Keep McAllen Beautiful event "Texas Recycles Day" at the McAllen Recycling Center on Nov. 11, 2017.
  - Graduation – Worked with graduating students to ensure they met all requirements to participate in the Dec. graduation ceremony.
  - Administrative –Attended Business Office training on new online travel procedures on Nov. 13, 2017. Participated in the Interactive discussion on the ICAT survey results with Achieving the Dream coaches on Nov. 13, 2017.

Phi Theta Kappa

- Meetings – November General Meeting was held on Nov. 30, 2017. PTK Officer meeting was held on Nov. 11, 2017. Four PTK Officers and two advisors attended the PTK District V meeting in Uvalde, TX on Nov. 11, 2017.
- Induction – Held Fall 2017 Induction Ceremony for new Phi Theta Kappa members on Nov. 3, 2017. New students were inducted and Dr. Mark Andersen, UTRGV Dean of Honors College, served as the guest speaker for the evening.
- Hallmark Awards – The Beta Epsilon Mu Chapter held an Emergency Management Preparedness Seminar with guest speaker Nathan Flores as part of the Chapter's Honors in Action project on Nov. 14, 2017. Officers attended the GIS Convention at the McAllen Convention Center as part of the leadership development and research for their Honors in Action project. PTK students hosted a STC information table on Nov. 18, 2017 at the Keep McAllen Beautiful Texas Recycles Day event as part of their College Project.
- Recruitment – The Chapter held a Mid-semester Stress Relief Zumba event on Nov. 15, 2017 for all students and provided info about PTK. Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
- Volunteer events – PTK students volunteered at Keep McAllen Beautiful's Texas Recycles Day on Nov. 18, 2017.
- Scholarships – Promoted the Phi Theta Kappa Fall Common Scholarship Application and UTRGV transfer scholarships.
- Graduation – Emailed students with information on purchasing PTK Regalia for graduation.

Honors Program

- Assisted incoming students with inquiries about the Honors Program and referred students to new Honors Program Director, Dr. Eric Reittinger.

Dr. Maricela Silva
Academic Grants and Projects Officer

- **Academic Grants and Projects:**

  Grants:
  - **Active/Open = 24**
  - **Amount (overall): $5,212,908.50**

  Recently Awarded

  THECB's Nursing Shortage Reduction Program
  Amount: $194,287

  Lower Rio Grande Valley Workforce Development Board –
  Child Development Associates Credential Program (CDA)
  Amount: $40,480

  Lower Rio Grande Valley Workforce Development Board –
  Conferences Participant Scholarships
  Amount: $10,000

TAB Grant

- Austin Community College (ACC) site visit on November 20th;
- Attended meeting with ACC;
- Review of curriculum for both ACC and STC;
- Discussed challenges and possible changes being proposed to grantor;
- Follow-up meeting to be scheduled.

Texas Pathways Grant

- Attended Pathways Institute # 3 in San Antonio;
- Need to bring clusters together by Spring;
- Need to strengthen transfer partnerships;
- Design technical plan where program clusters will be logged (from 2-year to 4-year institution - DegreeWorks);
- Plan and host a transfer summit;
- Develop a comprehensive onboarding for Pathways;
- Develop an evaluation plan
- Plan and host a community engagement conversation involving parents, students and the community.

iPASS (Starfish) Grant

- Launched Progress Survey for Week 12;
- Continued work to develop Starfish instructions for faculty, staff, and students;
- Mandatory meeting scheduled for February 19th and 20th with grantors.
  - Worked on student instructions for webpage;
  - Worked on PPT Presentation for Academic Council meeting;
  - Progress surveys for week 12 were launched;

- Downloaded progress survey report to review activity.

Inagural RGV STEM Education Symposium

- Held on Friday, November 10th at UTRGV Campus;
- Sessions included:
- Hands-on Activities and Discussions about how P-16 students learn and understand nature of science (aligning curriculum);
- A presentation by La Joya ISD students who participated in a summer STEM class – their research findings;
- An Innovative Tech in the Classroom presentation by Nerdvana;
- A session called Project ACCESS – participants worked collaboratively to begin developing high school math and science curricula for students who are bilingual or whose first language is not English.

RGV Lead Conference

- Held on Thursday and Friday, November 16th and 17th;
- Sessions attended included:
    - The Cradle-to-Career Pipeline-Increasing Educational Attainment in the RGV;
    - Critical Skills for 21st Century Learners;
    - RGV Mentors: Making It Work for Our Students.

Upcoming:

- November 16-17: RGV Lead Conference
- December 1 – 5: SACSCOC Conference, Dallas, TX
- February 10-13, 2018: 37th Annual Conference on The First Year Experience (I will be presenting)
- February 19-23: iPASS (Starfish) mandatory meeting and Achieving the Dream Conference, Nashville, TN

Yolonda Jaramillo
Project Director – HSI Grant

Title V Grant & Projects

Component 1

➢ **Active Learning Classrooms/Training Rooms**

- Pending arrival of supplies and equipment for the following bond projects
  - North Academic
    Tier 1-1.114
    Tier 2-3.131
  - South Academic
    Tier 1-2.101
    Tier 2-3.101
- Pending Installation of additional data drops for the following:
  - Mid-Valley G121 (2) and G169 (2)
  - Pecan T1.506 (6)
  - Starr E1.204 (4) and E2.104 (6)
  - Total of 20 data drops
- Scheduling remainder of observations at the Mid-Valley, NAH, Pecan and Tech campuses.
- Scheduling the remaining ALC observations per evaluation plan to complete the Fall 2017 data collections.
- Scheduled student focus groups and faculty interviews for the Tier 2 ALC's at Mid-Valley, Pecan and Starr.
- Planning Year 5 ALC CIP projects for the following:
  - Mid-Valley-Tier 1, G108
  - NAH-Tier 2, loation TBD
  - Pecan-Tier 1, building G, room TBD
- Updating supply and equipment inventory records.
- Revised budget to all funding to remodel an additional ALC in Year 4 at the Mid-Valley campus. The efficiency of the use of number of FOCUS Academy graduates from that campus justify the need. This is a modification from the original proposal for two ALCs at the Mid-Valley Campus.
- Completed additional AV requisition for North and South Academic Tier 1 ALC displays.
- Revised budget to provide adequate funding for ALC projects.

➢ **FOCUS Academy**

- Spring 2018 will be the pilot of the FOCUS Academy integration into TLA. Early registration projections are at 58. Requests for summer trainings have been made by the ADN and Law Enforcement programs.

Component 2

➢ **Redesign and Expansion of Faculty Advising**

- Completed the Tracking Record, Memoranum and Statement of Commitment for the Lead Faculty Advising Training Coordinator stipend postion. This faculty member is charged with managing the training registrations, BlackBoard participant access, and certification documentation.
- Two all-day trainings were conducted with 21 faculty members successfully completing the program.

- Surpassed the summer 2019 faculty certification goal with 302 completions thus far.
- Developing a faculty advising plan in collaboration with Director of Advising and Mentoring Services that is in alignment with pathways to provide consistency.
- Collecting Lead Faculty Advising documentation to complete tracking records and stipend eligibility.
- Started the NOE process for Lead Faculty Advisors to receive compensation from December payroll.
- Developing a faculty advising plan in collaboration with Director of Advising and Mentoring Services that is in alignment with pathways to provide consistency.

Component 3

➢ **Enhancement of Technology Infrastructure**

- Cancellation of the PTHA 1409.GZ1 remote delivery course to Starr County due to non-enrollment. Five students have expressed interest in the mini-mester course offering for Spring 2018.
- Discussing expansion of EMT courses for Spring 2018 to increase student enrollment and the 10% increase goal of the grant.

Management/Compliance

➢ **Department of Education**

- Drafted operating budget justification for the Department of Education in coordination with the Business Office and Grant Compliance.
- Preparing data and documentation for the Annual Progress Report.
- Completed the Department of Education amendment proposals in coordination with the Business Office and Grant Compliance.
- Preparing data and documentation for the Annual Progress Report.

➢ **South Texas College**

- Evaluated HSI Instructional Coach applications for interviews.
- Reposted the HSI Grant Specialist Position
- Confirmed the status of the HSI Faculty Advising Coordinator position with the Director of Advising and Mentoring Services. Human Resources is pending the screening committee paperwork. Once received the screening committee will have access to PeopleAdmin to review the candidates.

Other

➢ **South Texas College**

- Began preparation for external audit based on guidelines provided by the Business Office and Grant Compliance.
- Reposted the HSI Faculty Advising Coordinator position to close January 7, 2018, after evaluating pool of applicants.
- Interviewed applicants for the Instructional Coach position.

➢ **Highlights**

- Faculty Advising Training – November 3, 2017
- ALC Observations – October 23rd – December 8th

Curriculum and Student Learning

- **Curriculum:**
  - Finalized IE Report for Curriculum & Scheduling Objectives.
  - Completed CRC/Crosswalk Report for the VPAA.
  - Generated Hybrid Exceptions Report for Spring 2018and altered 68 sections on Banner for report to complete.

Meetings attended and Trainings by the Curriculum staff

- Attended October Academic Council Meeting.
- Attended training with Ellucian for Faculty Load & Compensation module.
- Prepared and held the November College Wide Curriculum Committee meeting.

Program Development

- Worked on revisions for History, Philosophy and Occupational Therapy Assistant Program.

- **Student Learning Outcomes and Assessment:**
  - Created and drafted a Core Objective Selection Matrix for COAT Committee.
  - Collaborated with Learning Outcome Specialist to update the assessment plan 2018-2019 audit list upon confirmation and review of assessment plans received.

Meetings and Trainings

- Met with IT Team regarding JagPRIDE System updates, reviewed testing site and collected and provided additional screen shots and discussed interface changes.
- Attended and presented on the interface changes (removing "CLO" from all faculty pages).

Faculty Support

- Assisted Faculty with developing their assessment plans for 2018-2019 and provided feedback to LOAC coaches on submitted plans and/or clarified concerns they had.
- Communicated with Learning Outcomes Coaches and Chairs regarding confirmation or edits to plans and assisted them with developing assessment plans.

Reporting

- Created a set of guidelines for this AY reporting for assessment coaches and Department Chairs.
- Created an updated and polished flowchart regarding AY reporting Options 2017-2018.

Important Dates

- AP 2018-2019 PLOs due Tuesday, November 17, 2017 as well as the reporting decision for AY 2017-2018.

- **Course Scheduling**
  - Sent Fall 2018 sessions dates to Compliance Coordinator to prepare for Fall schedule roll.
  - Generated Active Learning Classroom schedule reports for Fall 2017, Spring and Summer 2018 for HSI Director.
  - Worked on Summer 2018 1st review and 2nd review schedule updates.

- **Interim Administrator**
  - Attended the Texas Pathways Project Institute #3 in San Antonio on November 6th -8th.
  - Held a Core Objectives Assessment Taskforce meeting on November 9.
  - Held a LOAC meeting on November 10 to review nominated courses for assessment.
  - Held a Faculty Credentials Review Committee meeting November 10 to discuss reporting options and assessment plans for next AY.
  - Attended Guided Pathways meeting with Achieving the Dream Coaches for interactive discussion on ICAT survey results.
  - Met with Vice President to discuss Minimum Faculty Credentials.
  - Attended the Academic Council meeting to discuss Public Administration Certificate.
  - Met with Risk Manager and Accountability Administrative Assistant to discuss the Business Impact Analysis.

- **Upcoming Events**
  - Attending the SACSCOC Annual meeting in Dallas, Texas on December 2nd – 5th.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Administrator report:**
  - Attached are the latest number of sections for Spring as compared to the last submitted in 10/30. There has been an increase, as can be seen, in the number of sections requested, primarily for STC staffed sections.
  - Presented at the "College for All" Conference at PSJA; received inquiries on the particulars of our dual partnership and the manner of how we make sure all sections are offered.
  - HSPS met with a delegation from Denver interested in our dual program, primarily on the ECHS. How STC works hand-in-hand with the schools, costs, and program development is the key for success.
  - Rollover of students was sent for review and will be finalized after the holiday. HSPS is scheduled to rollover students in approximately 1000 sections after grades are posted.

Spring 2018 10/30/2017	Spring 2018 Total # of Sections	STC Instructors Sections Taught (Red Fonts)	DE Faculty Sections Taught (Black Fonts)	Spring 2018 Academic Sections	STC Faculty Academic Sections	DE Faculty Academic Sections	Spring 2018 Technical Sections	STC Faculty Technical Sections	DE Faculty Technical Sections	Total # of Instructors
	1694	521	1173	1329	435	894	365	86	279	
# of STC Instructors					195			42		237
# of DE Faculty - ISD						276			98	374
Recovery Program										

Spring 2018 11/17/2017	Spring 2018 Total # of Sections	STC Instructors Sections Taught (Red Fonts)	DE Faculty Sections Taught (Black Fonts)	Spring 2018 Academic Sections	STC Faculty Academic Sections	DE Faculty Academic Sections	Spring 2018 Technical Sections	STC Faculty Technical Sections	DE Faculty Technical Sections	Total # of Instructors
	1709	529	1180	1347	443	904	362	86	276	
# of STC Instructors					220			40		260
# of DE Faculty - ISD						279			97	376
Recovery Program										

- The Dual Enrollment Specialist assisted in planning and coordinating interviews for Spring 2018 for the following departments: Art, Math, Music, Spanish, Psychology and Speech
- The Art department hosted a prospective candidate for two consecutive interviews; therefore, the number of interviews will not match the number of candidates invited to interview.
- The High School Programs and Services Office is currently accepting candidate nominations and applications for Fall 2018.

SPRING 2018 DCF	PENDING RESULTS	RECOMMENDED	NOT RECOMMENDED	TOTAL INTERVIEWS
	1	9	2	13
				As of 12/01/17

PROSPECTIVE DCF CANDIDATES FALL 2018	TOTAL
	17
	As of 12/01/17

- The Dual Credit Faculty 4-Step Hiring Process was discussed
- November 28, 2017 HSPS met with Academic Advancement Department staff
- The new DCF interview outcome forms were reviewed; the new forms will be administered in the near future
- The DE Specialist has assisted in November workshops hosted by the Academies Programs

Project Mangaer Report:
College intends to consider pursuing the accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the Dual Credit Program.

- Developing plan for general deadlines to be met on a semester basis.
- A detailed timeline and action plan is being developed for each standard covering the one to two-year process of surveys, submitting an application, and the subsequent review process done by the Accreditation Commission of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Scheduled to report on intention to pursue accreditation at December 7 Academic Council meeting.
- RAS provided a summary of existing studies that can be used as evidence supporting research and partnership standards.

Working on further revisions to the Prospective Dual Credit Faculty Review and Approval Process.

- HSPS and VPAA met with Human Resources in early November to go over procedures for notifying applicants of approval or non-approval as dual credit faculty.
- An "Interview Committee Outcome Notification Form" was developed for use by departmental interviewing committees. Form will be reviewed at December Council of Chairs meeting.
- An Agreement form was developed to be used in cases where the STC department either 1) grants provisional approval for a DCF to teach as the instructor of record under the supervision of an STC Faculty Mentor or 2) the DCF co-teaches (would not be instructor of record) with the STC Instructor/Faculty Mentor. An agreement used by the History Department was used as the model to develop this agreement.
- A second Agreement form was developed for an applicant who was not recommended to teach, but is highly motivated and seeks professional development activities and mentorship to develop skills to apply in a subsequent semester.

Revised the 2016-2017 status reports and actions accomplished for the Dual Credit Task Force Steering Committee and its sub-committees. The Steering Committee meeting was held on November 2, 2017.

- The Steering Committee reviewed the status report, along with other issues relevant to the Task Force, and new and/or continuing issues identified by the Faculty Senate and the Council of Chairs.
- Continue to respond as needed to faculty and/or chairs on dual credit issues.

- Responding to requests from schools asking for current textbook adoptions for courses and other textbook issues as needed.
- Continue to make minor revisions to Dual Credit textbook adoption list in cases where departments have additional changes since the last College-wide review.
- Revision of webpages for High School Programs & Services continues to be on hold.

Dr. Rebecca De Leon
Director – Academies and HS Projects

- **Completed Projects/Activities:**
  - In partnership with a nonprofit organization, Code/Interactive, a grant application was submitted on Wednesday, November 29th to the University of Texas at Austin, Computer Science WeTeach_CS. The grant will provide partnering school district teachers with training to enhance Computer Science classroom instruction for students in the RGV. A faculty member from Computer Science was included to assist in professional development activities.
  - Registration for spring 2018 Pecan, Mid Valley and Starr County Academy cohorts were completed by November 30th.

Academies Program

- On November 29th, a meeting was held with UTRGV School of Medicine Staff. The meeting provided insight on future collaboration opportunities to enhance the DEMSA student experience. Discussion was held on Summer Field Trip Opportunities to their Harlingen and Brownsville Campuses, development of a grant funding program to provide year round enrichment activities and sharing of contacts to improve current speaker options.
- Dual Enrollment Computer Science, Criminal Justice, Engineering and Business Administration Academies will be attending a College Tour on February 1-2, 2018 where 54 students will visit UTRGV, Texas A&M Kingsville, UT Austin and Texas State University.
- Senior students had individual meetings with staff to review Senior Checklist which includes the submission of admission letters and scholarships.
- Academies Program conducted meetings with representatives of the Computer Science and Business Administration departments to discuss internship opportunities for our current cohorts. The discussion determined potential internships to begin summer 2018.
- The final requests of progress reports were sent to STC Faculty regarding student academic progress.
- Academies Staff met with students for Case Management to ensure academic success in all courses and to provide resources available such as attending tutoring at the CLE.
- Recruitment presentations were conducted at partnering high schools for rising 10th grade students. The following campuses were visited and the following number of students submitted interest forms:

Date	High School	Interest Forms Submitted
November 1, 2017	Juarez Lincoln High School	65
November 1, 2017	Weslaco High School	46
November 2, 2017	Roma High School	149
November 3, 2017	PSJA Memorial ECHS	56
November 3, 2017	Mercedes ECHS	82
November 7, 2017	Edcouch Elsa High School	98
November 7, 2017	Robert Vela High School	158
November 8, 2017	McAllen Memorial High School	163
November 9, 2017	Palmview High School	79
November 9, 2017	PSJA ECHS	75
November 13, 2017	McAllen Hgih School	231
November 15, 2017	Valley View High School	61

November 27, 2017	Veterans Memorial HS	164
November 28, 2017	Edinburg North High School	54

- Interest form data input into Radius for students to receive the online application link to complete requirements by March 9, 2018 deadline.
- The Radius-Online Academies Application established a communication plan for potential applicants who created an account and have an active application in the system. The plan establishes dates for students to receive reminders to submit their application by the March 9th deadline.
- Parent recruitment evening presentations were held at the following partnering school districts:

Date	High School
November 1, 2017	La Villa High School
November 2, 2017	Weslaco High School
November 7, 2017	Robert Vela High School
November 16, 2017	McAllen Memorial High School

- Preliminary Starfish discussion meetings were held on November 16th and November 30th with the System Representative to establish the Academies model to begin implementation in summer 2018.
- On Friday, November 3rd, Workshops were held at the following campuses:

STC Campus	Career Awareness Speaker	Attendees
Starr County Campus	**Junior Presentation** **Student Leadership Academy** Students attended their first Student Leadership Academy session focused on strategic thinking. Its purpose was to develop and implement a plan for success.	20
	Senior Presentation **Application and Scholarship Day** Students were provided one-on-one assistance to complete college and scholarship applications. In addition, students had the opportunity to ask questions and revise their college essays.	24
Mid Valley Campus	**Junior Presentation** **Texas State University** Students were provided an overview of the admissions process and the various programs available. Additionally, information was shared about living on campus, the various student organizations, and campus safety.	50
	Senior Presentation **Resume Builder** The presenter focused on providing students with tips and recommendations to build and enhance their resume. The presenter further shared that student have a "running" resume that allow them to keep their resume updated and eliminate the need to spend a lot of time trying to remember information further down the road.	21
	Junior & Senior Presentations **Career Fair Speakers** **Medical Field: RN, BSN** For DEMSA we hosted a current Nurse employed through Mission Regional Medical Center who shared her educational journey, the nursing program and life as a nurse. **Computer Science Field: Collaboration Specialist for CISCO & CEO of Teacher Talent**	

Pecan Campus	Presenter One who works for CISCO, shared his experiences at the company and his duties. Presenter Two who helped Code RGV's Boot Code Camp program talked about his work along with insightful and meaningful life lessons he has learned as an entrepreneur. **Business Field: Certified Financial Planner for AXA Advisors** The presentation focused on a career field as a Financial Planner for an insurance firm who works helping clients with their financial needs and wants. **Engineering Field: UTRGV Professor & Graduate Coordinator** The presenter provided informative insight about the college of engineering, admissions and what to expect from the college. **Criminal Justice Field: STC Police Department Sgt.; U.S. Customs and Border Protection Agents** The STC Sgt shared his experiences as an officer on Campus. In addition, the border patrol agents delved insight about a day in their life within the field. In addition, the presenters allowed for Q & A where students asked questions about the field, which further increased their knowledge.	**139**

- Academies Staff hosted workshops on Friday, November 10th at the Pecan, Mid-Valley and Starr County Campus. The following presentation was held:

STC Campus	Career Awareness Speaker	Attendees
Starr County Campus	**<u>Junior & Senior Presentation</u>** **STC Physical Therapy Assistant Program** The presentation focused on the PTA program, job placement, opportunities, and bridge programs which offer the opportunity to continue to a DPT program. They were also excited to learn that many credits from their A.S in Biology could be applied to the PTA program and to the perquisites for the DPT program.	20
Mid Valley Campus	**<u>Junior & Senior Presentations</u>** **Texas A & M Public Health Admissions Presentation** Students were provided with an overview of the programs available to them at their McAllen campus. Additionally, the presenter provided information about the application requirement, admission processes, and deadlines. **Interacting with Others** **STC Student Activities** Students learned the effects and evaluated methods to handle peer pressure. They were presented with various scenarios and were tasked with coming up with pros and cons to various actions taken as a result peer pressure. The learned about understanding the concept of defending skills through these exercises furthered their understanding of what it takes to be a leader.	62 49
	<u>Junior Presentation</u> **Healthy Life Style** **STC Kinesiology Instructional Facilities** Students listened to what healthy truly encompasses, not just eating healthy. The presenter provided the students the opportunity to utilize equipment to measure their Body Mass Index, BMI. In addition, the presenter provided insight on healthy daily	

Pecan Campus	habits, the importance of eating certain foods, fitness tips, and general life style improvements tailored for students at their ages.	74
	<u>Senior Presentation</u> **UTRGV Medical School** **Senior Program Coordinator** The presenter provided insight into the medical school requirements in addition to the type of student they are seeking for their program. Various scenarios were provided where students were involved focused on respect, integrity, honesty, and character. She explained different type of mentors that can be chosen along the way, especially a faculty member in the field of study preferred.	80

- Academies Staff hosted workshops on Friday, November 17th at the Pecan, Mid Valley and Starr County Campus. The following presentation was held:

STC Campus	Career Awareness Speaker	Attendees
Starr County Campus	**<u>Junior & Senior Presentation</u>** **Texas A&M University Public Health Program** The presenter focused on the opportunity to receive a Bachelor of Science in Public Health here locally in McAllen. The program will start to offer a four-year bachelor program in fall 2018 at Texas A&M Higher Education Center at McAllen. The presenter also focused on the aspects of public health and what career opportunities are available to those who purse a public health degree.	19
Mid Valley Campus	**<u>Junior & Senior Presentations</u>** **Dealing with Anxiety** **STC Center for Learning Excellence** CLE Staff was on hand to provide students with an informative workshop on dealing with test anxiety. Students learned helpful tips to assist in preparation for taking exams, as well as techniques they can use while testing.	43
	Financial Literacy 101 **STC Mid Valley Campus Administrator** The presentation provided students with money management tips and best practices as they prepare for transition to a four-year institution.	21

Pecan Campus	**Goal Setting/JagNet Services** **STC Academies Specialist** Students completed a questionnaire on future college and career goals. The presenter conducted an activity-dividing student into groups to answer questions during an activity with Kahoot (mobile app). In addition, students were taught how to navigate Jagnet Services, including DegreeWorks, my final grades, requesting transcripts, and how to calculate GPA. **<u>Senior Presentation</u>** **Mental Health** **STC, UTRGV Intern for Counseling Department** Presenter explained what Mental Health means, signs of normal vs. abnormal behaviors that may need to be reported if others can identify those. In addition, insight was provided on why someone should go visit with a doctor or counselor when they feel they need help and not self-medicate.	89 67

Professional Development/Continued Learning

- On November 2nd, Academy Specialist attended SchoolDude Training where she learned how to utilize the program to reserve special rooms on-campus.
- On November 3rd, Academies Staff attended the TSI Training held at Region One in Edinburg.
- On November 14th, Academies Leadership Staff Members presented at the PSJA "College for All" Conference on the Middle College Academies: Roadmaps to Success.

In Progress: Projects and Major Activities

- Recruitment at partnering high schools for the Academies Program 2018-2019 application.
- Starfish cohort logistic meetings and development for Academy cohorts.
- Planning of Senior STEM Trip on February 22-23, 2018
- Planning of DEEA/DECSA/DEBAA/DECJA College Tour
- Textbook meetings with Publishing Companies for Access Codes

Sofia Pena
Director – Early College High School

- **Meetings:**
  - Attended the Dual Credit Task Force Steering Committee Meeting.
  - ECHS Staff attended the STC TSI Workshop at the Region One Education Center to discuss TSI Writing Benchmarks and administering the exam.
  - Attended the Weslaco ISD Success Metrics District Partnership Meeting.

Weslaco ISD Success Metrics District Partnership Meeting	
School District	**Early College High School Partner Meeting Attendance**
Weslaco ISD	Weslaco T-STEM ECHS and High School
	Weslaco East ECHS and High School
	Weslaco 21st Century CTE ECHS

  - Attended Institute 3-Texas Pathways Project Meeting.
  - ECHS Coordinator attended an Edinburg North ECHS Counseling Meeting to Review Degree Audit Evaluations.
  - Attended Guided Pathways Discussion with "Achieve the Dream" Coaches.
  - Attended Dual Credit Partners Branding Guidelines Committee.
  - Attended i3 meeting with Denver Public Schools, Brownsville, Jobs for the Future and Educate Texas.
  - Attended a College-wide Curriculum Committee Meeting.
  - Attended the Interactive Discussion on the "Achieve the Dream" (ATD) Institutional Change Assessment Tool (ICAT) survey with ATD Coaches to review survey results.
  - Attended a meeting to discuss SERVE Center research on the Investing in Innovation grant in implementing Early College Strategies.
  - Attended a meeting with Vanguard's Mozart Secondary Academy to discuss Early College High School Application.
  - Hosted an Open Discussion on Early College High School College-District partnership with Denver Public Schools
  - Attended the Texas Education Agency Regional Convening at the Cooper Center with High School Partners and TEA personnel.
  - Attended a Career Coach Advanced Training Session.
  - Met with the marketing department to discuss Dual Credit Program Marketing Materials.
  - Dual Credit Spring 2018 Scheduling Meetings with Early College High School Partners
  - Early College High School Staff update and schedule the upcoming dual credit courses for the various ECHS Dual Credit Partners.

ECHS Spring 2018 Scheduling Meetings	
School District	**Early College High School Partner**
Edcouch-Elsa ISD	Edcouch-Elsa ECHS
La Villa ISD	La Villa ECHS
Sharyland ISD	Sharyland Advanced Academic Academy
Weslaco ISD	Weslaco 21st Century CTE ECHS

Major Activities

- Early College High School Staff conducted one-on-one Student Degree Audit Evaluations with the senior graduating classes of 2018 across our 29 High School partner sites.

ECHS Student Degree Audit Evaluations		
School District	**Early College High School Partner**	**Student Attendance**
Edcouch-Elsa ISD	Edcouch-Elsa ECHS	60 Students
Edinburg CISD	Edinburg North ECHS	80 Students
Mission ISD	Mission Collegiate	70 Students
PSJA ISD	PSJA Thomas Jefferson T-STEM ECHS	58 Students
Weslaco ISD	Weslaco T-STEM ECHS	60 Students

External Visits

- Attended the Texas Pathways Institute in San Antonio, Texas to discuss improving institutional understanding of Pathways.
- Participated in the Pre-PSJA "College for All" Site visit at PSJA North.
- Presented on the new ECHS Blueprint at the PSJA "College for All" Conference.
- Early College HS Staff attended TEA Leadership Coaching Meetings across the 29 High School partner sites across the Rio Grande Valley.
- Discussed College and Career Readiness Model, Success Metrics and TSI Overview with ECHS High School Administration at the TEA Leadership Coaching Meetings.

TEA Leadership Meetings		
School District	Early College High School Partner	Leadership Meeting Attendance
Edcouch-Elsa ISD	Edcouch-Elsa ECHS	**8-10** Leadership Meeting Attendees **Leadership Team:** High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
La Villa ISD	La Villa ECHS	
Mercedes ISD	Mercedes Early College Academy	
Sharyland ISD	Sharyland Advanced Academic Academy	
Weslaco ISD	Weslaco T-STEM ECHS	

Professional & Organizatonal Development

- **Meetings:**
  - Texas Pathways Institute #3 Meeting – Nov. 5-8 – Interim Assoc. Dean attend the meeting held in San Antonio, TX
  - Dual Credit Partners Branding Guidelines Committee- Nov. 9th –Interim Assoc. Dean attended the meeting to prepare and review recommendations
  - COAT Meeting – Nov. 9th –Interim Assoc. Dean attended the meeting
  - Planning and Development Council Meeting – Nov. 10th – Interim Assoc. Dean attended PDC meeting held in H-216
  - Guided Pathways Discussion with ATD Coaches – Nov. 13th –Interim Assoc. Dean was asked to be part of the guided pathway team
  - Instructional Coach Interview – Nov. 14th – Interim Assoc. Dean and hiring committee held interviews for the HSI Grant Instructional Coach position
  - OPOD Planning Meeting – Nov. 15th – Interim Assoc. Dean, Instructional Coach, Specialist and Adm. Asst. held a planning meeting for OPOD's upcoming meetings and trainings for spring and summer 2018
  - Top Hat Overview for CWPOD Session – Nov. 15th – Interim Assoc. Dean and Specialist spoke with Alex Trujillo, Senior Content Account Executive with Top Hat regarding a demonstration on the Electronic Textbook Subscription service, designed to cut back on traditional text book cost
  - STC Food Pantry Ribbon Cutting – Nov. 16th –Interim Assoc. Dean attended the STC Student Food Pantry Ribbon Cutting Ceremony
  - Planning and Development Council – Nov. 17th – Interim Assoc. Dean attended the PAC meeting in lieu of the PAS meeting
  - SACS – ALC Presentation Review – Nov. 28th – Interim Assoc. Dean met with HIS Grant Director and VPAA Project Manager to review the presentation powerpoint to be presented at SACS Conference on Dec. 1-5, 2017
  - SWOT Retreat for MSB – Nov. 28th – Interim Assoc. Dean met committee members to organized a SWOT retreat for the Math, Science & Bachelor Programs Division.
  - Marketing Advisory Committee Meeting – Nov. 30th – Interim Assoc. Dean attended the Marketing Advisory Committee meeting

Academies and Trainings

- DELTA-Session 2 – Nov. 6th – The purpose of Week 1 is to examine the role community colleges, current challenges, and national and state goals in higher education; and, to determine how South Texas College's philosophy and mission addresses these issues and contributed to higher education
- Jaguar Academy Session 6 – Nov. 9th – Benefits and Payroll Manager presented on "Understanding Your Human Resources Benefits"
- DELTA-Session 3 – Nov. 13th – Facilitator provided the participants to review documentation that STC faculty are required to submit, including course syllabuses, faculty vitae, Census Day rosters, learning outcomes, and final grades, as well as how to submit this information and to provide an overview of the faculty evaluation process
- Jaguar Academy Session 7 – Nov. 16th. – Jaguar Academy Spirit & Certificate Ceremony

- Administrative Assistants Conference – Nov. 17th – Hosted the AA Conference attended by 31 participants and held at Embassy Suites Hotel. Ms. Dana Davis with Corporate Strategies by Skillpath was the Keynote Presenter
- DELTA Session 4 – Nov. 20th – The purpose of Week 4 is to review policies and procedures regarding academic dishonesty, FERPA and disclosure of student educational records, the impact of grades on future financial aid for students degrees and pathways available at STC, and to discuss how these topics help maintain academic rigor and support student success–Interim Assoc. Dean facilitated the Library staff on Developing Teacher Identity and strategies for partnering with faculty
- DELTA Session 5 – Nov. 27th - The purpose of Week 5 is to become familiar with resources for faculty and students at South Texas College, including library services, the Student Information Center, the Centers for Learning Excellence, Student Rights and Responsibilities, the Office of Disability Support Services, Distance Learning, OPOD, Educational Technologies, the Faculty Handbook, and Degree Works, and to discuss how these resources can support teaching effectiveness.

Programs in Development

- Preparation for Major Events in October and November
  - Jaguar Academy Session 7 Graduation–November 16th
  - Texas Pathways Institute #3 – November 6th – 8th
  - Administrative Professionals Conference – November 17th
  - Conversation Café: A Library Instruction Learning Community –November 17th

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

- **Site Coordinator Report:**
  - Pending completion of repairs to printer upon arrival of replacement part for STC computer lab, room 144.
  - Attended Enrollment Management Task Force Meeting held at the Pecan Campus on November 3, 2017.
  - Attended the Sharyland High School Career Fair on November 8, 2017 to promote the Design & Building Technology programs.
  - Accompanied Construction Supervision students in attendance of NOBLE OAC meeting and site visit of the STC-RCPSE held on November 10, 2017.
  - Met with College Advisor Training Program participants and led tour of Technology Campus and various technical programs.
  - Led 2nd cohort group of PSJA ISD CCTA students on tour of the STC Technology Campus and technical programs.
  - On November 15, 2017, attended guest lecturer presentation given by Lawyer J. Pena who presented on topics of business set up and construction related case studies.
  - Returned to the STC-RCPSE site with construction supervision students on November 16, 2017 and met with PSJA Assistant Fire Marshal, Felipe Pedraza and other project managers.
  - Coordinated and co-host with Dr. Esmeralda Adame, the second meeting of the Women in Non-Traditional Occupations Speakers Series held on November 27, 2017 with women professional engineers from the Texas Department of Transportation.
  - Coordinated a Mechatronics workshop and Technology Campus tour for PSJA ISD CCTA students scheduled for Friday November 17, 2017.
  - Attended the Business, Public Safety and Technology Thanksgiving luncheon held on November 28, 2017.
  - Attended the Sharyland ISD CTE Advisory Committee meeting held on Tuesday, November 28, 2017.
  - Participated with construction supervision faculty and students in “Holiday Big Chair” build at the Pecan Campus to promote the Construction Supervision program.
  - Participated in search committee in review of applicants for the Library Technician position for the Pharr-Higher Education Center on November 29, 2017 with scheduled interviews set for December 8, 2017.
  - Attended the STC Marketing Advisory Committee meeting on November 30, 2017.
  - Coordinated OSHA10 Training for the Design and Building Technology department faculty to be held on Friday, December 1 and 8th.

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

- The Higher Education Center at La Joya participated in the La Joya ISD Family and Community Engagement event. Parents and the community had the opportunity to learn about the different course offerings, departments and services at the Higher Education Center at La Joya, November 6-7, 2017.
- The President and two Board Members took a tour of the recently renovated STEM labs and welding lab at the Higher Education Center at La Joya, November 17, 2017.

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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
November, 2017

Alicia R. Gomez, Chief Information Officer
Information Technology

❖ **Applications Development**

- **Constituent Relationships Management System (CRM) – Radius by Hobson's**
  The Radius CRM module is in use by the High School Academy for participants to complete the requirements for the program. The Information Technology Team modified the interface that exports student information from Banner to Radius to include information originally entered in Texas Apply. The modifications will be tested and moved to production before the winter break.

- **JagNet Redesign – Phase II**
  The new version of DegreeWorks deployed to production and no issues reported since deployment of the solution. Information Technology began working on the new Progress Meter design that will pull students' data towards completing a degree from the new DegreeWorks application. The Progress Meter will launch in December as part of the JagNet project redesign. The functional team has completed moving the BO forms from the external website to JagNet. The HR functional team will move their forms to JagNet the week of December 4.

- **Student Registration Self Service (SS) Upgrade**
  Students were able to register for the spring term by using the new Student Self-Service Registration module launched in JagNet the last week in October. The new Student Self-Service Registration module consists of improved aesthetics for course registration and responsive design that adjusts content to different devices such as computers, tablets and/or phones.

- **Banner 9 Upgrade – Admin Pages**
  The Banner 9 Admin pages project consists of migrating the Banner Administrative Oracle pages to new and improved screens. After completing the project plan, the technical team began working on the first work tasks including required Banner channel upgrades and an application navigator installation that allows seamless Banner 9 screen search/find features. As part of the prerequisites for the Banner 9 project, the team began working on a separate project to upgrade Workflow. The timeline to deploy the Banner 9 new screens is as follows: the General and Human Resources screens will be deploy first, followed by Finance and Purchasing, then Financial Aid, and Student and Cashiers deploying last. This project will expand until December 31, 2018.

- **Intelligent Learning Platform (ILP)**
  The Intelligent Learning Platform allows data to transfer seamlessly between Banner and Blackboard to improve the interaction of students and faculty with the Learning management system, and Blackboard. The IT Team completed the ILP configuration in the test environment and will schedule a test with Distance Learning

and Faculty the first week in December. Plan is for a February 2018 rollout date. The implementation will be when the module begins loading data for the summer. The ILP module will pilot throughout the summer before full deployment in the fall.

- **JagMobile**
  The Applications Development team installed the mobile application in the test environment and they will continue to configure the different modules to be available in JagMobile. Students will be able to download the app from the Apple and Google stores to their phones. The IT team together with some STC professors organized student focus groups to gather feedback on the functionality they would like to see in the new JagMobile app. The Registration, Financial Aid info, Campus events and Maps were a few of the top options students have identified as being useful for them. The new JagMobile app will be deploy in January.
- **Time Clock Plus Phase II**
  The IT Team began working on the next phase of the TCP project to automate TARF paper forms. This new project consists of creating an online form to submit time adjustments electronically.

Infrastructure

- **Disaster Preparedness/Recovery Planning - STARR Data Center**
  As part of the Disaster Recovery and Business Continuity Plan, the IT and Facilities teams will conduct a generator test at the Pecan Campus Building M during the winter break. The goal of this test is to estimate the generator running time without refueling in order to make informed decisions regarding DR shutdowns.
  The payroll test conducted at the Rio Grande DR site was successful; it is only pending a generator installation to provide power for Building E in the event of disaster.

- **Office 365 Migration**
  The IT Team created a functional and technical taskforce committee to review and assess all the features the Office 365 offers. The Team will create implementation that will also include guidelines for use. The OneDrive feature is first for assessment as faculty and staff are in need of file storage. Other functionalities of interest are; SharePoint, Forms, Teams, and Video Chat.

- **Virtualization Phase II**
  The virtualization project phase II is on hold due to other priorities. Computer labs around the district have been virtualized; six (6) in STARR, six (6) in Pecan, two (2) in Mid Valley and one (1) in the Technology Center. The computer labs were selected according to the services offered in the lab and current software needs to ensure equipment compatibility with the virtual environment.

- **Microsoft 2013 to 2016 Upgrade**
  The Microsoft Office 2016 version that includes a new look and new features for Outlook, Excel, PowerPoint and Word has been pushed to Instructional, Open and CLE Labs as a requirement for the fall 2017 course curriculum. The IT Team has upgraded 1,443 computers to the new Microsoft 2016 software; they will continue to push the new software in a phased approach through January 2018.

- **Windows 10 upgrade**
  Starting in January 2018, IT will begin deploying the new Windows 10 operating system to Faculty and Staff computers. The team is expecting to upgrade 6,000 computers by the end of Sept. 2018. Recently purchased computers are already being configured with Windows 10.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We finished our evaluation of a product called Splunk to analyze data and create reports/dashboards. We also licensed CISOBox to track information security incidents.
  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: The sent an email on 11/28 to the people that had not yet enrolled for two-factor authentication.
  Summary: We are transitioning to a new remote access vendor solution.

- **Information Security Governance**
  Update: We are pending cabinet's review of our Privacy Notice statement draft. We also drafted a document titled Vulnerability Management Standard.
  Summary: We are updating our existing information security governance documents.

- **TAC 202 Assessment**
  Update: We have an action plan. We are just missing consolidating it with the TCF assessment.
  Summary: We are performing a TAC 202 assessment to find any gaps in compliance.

- **Cyber Legal Advice**
  Update: Spoke to attorney Julian Rodriguez Jr. to see if he could help us find an attorney with the experience that we are seeking.
  Summary: We are exploring obtaining a retainer for legal advice related to a cybersecurity incident.

- **Secret Server Implementation**
  Update: We are still pending one item from IT to close this project.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Access to GRC (governance, risk, and compliance) software used by Texas Department of Information Resources**
  No update.
  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.

- **Expanding vulnerability scanning practices to internal servers**
  Update: We transitioned to Rapid7 InsightVM for scanning our environment. We requested access to scan our DMZ environment with administrative credentials and also our Rackspace environment.

Summary: We are expanding our vulnerability scanning practices. We have been scanning our perimeter daily. The next phase is to scan all internal servers to get an idea of the risk from within our network and within the system.

- **ISO Advisory 17-01**
  Update: Still waiting for action plan dates.
  Summary: Risk to High Value Assets from a Compromised Endpoint.

Marie Evans, Director
Educational Technologies Department

Meetings:

- 11/1/2017: Assistant 1 Interviews
- 11/2/2017: Dr. Plummer Meeting
- 11/6/2017: Project Update conference call, Leadership Meeting
- 11/7/2017: Bond Construction Meeting
- 11/9/2017: Coordinated Operations Council Meeting, Alternative Certification Program
- 11/13/2017: Project Update conference call, ICAT Results Meeting
- 11/14/2017: Assistant 1 Interviews
- 11/15/2017: Andres Padilla Meeting, Team Meeting, Edcouch-Elsa PD prep Meeting
- 11/16/2017: Alternative Certification program meeting
- 11/16/2017: Online Teaching Certification Meeting
- 11/16/2017: Blackboard refresher Meeting
- 11/21/2017: Bond Construction Planning Meeting
- 11/30/2017: Alternative Certification program meeting

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	155
Apr	228
May	115
Jun	93
Jul	74
Aug	95
Sept	143
Oct	185
Nov	239
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	279.9
Apr	392.75
May	623
Jun	116.25
Jul	119.25
Aug	159.50
Sept	458.5
Oct	319.50
Nov	270.75
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	79	16	0	86	1
Data Projector	58	16	7	4	1
Laptop	130	17	29	4	2
PA System	5	5	5	5	2
CD Player	0	0	0	1	1
VCR's Only	0	1	0	0	0
Smart Board	0	0	0	0	0
Video Camera	5	0	0	0	2
TV	38	0	0	3	1
Microphone	110	5	10	8	9
Direct Box	0	0	0	4	1
Digital Camera	2	0	0	0	1
Speakers	87	5	0	85	1
Overhead Projector	0	0	0	0	0
Remote	35	0	1	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	40	4	0	3	2
Document Camera	100	0	174	0	0
DVD/VCR Player	10	0	2	0	1
Wireless Lab	0	3	0	0	0
Keyboard/Mouse	20	4	2	0	0
Sympodium	18	0	8	0	0
Hard Drive	0	0	0	0	0
USB Hub	1	0	0	0	0
CPS	0	0	0	0	0
Mixer	3	4	1	6	2
Tripod	6	2	0	0	4
WebCam	3	0	0	0	3
Computer	29	0	7	4	0
Portable Table	0	0	2	6	2
Microphone Stand	2	0	8	0	1
HD Video Streamer	5	0	0	0	0
Polycom Phone	6	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	2	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	14	0	0	0	0
Mac Adaptor	1	0	0	0	0
TableTop Mic Stands	4	0	1	0	0
Ipad	1	0	1	0	1
PTZ Joystick	7	0	0	2	0
Interactive Display	0	0	0	0	0
Gooseneck Mic	7	0	2	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	34	0	2	3	1
TOTAL	***862***	***82***	***262***	***224***	***39***

Dr. Fernando Chapa, Director
Institutional Effectiveness & Assessment

- Institutional Effectiveness
  - Office of the President 2015-2017 Report – in progress
  - 2015-2017 IE Reporting
    - Assisted Automotive Technology
  - Met with the Vice President for the Student Affair and Enrollment Management to work on their 2015-2017 IE Report
  - Met with the plan writer for the Human Resources Department to work on their 2015-2017 IE Report
  - provided assistance to the following departments:
    - Professional Development department
  - 2015-2017 IE Report Workshop for Office of Professional and Organizational Development
  - 2015-2017 IE Report Workshop for Developmental English Department
  - Office of Professional and Organizational Development IE Report completed
- Accreditation
  - Regional Center for Public Safety SACSCOC Prospectus Reporting – in progress
  - An In-Depth Look at Accreditation Webinar
- Assessment/Evaluation
  - Gathered data necessary to complete the 2015-2017 IEA Report
  - Assessed and edited the 2015-2017 IEA Report
  - Dream Catcher Evaluation Meeting with visitors from Catch the Next & Palo Alto
  - Prepared data and uploaded to Civitas – Illume Impact
  - Microgrant Evaluation Illume Impact – Dr. Plummer
- Reporting
  - Fact Books
    - Updated and posted the Traditional Enrollment, Dual Matriculation, and Fall to Fall Persistence for 'Student Achievement Goals/STC KPIs', 'Enrollment', and 'Progress' (external STC Fact book)
    - Worked on the Enrollment by Major report update
    - Continued work on the Fall to Fall and Fall to Spring reports (new version) updates
    - Updated and posted the Enrollment by Major report
    - Posted the Pass Rates and Grade Distribution by Enrollment Type, Course Type, Program, and Division (Fall 2010 - Summer II 2017)
    - Provided the Pass Rates by Instruction Mode & by Course Type and the Grade Distribution by Instructional Mode & by Course Type reports
    - Checked external STC Factbook pages for compliance with WCAG guidelines
    - Worked on the external STC Factbook website for accessibility improving
    - Worked on the PDF file updates
  - Data Request
    - Provided CtN – Dream Catcher data and reports
    - Provided ST-1610 DPRA retention report
    - Worked on CtN – Dream Catcher Graduate Awards report
  - Dream Catcher Data Request – Transfer, Graduates, and Course Completion
  - HSI Focus Graduates Success Rates (1419 & 1417)
    - Provided Micro Grant data per request
    - Worked on CtN – Dream Catcher Graduate Awards report
- Other
  - Worked on the Dual Credit Research
    - DC performance – Dual Credit courses taught on high school campuses
  - Continued work on the Data Management Research

- Project Manager IRE Search Committee
- Reached out to the plan writers that have not completed their IE Report
- Gathered necessary data to help complete the Dual2Degree 2015-2017 IE Report
- Data Fellow Training on 60x30 – THECB

- Meetings/Trainings
  - Achieving the Dream Webinar: Assessing Student Success Initiatives
  - Catch the Next Evaluation
  - IEA Team Meeting
  - IRE Dean/Directors Meeting
  - Self-training on PowerPivot – KPI
  - Attended the IEA/RAS Information Security Training
  - Attended the Factbook/IEA/RAS websites accessibility meeting
  - Achieving the Dream Webinar: Assessing Student Success Initiatives
  - Data Team Meeting with ATD Coaches

Library and Learning Support Services

Dean of Library and Learning Support Services

Dean's Position is vacant at this time

Associate Dean of Library Services

Public Services Data:

Library Services Data: 11/1/2017 - 11/30/2017								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	0	152	n/a	1	8	162
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	6196	3,059	14,843	50,262	1,389	6,871	2711	85,331
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	309	588	n/a	228	67	1,192
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	363	523	2,478	n/a	429	247	4,040
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	11	0	15	n/a	4	1	31
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	194	34	558	n/a	117	62	965

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Library Design Systems and Gateway representatives regarding compact shelving move at NAH.
- Continued learning about web accessibility standards and evaluating our web interfaces.
- Continued working with Ana Pena and the vendor to set up access in Blackboard to Brainfuse for online tutoring.
- Continued configuring Enterprise.
- Continued to serve as the chair for a position.
- Continued creating icons for the redesigned library homepage.

- Continued creating templates for marketing materials.
- Began brainstorming content to place on the wayfinding screen saver.
- Continued working with EBSCO to identify issues with Marketline metadata not working correctly with Discovery Search queries.
- Continued working with EBSCO, researching, and testing the implementation of custom Gale and Rittenhouse PDA collections in Discovery Search.
- Continued modifying the CSS for Enterprise.
- Continued testing the self-registration service for guest wireless access.
- Continued developing the Supplemental Instruction lesson plan system.
- Continued working with CLE and RAS staff to prepare and test the Fall Embedded Tutoring Survey.

Collection Development Balances:

- Library Acquisition…… $ 124,881.00
- BAT & BAS/ Materials- …… $ 24,013.00

Director of Information Commons and Open Labs

Highlights:

- Seven staff members completed the Jaguar Academy.
- 11-17-2017 -- The Learning Commons and Open Labs department held a meeting where all staff were presented with a Google Docs training and an A.C.E. Your Service presentation.

November 2017 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,983	10,321	22,374
Pecan F-134 Internet Café	555	1,368	14,706
Pecan T1.706 Info. Commons	726	1,398	5,485
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	887	2,132	
Starr J-108, J-109	723	3,132	
NAH 1.208J	1,164	4,553	
Technology B-141	680	3,050	
Technology B-160 Internet Café	241	752	
District Total:	**7,959**	**26,706**	**42,565**

***Mid-Valley Open Lab and Open Area were closed due to the new bond construction.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,678	10,900
Pecan F-183 Community User Corner	39	141
Pecan F-222	386	881
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	683	3,157
Technology A-136 Library	278	864
District Total:	**5,064**	**15,943**

***Mid-Valley Learning Commons was closed due to the Library move. They are currently located in MV A-101A.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	432	616
Pecan F-130 Group Stations	87	132
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	820	2,155
District Total:	**1,339**	**2,903**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,941	12,044
Mid-Valley A101A Open Labs	1,181	3,876
Mid-Valley G-270 CLE Open Labs	1,940	9,046
NAH CLE Open Lab	645	2,685
Starr CLE Open Labs	301	1,471
Tech CLE Open Labs	261	823
District Total:	**7,269**	**29,945**

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

- 10-30-2017/Director attended a 2013 Bond Mobilization Team meeting.
- 10-31-2017/Director attended a South Texas College 2013 Bond Construction Program meeting.
- 11-01-2017/Director met with a hiring committee to review applications for the vacant Technology Specialist position.
- 11-02-2017/Director met with a hiring committee to continue reviewing applications for the vacant Technology Specialist position.
- 11-02-2017/Director met for an Open Labs/CLE Bond review meeting.
- 11-02-2017/Director held a 3D Printer Focus Group meeting.
- 11-06-2017/Director attended a 2013 Bond Mobilization Library Team meeting.
- 11-06-2017/Director attended the ISPP&SI Leadership Team meeting.
- 11-07-2017/Director held a Learning Commons and Open Labs Leadership meeting.
- 11-07-2017/Director attended a presentation at the Council of Chairs meeting.
- 11-08-2017/Director and a hiring committee held interviews for the vacant Technology Specialist position for the Mid-Valley Campus.
- 11-09-2017/Director met with the Jaguar Academy attendees.
- 11-13-2017/Director attended a 2013 Bond Mobilization Team meeting.
- 11-13-2017/Director attended an interactive discussion on ICAT Survey Results with ATD coaches.
- 11-14-2017/Director attended a South Texas College 2013 Bond Construction Program Planning meeting.
- 11-14-2017/Director attended the Facilities meeting in the boardroom.
- 11-16-2017/Director met with staff member for their weekly Logistics Manager meeting.
- 11-17-2017/Director held a Learning Commons and Open Labs department meeting. All staff were trained with Google Docs and an A.C.E. Your Service presentation.
- 11-27-2017/ Director attended a 2013 Bond Mobilization Team meeting.
- 11-28-2017/Director attended a South Texas College 2013 Bond Construction Program Planning meeting.
- 11-29-2017/Director held a 3D Printing Group meeting.

- 11-30-2017/Director traveled to the NAH Campus with Associate Dean, Library Services to attend a NAH Walkthrough of the new buildings.
- 11-30-2017/Director held a Learning Commons & Open Labs Leadership meeting.

Director of Centers for Learning Excellence

MID-VALLEY

Meetings and Events:

- CLE facilitated two Biology faculty member's workshops; the workshops were open to students and tutors.
- CLE facilitated Chemistry faculty workshop/tutoring session; the session was open to students and tutors.
- Specialist met with Math instructor concerning, what he felt, were inconsistencies on the tutoring floor. Math Instructor is sending Pre-Cal notes as review tools.
- Specialist met with Math SLAs to discuss the creation of Pre-Cal workshops.
- NOEs Complete.
- Specialist met with Direct Wage Specialists to discuss workshop initiatives for spring semester.
- Specialist met with Assoc. Dean of Library Services and hiring committee for new Librarian position at MVC
- Specialist attended CPR Training.
- New CLE Campus Coordinator reported to MVC CLE.
- Campus Coordinator met with Specialist to discuss policies and Thanksgiving break agenda.
- Specialist met with DW Specialists to discuss workshops and upcoming holiday breaks.
- Specialist met with Librarian to review interview questions for upcoming interviews.
- Campus Coordinator, Specialist, and SI coordinator interviewed Math applicant.
- Master Tutor worked with SI coordinator on Blackboard Collaborative workshops.
- Campus Coordinator attended Jag Academy.
- Specialist participated/volunteered with the MVC Heritage Festival.
- Specialist n. participated in a hiring committee.
- Thanksgiving MVC CLE luncheon.
- Director and Specialist conducted TSIA workshop for PSJA ISD faculty.
- SI Manager and Coordinator conducted interview for SI.
- Facilitated Music faculty class activity.
- Coordinator met with Mathematics faculty to discuss review topics for Pre-Calculus.

Workshops/Class Presentations/Tutor Trainings

- CRLA Science Roundtable: Chemistry content training given by Direct Wage Specialist.
- CRLA Math content training given.
- CRLA English content training given.

NAH:

Meetings and Events:

- CLE Director and CLE Coordinator met for campus visit
- CLE Coordinator served on CHOC scholarship application review
- CLE Coordinator attended Jaguar Academy
- CLE Coordinator attended Harvest of Health at NAH
- CLE Coordinator attended Supervisor Symposium
- CLE Coordinator proctored an exam for ADA student in Nursing Level 1 in absence of a Counselor
- CLE Coordinator met with Student Success Specialist to discuss MAT remediation process
- CLE Coordinator met with OTA Program Chair to discuss remediation for several students
- CLE Coordinator worked on staff meeting scheduled for November
- CLE Coordinator began Blackboard Certification Training.

- CLE Coordinator served on scholarship application review for NAH.
- CLE Coordinator attended Jaguar Academy.
- CLE NAH and Pecan Coordinator along with SI Manager conducted an interview for possible SI/SLA candidate.
- CLE Coordinator and Director met to discuss the possibility of furniture for the future CLE site.
- CLE Coordinator met with OTA students for remediation.
- CLE Coordinator continued working on Blackboard Certification Training.
- CLE Coordinator led NAH staff meeting.
- CLE Coordinator and Director interviewed nursing tutor candidate.
- CLE Coordinator interviewed clerk candidate.
- CLE Coordinator continued working on Blackboard Certification Training.
- CLE Coordinator attended Career Coach Training at Pecan.
- CLE Coordinator called references for future SLA candidates.
- CLE Coordinator met with online tutoring committee.
- CLE Coordinator met with HR to sign papers for new CLE Position as Learning Support Manager

Tutor Training/ Workshops/Class Presentations

- New Hire Orientation
- Level 0 to 1: Do's and Don'ts
- Level 0 to Level 1: Role Modeling
- Level 0 to Level 1: The Tutor Cycle
- Level 0 to Level 1- Unlawful Harassment
- 2 ADN Orientation presented by CLE Director

PECAN:

Meetings and Events:

- Campus Coordinator, Specialists, Full-Time SLA, Weekly Updates Meeting – November 7
- Campus Coordinator, Specialists, Full-Time SLA, Meeting to Discuss Spring Semester Staffing Needs -- November 7.
- IE Reporting finalized for previous Biennium
- New MVC CLE Campus Coordinator was announced and joined our CLE Team November 10
- Campus Coordinator, Specialists, Full-Time SLA, Weekly Updates Meeting Nov. 14.
- Plans for Tutor Training Day Spring 2018 continue.
- New MVC CLE Campus Coordinator has joined our CLE Team Nov. 10.
- Presentation PSJA Memorial Early College High school.
- Interactive Discussion ICAP Survey.
- Campus Coordinator and Specialists -- Weekly Updates Meeting -- November 21
- The New position for Academic Coaching position now posted and we are accepting applications
- CLE Staff testing uses of Humanity Scheduling Software
- CLE Director Presented at two ADN Orientations reaching over 200 students
- Campus Coordinator, Specialists, Weekly Updates Meeting -- November 26-Nov27
- Plans for Tutor Training Day Spring 2018 Continue
- CLE Staff testing uses of Humanity Scheduling Software
- Finalizing Tutor in Training 2nd cohort.
- CLE Welcomes New Learning Excellence Manager – Elba Coronado
- Director Teresa Garcia met with PSJA Dual Enrollment Instructors to train/promote CLE TSI Workshop Resources
- CLE Coordinator Graciela Rodriguez and CLE Specialists Alfonso Bernal & Roberto Godinez complete Jag Academy
- Trainings
- Individual Tutor Training Review for Tutors Completing CRLA Level/Tutor Orientation -- November 25-December 2

Workshops/Class Presentations/Trainings

- CRLA Tutor Training Assessing and Changing Study Behaviors – November 11
- Individual Tutor Training Review for Tutors Completing CRLA Level/Tutor Orientation was November 8 – 11, 2017
- TSI Reading Workshop – Inferences – November 6
- TSI Math Workshop – Expressions and Equations with Radicals– November 7.
- TSI Math Workshop – Factoring Polynomials – November 9
- CRLA Content Training Sequences and Series Nov. 17.
- Individual Tutor Training Review for Tutors Completing CRLA Level/Tutor Orientation Nov. 13- Nov. 17.
- TSI Reading Workshop – Literary Analysis – Nov. 15
- TSI Math Workshop – Polynomial Equations– Nov. 14.
- TSI Math Workshop – Functions – Nov. 16
- CRLA Tutor Training Use of Probing Questions November 20
- CRLA Tutor Training Socratic Method Questioning November 20
- CRLA Tutor Training Communication Skills November 21
- CRLA Tutor Training Active Listening and the Using Praise November 21
- Individual Tutor Training Review for Tutors Completing CRLA Level/Tutor Orientation -- November 19 – 22, 2017
- TSI Math Workshop – Graphing – November 21
- TSI Math Workshop – System of Equations – November 26
- TSI Math Workshop – Word Problems and Applications – November 28
- TSI Reading/Writing Workshop – Writing Quick Review November 27

STARR:

Meetings and Events:

- Interviewed two Student Learning Assistants for Humanities and Math.
- Presented to the College Success courses on the CLE Services.
- Traveled to Pecan and Technology campus for full time Student Learning Assistant tour.
- Presented to the Roma Middle School Classes for CLE information.
- CRLA Trainings from Pecan campus to Starr employees.
- Math Instructor volunteering for tutoring services.
- Thanksgiving Break.
- Spoke to CLE staff regarding finals week
- Continue to promote the CLE for finals week
- Regular supervisory duties.

TECHNOLOGY CENTER:

Meetings and Events:

- Coordinator met with Library Automated System & Application Technician to discuss embedded tutoring surveys for students
- Coordinator assisted the Pecan CLE Coordinator with Computer Science tutor interview
- The Online Tutoring Appeal Committee will meet to discuss requests for additional tutoring hours
- ELPT tutor and AEDT tutor leveled up to CRLA Level 2 Advanced Tutor
- New HVAC/ELPT tutor attended new tutor orientation and training
- Coordinator met with NAH Coordinator to discuss new furniture for the NAH CLE
- Coordinator attended the 2017 Supervisory Symposium.
- Coordinator updated CLE schedules to reflect a change in hours for two tutors moving down from 29 hours and added new hires.
- Coordinator and DW-Specialist planned for the CLE mid-semester meeting on Nov. 22.

- Coordinator met with the Online Tutoring Appeal Committee to discuss requests for additional tutoring hours.
- DW – Specialist assisted students in the Open Lab while Open Lab staff attended a semester meeting.
- Coordinator updated CLE website tutor pictures and descriptions.
- Coordinator and HVAC veteran tutors trained new hire as an embedded tutor.
- Technology Campus CLE mid-semester staff meeting / luncheon
- Technology CLE closed at 5 on November 22, in observance of Thanksgiving
- Tech CLE participated in CRLA Training on Communication & Active Listening via Blackboard Collaborate
- Tech CLE started Test Proctoring
- Coordinator attended a Career Coach Advanced Training
- Embedded Tutoring Evaluation: Student Surveys
- Coordinator met with Tutoring Appeals Committee will meet to discuss requests for additional tutoring hours from Dual Enrollment Students
- New HVAC tutor embedded tutoring orientation
- Coordinator contacted Smarthinking representative to clear up a confusion on minute usage per essay submission

CLE DATA:

CLE Usage Data (November 2017)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	207	164	181	161	41	30
MVC-ET	12	18	13	14	4	9
NAH	140	72	98	68	56	
PCN	458	433	523	423	46	76
PWC	185	159	255	180	27	29
STR	64	83	91	53	24	
TEC	26	39	59	17	1	
TEC-ET	200	130	377	88		

Total Sessions by Profile
100%
99%
98%
97%
96%
95%
94%
93%
92%
MVC
NAH
PCN
PWC
STR
TCH
772
6
6
411
21
2
1943
16
0
827
6
2
301
8
6
141
1
0
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
2500
2000
1500
1000
500
0
MVC
NAH
PCN
PWC
STR
TCH
784
43
434
2
1958
179
835
8
315
15
142
1
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
747
753
207
1332
218
46
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)

Top 15 Tutored Subjects
1800
1600
1400
1200
1000
800
600
400
200
0
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
MATH
ENGL
CHEM
RNSG
BIOL
HIST
MDCA
INRW
COSC
PHYS
CITP
CPMT
ACNT
READ
RSPT
Total Sessions (Duplicated)
Percent of all Sessions

	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	620	1120	983	1102	1193	1264	913	969	626	643	413	363
NAHCLE	872	776	911	1055	1215	809	908	951	973	626	379	268
PCNCLE	1550	3290	2271	3293	3813	2569	2105	2107	1534	1295	686	594
STRCLE	296	619	622	525	393	495	786	367	340	465	345	200
TCHCLE	268	214	310	374	426	393	333	290	236	233	204	158

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- CBM116
- CCSSE Agreement Form
- Civitas lists
- Fall Funded Contact Hours
- IPASS Fall Submission

Surveys

- BASOL Program Advisory Committee Survey
- CLE Embedded Tutoring Survey
- Child Development Survey
- Dental Assistant Program Survey
- ESL Survey
- Psychology Survey
- Puente Pre Post Post Survey
- Puente Post Survey
- SENSE Survey
- STC Events Survey
- Technical Writing Needs Survey
- Veteran Survey
- Western Hidalgo Business Owners Survey

Qualitative Studies

- Embedded Tutoring
- HSI Grant
- Online Tutoring Platform Evaluation
- Prof. Dev. Day: Table Top Responses
- Technical Writing Needs

Data Requests

- AVID data
- BAT and BAS success rate
- CE data (ESL/GED/Employability Skills)
- Clearinghouse requests
- Compare Starfish and Civitas lists
- Current Enrollment HACU Institutional Membership
- Developmental hours
- Dual Enrollment AY 2016 by Term and Type
- Dual Matriculation Fall 2017 Spring HS Seniors Update
- Entering A D N Program Student GPA Past Three Years
- Enrollment and graduation in business administration
- Enrollment by major
- Fall to Fall Retention by Remediation Status of FTIC
- Fall 2017 dual students by ISD
- Info request list matching
- Math Co-requisite projections

- Math data for Dana Center meeting Math 1332 Success Rates by developmental history
- Math 1332 Success Rates by developmental history
- Math 1414 and 1332 Success Rates
- Mathematics Department
- No matriculated duals 2016
- PASS program retention and retention/graduation rates
- STC Profile (SACS)
- Siemens Grant Application
- Stop-out Transfers
- Valley Scholars Pesistence and Graduation Rates

Meetings

- Data Team Meeting with ATD Coaches
- Dean/Directors Meeting
- Fact book Accessibility Meeting
- IEA/RAS Information Security Training
- Interactive Discussion on ICAT Survey Results with ATD coaches
- IPASS Knowledge Transfer
- ISPP&SI Leadership Team
- Law Enforcement data needs
- Leadership conversations
- PDC Meeting
- RAS Weekly Meeting
- Transitioning ECHS Graduates Into Higher Education: A Rio Grande Valley Regional Convening @UTRGV
- 60x30TX: South Texas Regional Target Webinar

Other Research/Support

- Campus Enrollment Report begins for Spring 2018
- Dual College Readiness data review
- Jag Academy
- Survey committee and procedures
- Qualitative Researcher

Isaac Garza, Project Manager
Office of Strategic Initiatives

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS(2): Radius	Enrollment System	Execution: Monitoring & Controlling	Dual Academies Application is live and receiving applications. Banner integration continues.
iPASS(2): Starfish	Early Alert	Post Project Completion: Starfish Administrative Team	1st Cohort meeting with Hobsons has initiated. Regular meetings have been scheduled. Delivery date is Summer 2018.
ERP	Educational Results Partnership Grant	Execution	ERP is currently working with all 5 school districts to share data.
2017 Enrollment Assumptions Planning	Enrollment Planning	Planning	Compiling of the feedback and draft report in progress.

Upcoming Project(s)

Project Name	Description	PMBOK Project Phase	Project Notes
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Planning	SCUP Part 3 Training Scheduled for January 2018.

Dr. Laura B. Sanchez, Dean

Institutional Research, Effectiveness and Strategic Planning

Leadership Activities

- Continued updating the THECB application for the BSN degree, concentrating on the Budget.
- Participated in the Texas Pathways Institute III as a member of the Core planning team.
- Participated in the Faculty Credentials Review Committee to provide feedback on updated procedures.
- Reviewed Draft rules published in the Texas Register for comment for Bachelor's Degree approval at community colleges and provided feedback to leadership.
- Finalized the BSN application and appendices for final review by leadership.
- Met with the Dean of Continuing Education to review proposed rules for Workforce Continuing Education and to discuss the impact of the changes.
- Met with the Interim Administrator for Curriculum and Student Learning to provide training on presenting program proposals for approval.
- Met with Mentee from DLA.
- Coordinated and led a leadership development activity for the Director of RAS and the Director of IEA.

Accreditation Related Activities:

- SACSCOC Activities:
  - Participated in the Core Assessment Taskforce and participated in the planning for the General Education Assessment beginning in Fall 2018.
  - Participated in the Learning Outcomes Assessment Taskforce to assistance with the implementation of the new assessment plan.
  - Began preparing documentation for the BSN prospectus.
  - Continued drafting narrative for the BSN prospectus.
  - Met with the Director of IEA to review the first draft of prospectus for the Regional Public Safety Training Center.

RAS/IEA Related Activities:

- Participated in call with Partner Success representative from Civitas to review additional data on potential groups for possible communication campaigns.
- Coordinated with the reporting team on additional tables to add to the Civitas upload related to financial aid filters.
- Participated in call with Partner Success representative from Civitas to review additional data on potential groups for possible communication campaigns.
- Participated in ATD Coaches Site visit.
- Participated in Information Security Training for the IEA and RAS departments.
- Participated in information gathering call with IDATA regarding their data governance/standards consulting and services.
- Participated in meeting with the Public Relations Web Team regarding the accessibility of the Factbook and how to bring it into compliance with standards for accessibility.
- Participated in Search Committee meeting for an open position in RAS.
- Began Planning of a SWOT analysis activity for the Division of Business, Math, Science & Bachelor's Programs scheduled for January 8th, 2018.

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: December 8, 2017

Subject: November 2017 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Attended dinner meeting with business prospect 3) Attended McAllen Chamber event 4) Visited with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Worked on apprenticeship registration 6) Worked on Workforce Solutions High Demand Job Training Grant 7) Attended SDF Tools meeting 8) Continued planning of long-term robotics camps 9) Attended partnership signing ceremony at Laredo Community College 10) Worked with STC grants department to develop apprenticeship program funding mechanisms 11) Met with IIES to discuss Partnership Agreement draft between South Texas College and IIES. 12) Attended City of McAllen Grant initiation session. 13) Conducted staff meeting. 14) Met with Pharr EDC to plan training summit 15) Attended Strategic Planning Training 16) Met with TWC to develop new SDF grant 17) Met with

Rush Peterbilt to develop diesel apprenticeship program 18) Met with STC grants department to explore potential training grants 19) Attended 21st annual TWC Workforce Conference in Dallas.

Summary of Activities for November 2017:

- Attended RSTEC Board Meeting. I serve on the RSTEC Board of Directors and Marketing Committee.
- Attended dinner meeting with McAllen EDC and Stalwart Plastics, a manufacturing prospect.
- Continued planning organizing for 2018 Long-term and Summer Robotics Camps.
- Worked with Priority Tooling Solutions to register them as the first apprenticeship sponsor and employer for fiscal year 2018.
- Attended Skills Development Fund Tools meeting. Meeting was to discuss new methods in data collection and grant development.
- Attended College Partnership signing ceremony in Laredo. STC, Laredo Community College and other regional colleges signed a partnership agreement.
- Worked on High Demand Job Training Grant. Proposed training will focus on Industrial Maintenance and Industrial Automation.
- Participated in the City of McAllen grant initiation session with STC office of accountability.

- Worked with STC grants department to develop apprenticeship programs in Tool and Die, Automotive and Industrial Maintenance.

- Met with Pharr Economic Development Corporation Director and staff to develop and plan for a training summit to be conducted in December. The focus of the session is to promote TWC Skills for Small Business grants to Pharr businesses.

- Attended Department Level Strategic Planning Training with World Class Training.

- Attended the 21st Annual Texas Workforce Commission Workforce Conference in Dallas.

- Worked with multiple manufacturing companies in expediting TWC Skills Development Fund training and other corporate training projects.

- Developed marketing materials for the department.
- Worked with STC Grants Office to explore new grant opportunities.
- Assisted the IAM Department and TWC in developing new Texas Workforce Commission Skills Development Fund 26 grant project.

- Met with Rush Peterbilt in Pharr and STC's Diesel department representatives in an effort to have the company develop a registered apprenticeship program in partnership with STC.

- 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 ITED revenue and expense accounts
- Reviewed and monitored ITED budgets, financial and programmatic reports.
- Reviewed and monitored IAM enrollment and contact hour reports.

SOUTH TEXAS COLLEGE

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