SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

September 2018

Board Meeting
October 30, 2018

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	OCTOBER 30, 2018
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- South Texas College Board meeting
- South Texas College Strategic Planning committee meeting
- South Texas College Facilities committee meeting
- South Texas College President's Administrative Staff meeting
- South Texas College Coordinated Operations Council meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Recruitment and Advisement for the students at Instituto Internacional de Estudios Superiores in Reynosa, Tamaulipas
- Scholarship Application Drive for students at the Instituto Internacional de Estudios Superiores Reynosa, Tamaulipas
- Appeal of Student Conduct Sanction
- Brief on Findings from RAND study
- Telemundo Television Interview
- Selected Committee for Project Manager for Division of Student Affairs and Enrollment Management
- TSI Testing at Integrity School in Reynosa, Tamaulipas

ATTENDED

- Integrity School Reynosa, Tamaulipas College Advisement
- Talent Hubs Monthly Regional Team Meeting
- Visited Colegio Mexicano to meet with representatives of the college to discuss opportunities for their students in our Dual Credit program
- Air Force GEM meeting

- Compliance Writing Team meeting
- Adult Learner 360 Academy for HSIs: Introductory Launch and Welcome Webinar
- HIS 360 Adult Learner Informational conference call and Webinar and Grant Initiation meeting
- South Texas College GradTX Phone meeting
- Grant Management Training Repeat Session
- Regional Center for Public Safety Excellence Reception/VIP Reception
- Meeting with Oxford Principal of Reynosa, Tamaulipas
- Dean of Enrollment Directors meeting
- Professional Development Day
- CLE Testing Center Coordination meeting
- McAllen ISD College Night Assembly at McAllen Convention Center
- Guided Pathways Institute #5-Advance work Planning Sessions

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Fall 2018 semester on September 12, 2018 of **32,431** students.
- Staff attended Professional Development Day held at McAllen Convention Center on September 21.
- 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 and Coordinator of Enrollment Services 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 & training, December 2018 commencement exercises, enrollment appeals, grade appeals, orientation for Scrip-Safe Diplomas-on-Demand Elite via conference call, Texas Guided Pathways Project - Institute #5, and various hiring/search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist, who assists with related reports; Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts completed certifying a total of **961** August 2018 graduates, including **92** Bachelor Degrees, **540** Associate Degrees and **359** Certificates; they uploaded the file to the Scrip-Safe portal; starting this fiscal year, STC has outsourced the printing and mailing of diplomas to Scrip-Safe, instead of doing it in-house.
- Document Management Specialist downloaded, reviewed and verified **4,667** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 2018.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration, as well as continued training the new Admissions Specialist, who assists with residency and international students.
- STC has **78** international students officially enrolled for Fall 2018 semester.
- Processed **293** course substitutions and exceptions in Degree Works during September 2018.
- Processed *Change of Grade Forms* for **76** students during September 2018.
- Processed *Reinstatement After Census Date Forms* for **596** students during September 2018.
- Processed *Schedule Change Forms* for **1,874** students during September 2018.
- Processed **1,588** high school and **216** college/university transcripts during September 2018.

- Evaluated **479** transcripts from other colleges and universities during September 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,234** STC transcripts during September 2018.
- Scanned and indexed **6,040** documents submitted by students during September 2018.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS and VA staff stayed after hours to complete pending verifications, maximum time frame, certifying VA students and appeals before census date
- SFS and VA staff has been notified that we will be working October 13th for the Super Saturday event at the Pecan, Mid-Valley and Starr campus
- SFS Outreach Specialist Jovelli De Leon and Carolina Miranda assisted with 8 FAFSA events in the month of August

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report September 2018					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2018**
Pecan Campus	**196**	**173**	**155 (90%show)**	**ACT**	**155**
Mid- Valley	**175**	**43**	**38 (% show)**	**TSI EXAM**	**38**
Starr Campus	**87**	**24**	**22 (% show)**	**TSI EXAM**	**22**
Pecan Plaza	**67**			**GED/ PEARSON**	
Pecan Plaza		**110**	**92 (% show)**	**TSI EXAM**	**92**
Pecan Plaza		**89**	**86 (% show)**	**HESI**	**86**
Pecan Plaza		**9**	**8 (89%show)**	**HiSET**	**8**
TOTAL:	**525**	**448**	**401 (90% show)**		**401– All Campuses YTD**

IMPORTANT DEPARMENT UPDATES

- Director attended Student Services Director Meeting and President Administrative Staff Meeting.
- Construction at Pecan Plaza 2601 is continuous. Mr. Alfredo Rangel, Construction Supervisor has requested an extra week to finish the project, which will delay the construction end date to the week of October 22nd.

TSI PLACEMENT REPORT

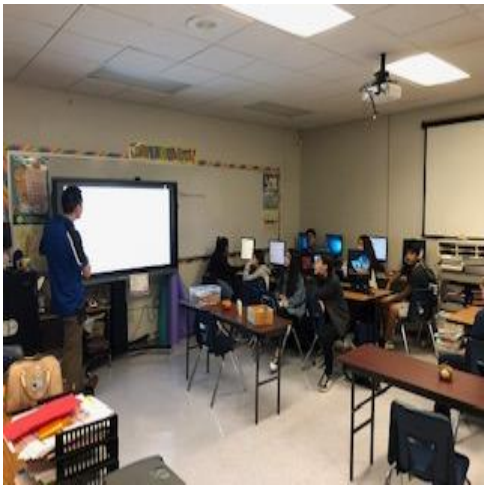
TSI Scores: by placement score September 2018			
READING		**READING**	
Monthly (09/01/18 - 09/30/18)		**Year To Date (09/01/18 – 09/30/2018)**	
College ready (351+)	38	**College Ready** (351+)	38
Holistic Placement (349-350)	11	Holistic Placement (349-350)	11
Developmental Ed (342-348)	35	Developmental Ed (342-348)	35
ABE Level 6 (Developmental Ed)	8	ABE Level 6 (Developmental Ed)	8
ABE Level 5 (Developmental Ed)	17	ABE Level 5 (Developmental Ed)	17
ABE Level 4	10	ABE Level 4	10
ABE Level 3	1	ABE Level 3	1
ABE Level 2	2	ABE Level 2	2
ABE Level 1	1	ABE Level 1	1
Total	**123**	**Total**	**123**
MATH		**MATH**	
Monthly (09/01/18 – 09/30/18)		**Year To Date (09/01/18 – 09/30/2018)**	
College Ready (350+)	15	**College Ready** (350+)	15
Holistic Placement (348-349)	2	Holistic Placement (348-349)	2
Developmental Ed (336-347)	32	Developmental Ed (336-347)	32
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	31	ABE Level 5 (Developmental Ed)	31
ABE Level 4	18	ABE Level 4	18
ABE Level 3	4	ABE Level 3	4
ABE Level 2	1	ABE Level 2	1
ABE Level 1	1	ABE Level 1	1
Total	**108**	**Total**	**108**
Writing		**Writing**	
Monthly (09/01/18 - 09/30/18)		**Year To Date (09/01/18 – 09/30/2018)**	
College Ready (363 & 4+ Essay or 5+)	61	**College Ready** (363 & 4+ Essay or 5+)	61
Developmental Ed (350-362 & 0-4 Essay)	12	Developmental Ed (350-362 & 0-4 Essay)	12
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	0
ABE Level 4	4	ABE Level 4	4
ABE Level 3	2	ABE Level 3	2
ABE Level 2	0	ABE Level 2	0
ABE Level 1	1	ABE Level 1	1
Total	**80**	**Total**	**80**
Data retrieved from College Board Accuplacer			

DUAL2DEGREE

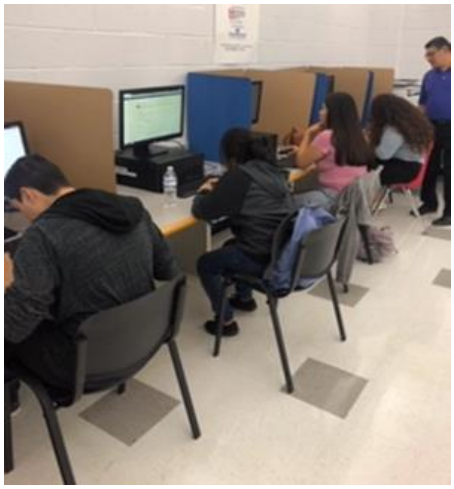
IMPORTANT HIGHLIGHTS

- The Department held a total of 9 events and served approximately 760 students and parents.
- The Department held a total of 25 meetings with school districts.
- Department staff has begun to meet with ISDs to plan and provide support for Spring 2019 registration.
- Dual2Degree staff have begun to work with ISDs to schedule Early College High School Fast Track campus visits to STC. Students will receive a tour and support with advisement and registration. Students will participate in a Welcome Ceremony.

SNAPSHOTS



Weslaco HS Admission Application Drive



Progreso HS Admission Application Drive

Harwell Middle School Dual Credit Table Setup

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Progreso HS	9/19	ISD	59
Application Drive	Weslaco HS	9/18	ISD	93
Application Drive	Donna HS	9/18	ISD	200
Application Drive	Progreso HS	9/18	ISD	88
Application Drive	Donna HS	9/19	ISD	151
Application Drive	Monte Alto ECHS	9/26	ISD	10
			Total	**601**

SUPPORT SERVICES

Event	High School Served	Date	Location	Total Served
Parent Meeting	Juan Diego Academy	9/19	ISD	3
Dual Credit Presentation	Monte Alto ECHS	9/26	ISD	10
College and Career Fair	Harwell Middle School	9/26	ISD	150
			Total	**163**

MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

The following meetings with school district partners were held to plan for Spring 2019 dual credit enrollment:

- Ballew ECHS
- Edcouch-Elsa HS
- Edcouch-Elsa ECHS
- Hidalgo ECHS
- IB/Lamar Academy
- Jimmy Carter ECHS
- Juarez-Lincoln HS
- La Joya HS
- La Joya ECHS
- La Joya Health Science Academy
- McAllen ISD Central Office
- McAllen Memorial HS
- Mercedes HS
- Mercedes ECHS
- Monte Alto ECHS
- Palmview HS
- Progreso HS
- PSJA ISD Central Office
- PSJA ECHS
- Science Academy of South Texas
- Thelma Salinas ECHS
- Vanguard Academy
- Weslaco CTE Complex
- Weslaco East HS
- Weslaco HS

MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

- Traditional Dual Credit Advisement Process Mapping Meeting #1 with Academic Affairs
- Traditional Dual Credit Advisement Process Mapping Meeting #2 with Academic Affairs
- Traditional High School College Day Planning Meeting with SAEM and Academic Affairs
- Carl Perkins Staff and Supervisor Meeting to Review FY 19 Target Measures
- Meeting with ECHS Department to Plan for Fall 2018 Fast Track Campus Visits
- Monthly Dual2Degree Department Staff Meeting
- SAEM Directors Meeting to Discuss Updates on Enrollment Management
- Presentation at Annual Counselors Update on Dual Credit Enrollment Updates
- Presidents Administrative Staff Meeting
- Meeting with Student Judicial Services to Plan Conflict Management Trainings with Dual2Degree Staff
- Guided Pathways Institute Advance Work Planning Meeting

STAFF PROFESSIONAL DEVELOPMENT

- Banner IX Reconciliation Training Meeting for Administrative Assistants
- College-Wide Professional Development Day
- Photoshop for Beginners Training

COLLEGE CONNECTIONS

- South Texas College
  - Welcome Week Ambassador – Table Set Up
  - THECB Workstudy Mentorship Grant FY2019 planning
  - Guided Pathways Institute 5 Advanced Homework – Student Enrollment Process
  - South Texas College Focus Group: Faculty/Staff
  - Disability Awareness Day and Health Fair Planning Meeting
  - College-Wide Professional & Organizational Development Day
- College Connections
  - 2018 South Texas College Counselors' Update
  - James Nikki Rowe High School – Counselor Meeting
  - Rio Grande High School – Counselor Meeting
  - Sharyland Pioneer High School – Counselor Meeting
  - Mercedes Early College High School – Parent Meeting
  - Initial Starr Campus Open House Planning Meeting
- Community
  - City of McAllen Palm Fest
- Partnerships/Events
  - STAR Network Meeting
- College Connections
  - Weslaco East High School – Counselor Visit
  - Achieve Early College HS – Ribbon Cutting
- Parents
  - La Joya High School Parent Night
  - Valley View Early College High School Parent Night
  - Mercedes High School Parent Night
  - Edinburg High School Parent Night
  - Grulla High School Parent Night
- Recruitment
  - Donna North Senior Presentation
  - Palmview High School – College Presentation
  - Rio Grande City ISD – TACRO College Fair
  - La Joya ISD – TACRO College Fair
  - McAllen ISD – TACRO College Fair
  - Mission CISD – TACRO College Fair
  - Donna ISD – TACRO College Fair
  - PSJA ISD – TACRO College Fair
  - Sharyland ISD – TACRO College Fair
  - Weslaco ISD – TACRO College Fair
  - South Texas ISD – TACRO College Fair
  - Edinburg CISD – TACRAO College Fair
  - Harlingen CISD – TACRAO College Fair
  - Mercedes ISD – TACRAO College Fair
  - San Benito CISD – TACRAO College Fair
- Apply Texas
  - Rio Grande City High School

    - Monte Alto High School
    - Donna High School
    - Progreso High School
    - Roma High School
    - Edinburg High School
    - La Joya High School
    - Robert Vela High School
- Financial Aid
    - Sharyland Pioneer High School Federal Student Aid Workshop
- Elementary
    - PSJA ISD – Dr. William Long Elementary Student Council Initiation
- Campus Tours
    - MidValley Campus
        - Personal Tour – 1 visitor

Campus	# Visitors
Pecan	No Tours
Mid-Valley	1 visitor
Starr	No Tours
NAH	No Tours
Tech	No Tours

Call Center

Phone Calls	
Inbound Calls	7,499 calls
JagChat	
Chats	330 chats

UPCOMING EVENTS

Apply Texas

- Juarez Lincoln High School – October 10
- PSJA North High School – October 10
- McAllen Memorial High School – October 10
- James Nikki Rowe High School – October 10
- McAllen High School – October 10
- Los Fresnos High School – October 10
- Mission High School – October 11

COMMUNITY EVENT

The College Connections had a table set up at Palm Fest, a two-day event where the College Connections department represented the College, provided information to raise awareness, and connected with the community.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
437	Student Contacts & Outreach
199	CTE Student Contacts
43	Student & Alumni Registered on CCN
18	Student & Alumni Resumes Revised/Uploaded on CCN
10	Employer Contact and New Employer Registered on CCN
30	Jobs posted to CCN
4, 400	Total Students Registered to date
8, 123	Total Alumni Registered to date
3, 206	Total Employers Registered to date
6	Workshops Presented
7	On Campus Recruitment
1, 443	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENT

On Campus Recruitment (OCR)

- US Marine Corp
- US Customs & Border Protection
- Vector Marketing
- Dallas PD
- Houston PD
- Ageless Living Pediatric Home Health
- Retama Business Center

WORKSHOP & PRESENTATION/ACTIVITIES

Presentations

- Counselors Update: Career Coach Presentation
- Automotive/Diesel Orientation on CES overview (100+ CTE student attendees)
- 1 Hour Resume Workshop
- Resume & Cover Letter NAH Open Workshop, 6 CTE students
- Careers After Background Checks, 2 students
- Starr Campus Automotive in class presentation- Resume writing, Career Coach & CCN (9/26/2018) (7 CTE students)
- Career Management Presentation: College Success classroom presentation, 8 students
- Career Coach Workshop at Mercedes Early College Academy, 160 students
- Resume Writing & CCN: Automotive Class Presentation, 15 CTE Students
- CES Overview: Phlebotomy Class, 17 CTE Students

Job Development

- Perry Mechanical systems –CCN
- PB Doors & Hardware Inc. – CCN registration
- Upper Valley International Radiology-CCN registration
- Bridgestone Auto – 1 job posting
- Upper Valley Interventional Radiology- 1 job posting
- Dexter Systems Inc. – 1 job posting
- Makai – 1 job posting
- Entravision Communications – 3 job postings
- Native Pathways – Employer outreach
- Weston Health Care – CES overview, College Central overview
- Wonderful Citrus - 4 job postings
- SKY I.T. – 1 job posting
- Dexter Systems Inc. – 2 job postings
- South Side Pharmacy – CES & College Central Network Overview
- Yard House Restaurants – College Central Network Registration
- Texas Latina Advocacy Network – 1 job posting
- Hermes Music – 1 job posting
- Bridgestone Tire – 1 job posting
- Arrive Logistics – 1 job posting
- Roostergnn Global News Network – 3 job postings, 5 internship posts
- Identipak INC – CCN registration
- Auntie Anne's Pretzels – CCN registration
- Aircool Tech – 1 job post
- Aries Homes LLC – 1 job post

COORDINATION OF UPCOMING EVENTS

- Phlebotomy in class presentations.
- Mid Valley Campus College Success for Health Care in class presentations – 7 total.
- Training new Carl Perkins staff on biannual report process and record retention.
- In class presentations for Automotive classes
- Preparation for Fall Career Readiness workshops in collaboration with P.A.S.S Program
- Coordinating Employer Meeting with Fastenal ; Faculty/Staff from CES and Business Administration department
- NAH practicum student workshops.
- October Workshop Calendars – promote via STC mail and College Central Network.
- Open Career Readiness in collaboration with P.A.S.S Program workshops
- Scheduled as PSJA College Café Welcome panel
- Scheduled 2 In class presentations for Automotive classes
- Adding extended open workshops a total of 8 will be presented for Fall Career Readiness in collaboration with P.A.S.S Program
- Phlebotomy in class presentations.
- Mid Valley Campus College Success for Health Care in class presentations – 7 total.
- NAH practicum student workshops
- *2019 Declare Your Major Day*: Flyer design/Save the Date, Registration form, Room Reservations, Student Brochure booklet, postcard quote via event request w/PR
- (2) Workstudy reference checks
- Coordinating correspondence with enquiring employers for CES Open House
- Requesting supplies for Education & Career Expo: laptop, interactive table display materials, promo requests
- Requesting student data for *undeclared* majors for 2017-2018

MEETINGS AND MISCELLANEOUS INFORMATION

- Student/Alumni appointments: 28 students, 2 CTE
- CCN Resume Reviews: 9 alumni, 31 students
- 1 CTE student walk in – resume revision
- 2 student outreach/contact- via email, phone
- Carl Perkins biannual report.
- Assisted Technology Specialist with Fastenal employer partnership.
- Held 1st Open workshops for Fall semester taking place every 1st Friday of the month (PCN, NAH, & TECH)
- Sent email invitation to Business Administration Faculty/Program Chair pertaining to Upcoming Employer Meeting with Company Fastenal
- Created Agenda and sign in sheet for upcoming employer meeting
- Acknowledgment of the STC handbook
- Finalized dates and times for Mid Valley Campus College Success for Health Care in class presentations.
- Worked on updating presentations for upcoming October open workshops.
- Promoted NAH October workshop calendar with NAH program chairs.
- Met with Pharmacy Technology program chair – will be working together on promotional postcards for the Pharm Tech program to share with local pharmacies.
- Continuing to work on updating all CES email marketing to meet accessibility requirements.
- Outreached to employer Fastenal and extended invitation to CES Open House held on 10/12/2018
- Coordinating on campus recruitment appointments (table reservations, calendar dates & times, promoting through faculty/staff email)
- Confirming dates for October in class-presentations for College Success courses
- Preparing student welcome & panel responses for PSJA College Café opening for 10/9
- Continuing to promote CES 1st Friday & October workshop schedule.
- Attended Carl Perkins meeting for 2018-2019 objectives, target measures, and reporting.
- Trained new Carl Perkins staff on biannual and final reporting, support documentation, and best practices.
- Created Carl Perkins filing system for biannual and final report as well as support documentation.
- Coordinating October Resume & Cover Letter workshop in partnership with NAH practicum instructors.
- Created marketing for October NAH calendar of events.
- Posted additional workshops to College Central Network calendar.
- Shadowed CES presentation for 2018 Counselor update.
- Worked with NAH specialist on file setup on the share drive for efficient/effective Carl Perkins reporting
- Attended Carl Perkins meeting pertaining to new program for 2018-2019
- Created resume tip flyer and Tech October/Fall workshop flyer
- Created new job posting from CCN binder
- Posting upcoming CES events on Social Media – via Facebook
- Posted added Tech October/Fall workshops on CCN
- Submitted October/Fall-Tech, Nah & Pecan workshops to PASS Program specialist
- Attended Counselors Update event 9/14/18 and shadowed CES Director & Coordinator
- Career Coach Assessment table at Education & Career Expo
- Preparing interactive table-top game for EC Expo
- Finalizing "fillable" registration form for *Declare Your Major Day*
- Attended Accessibility Starts with you training.

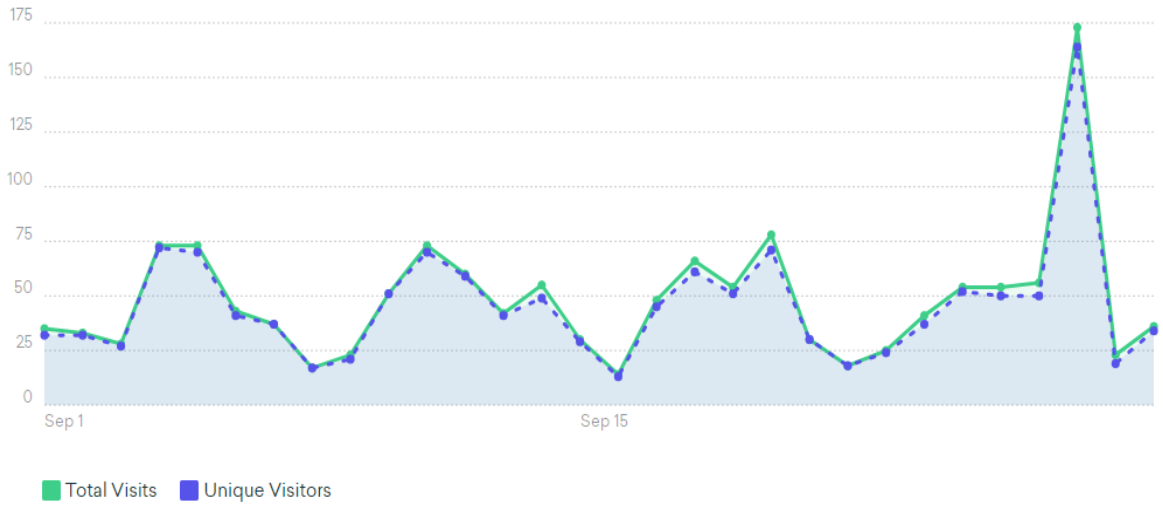
- Working on updating all CES email marketing to meet accessibility requirements.
- Attended 2018 College Wide Professional Development Day
- Presented to Phlebotomy students, topics included CES Overview, Resume & Cover Letter Writing, and Interview Prep.
- Attended professional development Workshop "Accessibility Starts with You #98780"
- Attended College wide Professional Development Day
- Created new resume PowerPoint presentation

EMSI ANALYTICS

Assessments Started	Assessments Completed
890	748
Résumés Started	**Résumés Downloaded**
72	25

1,443

Total visits



PHOTOS

October Workshop Schedules

October 2018
Technology Campus
Open Workshops
Career & Employer Services

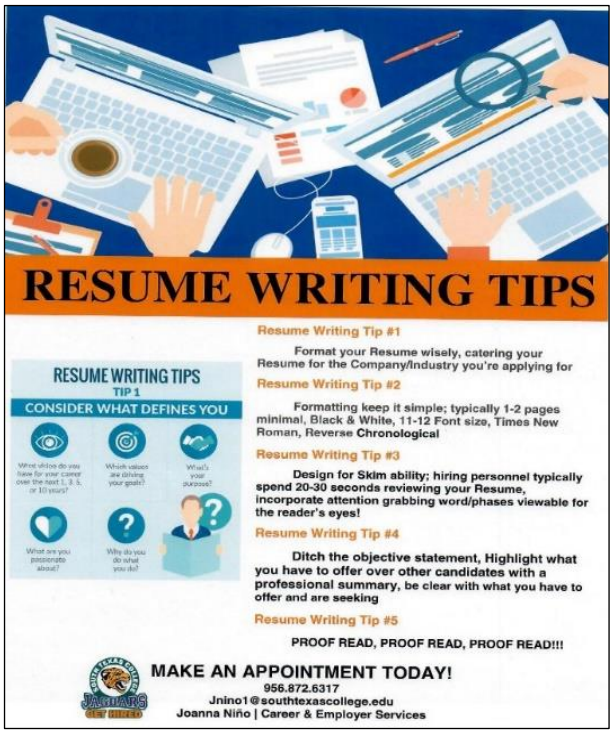
The Department of **Career & Employer Services** is providing Career Readiness Workshops for **South Texas College** students. Helping students transition from campus life into the workforce.

These workshops will count towards P.A.S.S Program eligibility requirements- workshop certificates available upon workshop completion.

No sign up! • First Come - First Serve! • Seating is Limited!

DATE	WORKSHOP	LOCATION	TIME
Friday October 5	Get to Know Career & Employer Services	TECH C 128	1pm - 2pm
Tuesday October 9	1 Hour Resume	TECH C 128	12pm - 1pm
Wednesday October 10	Get to Know Career & Employer Services	TECH C 128	2pm - 3pm
Tuesday October 16	Get to Know Career & Employer Services	TECH C 128	12pm - 1pm
Friday October 19	Resume & Cover Letters	TECH C 128	10am - 11am
Wednesday October 24	Interviewing Skills	TECH C 128	4pm - 5pm
Friday October 26	Get to Know Career & Employer Services	TECH C 128	10am - 11am
Monday October 29	Resume 101	TECH C 128	4pm - 5pm

Joanna Niño • Career & Employer Services • (956) 872.6317



RESUME WRITING TIPS

RESUME WRITING TIPS
TIP 1
CONSIDER WHAT DEFINES YOU

What value do you have for your career over the next 1, 3, 5, or 10 years?
Which values are driving your goals?
What's your purpose?
What are you passionate about?
Why do you do what you do?

Resume Writing Tip #1

Format your Resume wisely, catering your Resume for the Company/Industry you're applying for

Resume Writing Tip #2

Formatting keep it simple; typically 1-2 pages minimal, Black & White, 11-12 Font size, Times New Roman, Reverse Chronological

Resume Writing Tip #3

Design for Skim ability; hiring personnel typically spend 20-30 seconds reviewing your Resume, incorporate attention grabbing word/phases viewable for the reader's eyes!

Resume Writing Tip #4

Ditch the objective statement, Highlight what you have to offer over other candidates with a professional summary, be clear with what you have to offer and are seeking

Resume Writing Tip #5

PROOF READ, PROOF READ, PROOF READ!!!

MAKE AN APPOINTMENT TODAY!
956.872.6317
Jnino1@southtexascollege.edu
Joanna Niño | Career & Employer Services

October 2018
Nursing & Allied Health Open Workshops
Career & Employer Services

Career & Employer Services invites you to attend Career Readiness Workshops during the month of October to find out more about what Career & Employer Services has to offer and how to make a successful transition from campus life to the workforce!

No sign up! • First Come - First Serve! • Open to Students & Alumni!

Workshop certificates available upon completion.

These workshops will count towards P.A.S.S. Program eligibility requirement.

DATE	WORKSHOP	LOCATION	TIME
Friday October 5	Get to Know Career & Employer Services	NAH Bldg. A Rm 2.424	2pm - 3pm
Monday October 8	Resume & Cover Letters	NAH Bldg. A Rm 4.402	4pm - 5pm
Friday October 12	Get to Know Career & Employer Services	NAH Bldg. A Rm 408	10am - 11am
Monday October 15	Get to Know Career & Employer Services	NAH Bldg. A Rm 2.424	4pm - 5pm
Tuesday October 16	Resume & Cover Letters	NAH Bldg. A Rm 4.402	5:30pm - 6:30pm
Monday October 22	Resume & Cover Letters	NAH Bldg. A Rm 2.424	4pm - 5pm
Tuesday October 23	Get to Know Career & Employer Services	NAH Bldg A Rm 2.424	4pm - 5pm
Tuesday October 30	Resume & Cover Letters	NAH Bldg. A Rm 4.402	5:30pm - 6:30pm

Taylor Fogle • Career & Employer Services • (956) 872.3050

PHOTOS

Counselor's Update Career Coach Presentation

2018 Education & Career Expo

College Wide Professional Development

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of September 2018				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		8	2	6
Mediation		0	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		106	4	102
Title IX: Victim Advocacy Support		4	0	4
Written Complaints/Maxient Referred to Human Resources Student to Employee		9	N/A	N/A
Total Cases		**127**	**6**	**112**

Ombuds Cases per Campus for the month of September 2018		
		YTD Cases
Pecan		53
Nursing & Allied Health		11
Technology		4
Mid Valley		3
Starr County		1
Internet		52
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		2
Total		**127**

September 5, 2018
The Ombuds set up and attended Starr Co. Campus welcome Event
September 7, 2018
The Ombuds held the 1st Dispute Resolution Student Academy at Starr Co. Campus
September 14, 2018
The Ombuds held the 1st Dispute Resolution Student Academy at the Pecan Campus
September 17-20, 2018

- **The Ombuds held information booths at each campus.**

September 21, 2018

- **Attended Professional Development day at the McAllen Convention Center.**

September 28, 2018

- **The Ombuds held 1st Dispute Resolution Student Academy at Mid-Valley Campus.**

The Office of Student Rights and Responsibilities presented on the Office of the Ombuds for Dual Enrollment Academy students at the Mid-Valley Campus.

OFFICE OF STUDENT CONDUCT

Office of Student Conduct

Student Violating Student Code of Conduct for the month of September 2018			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	40	8	**27**

Student Conduct Cases per Campus for the month of September 2018		
		YTD Cases
Pecan		16
Nursing & Allied Health		3
Technology		1
Mid Valley		5
Starr County		1
Regional Center for Public Safety Excellence		0
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
Internet		1
Total		**27**

22 active cases are from previous fiscal year.

September 4, 2018

- **The Office of Student Conduct held a CARE Team meeting at the Pecan Campus.**

September 7, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Standard of Proof Training at the Pecan Campus.**
- **The Office of Student Conduct conducted a Student Conduct Presentation for the Dual Enrollment Academy at the Pecan Campus.**

September 10, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Mandated Sanctions Alcohol, Tabaco, Drugs Training at the Pecan Campus.**

September 12, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Internal Investigations and Procedures Training at the Pecan Campus.**

September 14, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Mandated Sanctions Alcohol, Tabaco, Drugs Training at the Pecan Campus.**
- **The Office of Student Conduct held a Student Conduct Panelist – Internal Investigations and Procedures Training at the Pecan Campus.**

September 21, 2018

- **Attended Professional Development day at the McAllen Convention Center.**

September 24, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Dynamics of Power in Relationships Training at the Pecan Campus.**

September 26, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Information on Consent Training at the Pecan Campus.**

September 28, 2018

- **The Office of Student Conduct held a Student Conduct Panelist – Dynamics of Power in Relationships Training at the Pecan Campus.**

- **The Office of Student Conduct held a Student Conduct Panelist – Information on Consent Training at the Pecan Campus.**
- **The Office of Student Conduct held a Student Conduct Panelist – Student's Rights and Procedural Protections, Right to Remain Silent Training at the Pecan Campus.**
- **The Office of Student Rights and Responsibilities presented on Know the Conduct for Dual Enrollment Academy students at the Mid-Valley Campus.**

BEHAVIORAL INTERVENTION TEAM

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of September 2018		
Student Affairs		**YTD**
Cases Reviewed		9

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

Human Resources		**YTD**
Cases Reviewed		2

Police Department		**YTD**
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	1	0	3	0	4	0	1	0	0
Human Resources	0	0	0	0	2	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Welcome Week- District Wide

- Club Fair – District Wide
- Voter Registration Meeting
- Intramural Promotion – District Wide
- Student Leadership Academy Kickoff – District Wide
- National Video Game Day – Mid Valley
- Student Government Association Kickoff- District Wide
- Mexican Independence Day – District Wide
- 9/11 Remembrance Ceremony – District Wide

- Club Fair- Starr County

- Frisbee Golf- Mid Valley and Starr County
- Madden 19 Video Game Tournament- Pecan
- Men's, Women's & Coed Flag Football Leagues- Pecan
- Constitution Day- Starr County

- National HIV, AIDS & Aging Awareness Day- Starr County

- Voter Registration- Mid Valley
- Student Leadership Academy- Mid Valley
- Frisbee Golf Tournament- Starr County
- Bean Bag Toss Contest- NAH
- Men's Women's & Coed Flag Football Leagues- Pecan

- Bean Bag Toss Contest- TECH

- Madden 19 Video Game Tournament- Mid Valley

- Classroom presentations on Student Activities & Wellness- PCN
- Volleyball League – Mid-Valley
- Student Government Association Staff Training – Starr
- Flag Football League – Pecan

- National Pancake Day – Pecan

- Bean Bag Toss - Pecan

- Student Leadership Academy Workshops – District Wide

- Classroom Presentations (7) – Pecan

- Rock - N- Vote Registration and Voter Registration Drives - Pecan

- Let Your Voice Be Heard – Karaoke

- Let Your Voice Be Heard – Open Mic

- Madden Video Game Tournament- TECH & STR
- Voter Registration Rally- STR
- Student Government Association Election- STR

Information Tables 100 students
District Wide – Student Activities staff help guide students to their classrooms and across campus and briefly discuss the programming available.
Welcome Week 920 students
District Wide – Student Activities Department kicked off the Fall semester with food, fun, rides & more! Student Leadership Academy, Student Government Association, Intramural Sports and upcoming events were promoted.
Club Fair 425 students
District Wide – Student Organizations had the opportunity to set up information tables and recruit new members
Class Presentations 121 students
Pecan & Starr County Campuses – Student Activities & Wellness staff presented the classroom with information about the department and programming available.
Water Giveaway 110 students
Mid Valley Campus – Bottled water were distributed to the students due to water contamination in the area.
9/11 Remembrance Ceremony 400 students
District Wide – The 9/11 Remembrance Ceremony is a tribute to all the first responders who served and keep serving our communities. Student leaders from our Student Government Association, Emergency Medical Technology Program, Criminal Justice, Fire Science Academy, and Police Academy participate as part of the program. South Texas College Police Department Color Guard, Veteran Affairs Department as well as community first responder agencies were invited to attend.
Student Leadership Academy Kickoff Event 41 students
National Video Game Day 100 students
Mid Valley Campus – Students participated in celebration of National Video Game Day with food, music and a variety of fun interactive games.
Student Government Association Kickoff Event 18 students
District Wide – Students meet for the first time and are presented with information about the Student Government Association.
16 de septiembre Celebration 1065 students
District Wide – Students celebrate Mexican Independence Day and the beginning of Hispanic Heritage Month with food, music and other fun activities.
Constitution Day 60 students
Mid Valley & Starr County Campus – Students celebrated and learned about the U.S. Constitution Day by watching a video provided by the Political Science faculty where U.S. Congressmen read the U.S. Constitution.
Voter Registration 155 students
Mid Valley Campus & Starr County Campus – Students had the opportunity to register to vote and/or request a replacement card before the upcoming elections.
National HIV, AIDS and Aging Awareness Day 75 students
Starr County Campus – Students learned about HIV, AIDS and Aging. The Know Your Status agency provided information and answered questions that the students had.
All Clubs Meeting 22 students
Mid Valley Campus – Student representatives from each student organization met to discuss their current issues, upcoming events and shared ideas.
Student Leadership Academy Workshop 15 students
Mid Valley Campus – Students met weekly for a Student Leadership Academy Workshop.
Student Government Association Meeting 22 students

Mid Valley Campus – Students meet weekly to discuss issues affecting the student body.
Board Game Day 200 students
Mid Valley Campus – Students played a variety of board games and video games.
Student Government Association Elections 126 students
Starr County Campus – The student body elected their officers for the 2018-2019 term.

COUNSELING AND STUDENT DISABILITY SERVICES

	Counselor Student Contacts							
Campus	**Advisement**	**Mental Health/ Academic Counseling**	**Student Dis. Svcs.**	**Title IX Svcs.**	**Career/ Transfer Svcs.**	**Academic Probation/ Suspension**	**Workshops/ Presentations Other**	**Total**
Pecan	**95**	**169**	**264**	**139**	**26**	**73**	**70**	**836**
Mid-Valley	**23**	**21**	**57**	**25**	**10**	**15**	**12**	**163**
Starr Co.	**15**	**11**	**38**	**5**	**7**	**27**	**0**	**103**
Tech	**0**	**8**	**85**	**0**	**0**	**8**	**0**	**101**
NAH	**0**	**21**	**48**	**41**	**0**	**1**	**4**	**117**
Total	**133**	**232**	**492**	**210**	**43**	**124**	**86**	**1320**

MEETINGS/CONSULTATIONS

- Mental Health Counseling case staffing
- Academic progress case management, academic advising, review and completion of Scholastic Success Plans, and Scholastic Appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services Meeting
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Carl Perkins FY19 SAEM Planning/Working Meeting
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Title IX Meeting
- President Administrative Staff Meeting
- Division Leaders Meeting

- Interview for Social Work Course by STC Student
- Meeting with UT Arlington Social Work Interns
- Meeting with UTRGV Intern at Starr Campus
- Individual Supervision Meetings with UTA Social Work Interns
- Grand Opening Ceremony for the Regional Center for Public Safety Excellence
- Search Committee Interviews for Student Success Specialist Position
- Accessibility Lecture Series
- TAASA Board Meeting
- Fall 2018 Disability Awareness Day Planning Meetings
- Test Banner 9 Screens Meeting
- Staff Meeting with Technology Campus Counselor
- CSDS Temporary Secretary Interviews
- Coordinators Update Meeting
- Educational coach interviews and orientation for new educational coaches
- Disability Awareness and Inclusion Training for Faculty/Staff (Disability Ambassador Training)
- Orientation for new Student Success Specialist (Disability Services)
- Work study interviews
- New ASL interpreter orientation for two new interpreters
- ASL interpreter classroom observations/evaluations

WORKSHOPS/PRESENTATIONS

- Workshop: Loss/Grief Letting Go and Moving On – NAH Campus
- Workshop: Packing Delicious & Nutritious Snacks – NAH Campus
- Workshop: Title IX: Pregnant and Parenting Basics – Pecan Campus
- Workshop: Goal Setting – Pecan Campus
- Workshop: Choosing a Career – Pecan Campus
- Workshop: Anger Management – Pecan Campus
- Workshop: What is Title IX? – Pecan Campus
- Workshop: The Great Balance: Parenthood, Work & School – Pecan Campus
- Workshop: Dealing with Change – Pecan Campus
- Workshop: Managing Time for College Success – Pecan Campus
- Workshop: Improving Self-Esteem – Pecan Campus
- Workshop: Time Managements – Pecan Campus
- Workshop: Take Charge of Your Mental, Physical & Emotional Health – Pecan Campus
- Workshop: Accessible Parking and Disability Awareness – Pecan Campus
- Workshop: Motivation: The Key to Success in College – Starr Campus
- Workshop: How to Set and Achieve your Goals – Starr Campus
- Workshop: Self-Awareness – Starr Campus
- Workshop: Effective Study Skills for Super Busy Students – Starr Campus
- Workshop: Counseling and Student Disability Services – MidValley Campus
- Workshop: Adjusting to College Life – MidValley Campus
- Workshop: Overview of Counseling and Student Disability Services – MidValley Campus
- Workshop: Juggling Multiple Roles – MidValley Campus

- Workshop: Miscommunication: Issues that can lead to anger, frustration & other problems – Technology Campus
- Workshop: Understanding Your GPA and Academic Success – Technology Campus
- Know Your Status Information Table
- Know Your Status Information Table during Welcome Week
- National HIV, AIDS and Aging Awareness Day Event
- Regional Center for Public Safety Excellence Grand Opening Ceremony
- Stress Management Presentation to Jimmy Carter High School Dual Enrolment Students

PROFESSIONAL DEVELOPMENT

- UTRGV Counselor Update
- College-Wide Professional Development Day
- Trauma Informed Care Lunch and Learn Workshop
- Grant Management Training

Interpreting Services		
Type of Service	**Number of students contacts**	**Number of Interpreter Assignments**
In-Class Sign Language Interpreting	167	235
Admissions/Enrollment Services	0	0
General Advising Services	0	0
Interpreting for Financial Services	1	1
Testing Services	0	0
Interpreting for Counseling Services	3	3
Interpreting for Student Disabilities Services	1	1
Orientation/Outreach Services	0	0
Case Management	0	0
Special Programs/ TITLE IX	0	0
Interpreting for Tutoring Services	2	2
Referrals/Consultation	0	0
Telephone Contacts	2	2
American Sign Language Workshops	1	1
Other	1	1
	0	0
Total	**178**	**247**

Other Interpreting Services Activities:

9/21/2018	College wide Professional Development Day
9/28/2018	Presented American Sign Language workshop on ABCs and 123s
9/28/18	Presented American Sign Language workshop 'Secrets of a Successful Deaf student'

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	1,374
Mid-Valley	379
Starr	175
Technology	352
Total	**2,280**

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - Provided advisement sessions for all students enrolling in Fall 2018 minimesters
- **Faculty Advising**
  - Ongoing communication with HSI Project Manager to prepare for semester activities;
  - Met with Lead Faculty Advisors to review programmatic activities
  - Presented at Math and Science Divisional Meeting
  - Held Faculty Advising Training on September 14th and 28th
- **Mentoring Services**
  - **College Advising Training Program-** Training/speakers (28 presentations) scheduled for October 2018
  - **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planned training for mentors; submitted 2018-2019 Fiscal Reports to THECB
  - **Beacon Mentoring Program** – 10 sections assigned for Fall 2018 semester; Beacon Mentors held first contact with students focusing on student attendance and student support services
- **PASS Program**
  - Met with PASS Program staff to debrief on program redesign; preparing for Spring 2018 application period which begins in October 2018
- **Carl Perkins**
  - Collaborated with SAEM Perkins CTE leaders to gather data for FY2018 Final Biannual Report;
  - Completed FY2018 Final Biannual Report and submitted to Grants Office for review;

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Murad Odeh to plan for Institute 5 which focuses on Student Support Services; met with Student Affairs and Enrollment Management leaders to develop Student Enrollment Flowchart and then met with core Guided Pathways' group to review and gather feedback from key stakeholders

- **Academic Advising for Dual Credit Students** – Director and Coordinators of Advising Department participated in the process mapping of current and futuristic advisement services for dual credit students offered College Departments serving Dual students; they provided input and recommendations to all dual credit staff (ECHS, Academies, Dual2Degree) about advising dual credit students and delineated the support of the Academic Advising Department in the form of training to ensure staff providing the advisement is trained accordingly
- **Restorative Justice/Talking Circle** – Academic Advisors participated in diversity training aimed at understanding differences in order to provide better services to students and work more effectively within the department
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project and PASS Program Redesign Committee and
- Faculty Advising Steering Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving on Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES
DATE:	OCTOBER 22, 2018
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, President's Administrative Staff Meeting, and Finance and Administrative Services Director's Meeting, Coordinated Operations Council, Planning and Development Council, and Professional Development.
- 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.
- <u>Accountability, Risk, and Compliance Department:</u>
  - Held meeting with the Director of Accountability, Risk and Compliance and Risk Manager to discuss the Emergency Preparedness Flyer & Website.
  - Held meeting with the Director of Accountability Risk and Compliance, Director of Facilities Operations and Maintenance, and the Chief Administrator to raise awareness of emergency/disaster threats and preparedness.
- <u>Business Office:</u>
  - Conference call with Finance and Business Analyst from Legislative Budget Board to review the College's request on the funding of the exceptional item.
  - Held meeting with Accounting Group Manager to review and update the Unexpended Plan Fund.
  - Held meeting with Accounting Group Managers to prepare COC meeting agenda item worksheets and supporting documentation.
  - Held meeting with Burton McCumber & Longoria Partner and Associate Comptroller to discuss assistance of preparing revised IRS forms.
  - Held meeting with Compliance Manager to discuss the Goals & Objectives for the Institutional Equity Office and reviewed the Comprehensive Plan.
  - Held meeting with Comptroller to discuss tax allowance methodology.
  - Held meeting with Comptroller, Associate Comptroller, Financial Analyst, Director of Accountability Risk and Compliance, Chief Administrator and Police Compliance Coordinator to discuss the Business Plan for the RCPSE.

- Held meeting with the Comptroller and Financial Analyst to review the Instructional Cost Analysis consisting of the Fee Defray Project, Program Cost Defray Project, and Ratio Project.
- Held meeting with the Comptroller to prepare for Finance Committee Meeting.

- Facilities Planning and Construction:
  - Attended weekly Broaddus & Associates meeting regarding the 2013 Bond Construction Program Projects and related Board Agenda Items.
  - Held meeting with the Directors of Facilities Planning & Construction and Facilities Operations and Maintenance to discuss the Pecan and Starr Chillers cases.
  - Met with Director of Planning & Construction and FAS Project Manager on developing a Master Plan for the Pecan Campus considering the 2010 Master Plan and CIP projects requested.
- Food Services:
  - Held meeting with Food Services Director and College President on FY 2019 Food Services Business Plan.
  - Held meeting with Food Services Director to review the cafeteria budget forecasts.
- Human Resources:
  - Held meeting with the Director of Human Resources and Institutional Equity Manager to discuss I.E. office functions.
- Purchasing
  - Held meeting with Director of Purchasing and Director of Facilities Planning & Construction on M&O Expenditures for FY19.
  - Held meeting with Director of Purchasing to discuss the Electric Services.
- Department of Public Safety
  - Attended Campus Demo on Parking by NuPark.
  - Attended Parking Permit and Citation Management Software Demo by T2 Systems.
- Internal Auditor:
  - Attended the Time Keeping System Compliance Audit Pre-exit Conference with the Internal Auditors.
  - Held meeting with the Internal Auditor to discuss audit.
- Institutional Equity:
  - Held meeting with Institutional Equity Manager and Director of Human Resources to discuss shared responsibilities.
- Title IX:
  - Held Title IX Meeting & Retreat with Title IX team.
- Other Meetings:
  - Attended annual meeting with External Auditors.
  - Attended Budget Manager Position Search Committee meeting.
  - Attended conference call with Senior VP from Broaddus & Associates, Executive Office for External Relations, Director of Facilities Planning & Construction, FPC Project Managers and Director of Grant Development, Mgmt. & Compliance regarding STC Firing Range P3 Funding.
  - Attended Target Range Grant Budget Meeting with the Director of Grant Development, Management, and Compliance.
  - Attended the RCPSE building dedication, and VIP reception.
  - Conducted Employee Performance Appraisals.
  - Held meeting with Director of Continuing Education regarding THECB Chapter 9 Subchapter F rules and compliance with new procedures developed for use by Continuing Education.
  - Held meeting with FAS Graphic Designer on outstanding projects.
  - Held meeting with Interim VP of Academic Affairs, Director of Food Services, and Dean of Business to discuss Policy 6320 – Use of Alcohol.
  - Held meeting with the Director of Student Accounts/Bursar to discuss Dual Credit Tuition and Fees.
  - Held Policy Management Program meeting with Director of Accountability, Compliance Manager, and Project Manager.
  - Held Policy Retreat with the Director of Purchasing, Director of Human Resources, Comptroller, and Institutional Equity Manager.

- Conferences/Workshops:
  - Attended AICPA Webcast on KPI Dashboards: The New Financial Reporting.
  - Attended AICPA Webcast on Spreadsheet Risk: Can you Eliminate It?.
  - Attended AICPA Webcast: GASB No. 74 & 75: Best Practices in OPEB Accounting & Auditing.
  - Attended College-wide Professional and Organizational Development Day Sessions.

PROJECTS IN PROGRESS:

- Budget
  - Budget to Actual Budget Reports by VP.
  - Budget Transfer Application Launch and Training.
  - Comprehensive Plan Budget.
  - Fall 2018 Tuition & Fees Revenue Report.
  - Food Services FY 19 Business Plan.
  - FY18 CAFR.
  - FY18 Finance Security Audit.
  - FY20 Budget.
  - Long Term Financial Plan.
  - Military tuition and fees.
  - Prepared Tax Abatement Counter Offer proposals.
  - Proposed Tuition and Fees for Dual Credit – Fall 2019.
  - Registration Report Fall 2018.
  - Student Activities Fee.
  - Unexpended Plant Fund Projects and Budget.
- Committee packets
  - Facilities Committee Agenda Items.
  - Finance Committee Agenda Items.
  - Prepared and reviewed Facilities Committee Agenda Write-up.
  - Prepared and reviewed Finance Committee Agenda Write-up.
- Construction
  - Facilities Planning & Construction Projects Progress.
- Special Projects
  - Achievements by Department.
  - Acknowledgement of FY2018-2019 Employee Handbook.
  - Alert Notice on Banner Finance Access.
  - Banner Access Approval Audit Report.
  - Banner Finance and HR Access Financial Manager Audits.
  - Banner Security Access process mapping.
  - Building Responders List update for the October 9th Training.
  - Business Office Annual AA & FM Round Schedule.
  - Capital Improvement Proposal Process.
  - Dashboard Presentation Software purchases and implementation.
  - Delivery of Campus Maps to All Campus.
  - Dual Credit Enrollment Questions.
  - Electronic Board Packets.
  - Emergency Disaster Plan & Resources.
  - Enterprise Center.
  - Evacuation Fire Drills.
  - Facilities Use Policy.
  - Fiscal Year 2018 Fraud Survey.
  - FLAC implementation.
  - Fraud Presentation.
  - FY2018-2019 Employee Handbook.
  - GLO State Power Program update.

- Hiring Process Procedures.
- Internal Control Presentation.
- JAG Ready Emergency Preparedness Flyer and Resource Guide.
- LBB Exceptional Item Request for Information, including net position.
- LBB Online Higher Education Survey due September 12, 2018.
- LBB SB 255 Report on Employee Conferences over $5,000.
- Lean Travel Procedures.
- Mesteño Windpower Tax Abatement.
- Nepotism Policy.
- Overtime Compliance Reports.
- Parenting & Pregnancy Flyers – Title IX.
- Performance Measures by Department.
- Physical Inventory Certification Report.
- Policies #1010 and #1700.
- Policy Management Program.
- Preparation of FAS Division Department Icons with Graphic Designer.
- Professional Development Day Speakers and Resource Card.
- Red Flag Rule Policy and Guidelines.
- Requested for information on determination from Attorney General.
- Starr County Food Services Operations.
- Student Activities Fees.
- Summer Pell process mapping.
- Target Range Lease and Insurance Requirements.
- Unexpended Plant Fund Summary Recap.
- Unpaid/drops process mapping.
- Use of Alcohol Policy.
- Vending Revenue Analysis.
- Vendor File Policy.
- Veterans' exemption.
- VPFAS Office Staff Handbook.

- Title IX:
  - Title IX Case Reports – DPS.
  - Title IX Procedures and Resources.
  - Title IX Reports for FY17-18 & FY18-19.
- Outstanding Tasks and Reminder to VPs:
  - Review of the Fixed Asset Report.
  - Review of the Policy Management Guidelines.
  - Risk Assessment due to Office of Accountability, Risk, and Compliance.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Conference Call with Auditor.
- Attended Conference Call with The Solution Design Group.
- Attended President's Administrative Staff meeting.
- Attended Red Flag Rule Policy and Guidelines meeting.
- Attended the Banner 9 project status meeting.
- Attended the Compliance Writing team meeting.
- Attended the Operation Commander parking demo.
- Attended the Quality Enhancement Plan Leadership Team meeting.
- Attended the Student Banner 9 kick off meeting.

- Conducted Grant Supervisor interviews.
- Met and discussed audit status with Comptroller and Managers.
- Met and discussed Business and Bursar Office items.
- Met and discussed Business Plan for Regional Center for Public Safety of Excellence.
- Met and discussed Status of Construction Invoices.
- Met and discussed Tax Allowance Methodology.
- Met and documented the remissions and exemptions process for external auditor.
- Met and drafted responses to Internal Audit report of TCP Compliance audit.
- Met for grant initiation of CRSM grant with Compliance.
- Met on Work-study report due with Financial Aid Director.
- Met to discuss Bank 31 reconciliations.
- Met to discuss Bond 2013 bond construction.
- Met to discuss end of year audit items.
- Met to discuss membership and licenses.
- Met to discuss Prepaid Maintenance.
- Met to discuss tax abatement scenarios.
- Met to discuss the College's Master Plan.
- Met to discuss Travel Lean Process.
- Met to discuss year end and audit deadlines.
- Met to review Grant Supervisor Applicants.
- Met with Accounting Manager and Benefits and Payroll Manager to discuss Grant NOE process.
- Met with AGM and Payroll Manager on questions from Compliance director.
- Met with all AP staff on closing FY18 and FY19 data entry and several other topics.
- Met with AP data entry staff on reports and invoice processing status.
- Met with Director of Academies and HS projects to discuss concerns on Dual Credit students.
- Met with FAS-VP to discuss the Fall 2018 drops, Summer 2019 calendar and registration fee.
- Met with Grant staff and Carl Perkins Investigator on FY19 award.
- Met with Internal Auditors to discuss Pre-Exit Timekeeping Audit.
- Met with the Director of Food Services to discuss food expenditure report for Food Services Business Plan.
- Participated in the Marketing Focus Group.
- Staff attended EEPC follow up meeting.
- Updated two Marketplace stores.
- <u>Trainings/Webinars:</u>
  - Attended College Wide Professional and Organizations Development Day.
- <u>Accounts Payable/Grants and Contracts:</u>
  - Completed Peer review survey responses.
  - Participated in Accountant interviews.
  - Participated in Concur presentation.
  - Participated in conference call with BBVA regarding Bank 31 issues.
  - Participated in conference call with Concur representative.
  - Participated in Meet and Greet sessions for Temporary Agency Accounting Assistants.
  - Reviewed Accounting Supervisor Applications.
  - Reviewed AP Accounting Assistant Applications.

Bank No.	Sep 2018
01 E&G	371
01 Direct Deposit	83
03 Student	10,020
12 I&S Taxes	-

Bank No.	Sep 2018
16 I&S Bond	-
17 Plant	17
31 Virtual Card	271
32 AP Card	23
37 Unexp-LT Bond Series 2015	7
38 Unexp-LT Bond Series 2014	-

- Property Tax/Budget & Reporting:
  - Calculated the Levy 2018 tax rate and revised the Truth in Taxation calendar.
  - Hosted online budget transfer application trainings.
  - Prepared alert notice announcing the implementation of the online budget transfer application.
  - Prepared and reviewed reports needed for the completion of the Fiscal Year 2018 audit.
  - Prepared food expenditure report for Director of Food Services.
  - Prepared graphs depicting the tax abatement scenarios.
  - Prepared motion for the Fiscal Year 2019 projected tuition and fee deficit.
  - Prepared responses to the Legislative Budget Board online education survey.
  - Prepared tax abatement scenario comparison tables.
  - Prepared Tax Allowance Methodology tables for review by the VP FAS.
  - Prepared, revised and submitted the tax abatement schedule, comparison summary, and motion.
  - Revised graphs and charts for the Mesteño Tax Abatement motion.
  - Revised Internal and External Food Expenditures report and prepared auxiliary fund balance history reports for VP FAS.
  - Updated revenue and expenditure projections for the Comprehensive Plan.
- Cash Management/Special Projects/Office Support:
  - Addressed Personnel Issues.
  - Performed Reference Check for Accounting Supervisor Position.
  - Prepared Career Development Plans.
  - Prepared FY19 Board Meeting Tentative Schedule.
  - Reviewed and submitted Cash Management Audit Items.
  - Reviewed Texas Workforce Commission Hearing Packet.
  - Revised Audit Timeline and schedules.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	15	376
01 Direct Deposit	6	83
02 Payroll	10	564
02 Direct Deposit	4	2,686
03 Student	6	10,020
12 I&S	-	-
16 I&S	-	-
17 Plant	3	18
37 Bond Series 2015	2	7
38 Bond Series 2014	-	-
Total	46	13,754

ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	24
Wire Transfers for Benefits	1

- General Accounting/Construction/Fixed Assets:
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 89 monthly reports during the month of September 2018.

Duties	Total
Approval Queues	98
Bank Reconciliations	11
Board and Management Reports Prepared	123
Cafeteria daily sales report	40
Cancelled checks provided to AP and/or verification and positive pay	55
Copies of booklets/journal entries requested	22
Deposits prepared	16
Returned Mailed checks - Disbursement	230
Errands to Inter-office deliveries	22
Financial manager changes	14
FOAP created including activity codes	44
Hours Filing and organizing of Journal Entries and boxing	3.5
Hours used for scanning - estimated	2.5
Hours used to prepare documents for scanning	0.5
IDT's - telephone calls received	17
Interdepartmental Transactions reviewed	71
Invoices and encumbrances reviewed	43
Journal entries prepared	128
Journal entries processed including FUPLOAD	4503
Journal entries/documents scanned	92
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	36
Positive Pay Exemption-Number of checks researched	0
Record Retention - labeled boxes	0
Requisitions Approved	0
Requisitions prepared	0
Stale dated list prepared	3
Stale dated letters mailed	313
Stop payments processed (includes stale dated checks)	104
Transactions removed from bank reconciliation	86
Banner Testing hours/training - Hours used	2.75

General Journal Entry (Intra-Fund) (JE15)	186
General Journal Entry (Inter-Fund) (JE16)	153
Cash Receipts (CR05)	1116
Encumbrance Liquidation (E032)	6
Encumbrance Liquidation (E020)	4
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	12
Misc. Receipt Payments (CA10)	1
General Journal Entry (STCJ)	0

- The Cashiers/Accounts Receivable:
  - Cashiers extended hours of operation to assist students with their Fall 2018 registration needs for the census due date of September 12, 2018.
  - Generated and contacting students on unpaid lists including MO minimester.
  - Planning Spring 2019 "Moving the Needle to Excellence" Bite Size Training scheduled for October 5, 2018.
  - Reviewed and updated the detail codes necessary for Financial Aid to submit "Gainful Employment" reports.
  - Reviewing and updating action plan for 1098Ts; reporting method will change from reporting charges to reporting payments.
  - Testing Banner 9 and creating test checklist for the department to sign off on prior to the "Go Live" date of October 22nd.
- Payroll and Position Control Departments:
  - Participated in Conference Call with Ellucian and TRS Colleagues.
  - Reviewed GASB 75 Schedules provided by ERS.
  - Reviewed GASB 68 Schedules provided by TRS and Alamo College.
  - Payroll processes for the month ending September 30, 2018:

Payroll Re-issue Processed	4
Payroll Cycles	9
Payroll Checks & DD	3632
TimeClock Plus Access Forms Processed	121
Number of Employees with OT reviewed for OT Memos	492
NOE's Approved	904
Salary Budget Transfer Forms Processed	14 with multiple transactions

- Business Office Performance Indicators – Payroll September 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	2357	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	884	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 08/16-08/31) SR17		Salaried	1
(Waged 09/01-09/15) SR18		Waged	1
(Salaried: August) MR08			
(Salaried: September) MR09		**Void Checks Processed**	
		Salaried	2
NOE's Approved		Waged	1

Number of Employee		**Deposits Processed**	
Approve NOE's	904		
		Replacement Checks Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	62	Waged	1
Salaried	2,816		
		Voided Direct Deposits/Checks	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	52	Waged	0
Waged	589		
		Salary Budget Transfer Forms Processed	14
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	19	**Hand Cut/PBK**	
Salaried-MS	0	Salaried	0
Salaried-MR08ADJ01	18	Wages	0
MR09	45		
(Additions, Deletions, Changes)	0	**Checks Processed**	
Waged	1		
		Salaried	252
Liabilities Processed		Total Net	$ 468,055.02
ORP	11		
Annuity	11	Waged	309
Student Loans	4	Total Net	$ 74,574.09
United Way	1		
Child Support	1	**Direct Deposit Processed**	
IRS Levy	0	Salaried	2,448
Withholding & FICA	3	Total Net	$ 5,364,524.03
Met Life	1		
Legal Judgement	1	Waged	616
Social Security Administration	0	Total Net	$ 163,270.81
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended concerning information needed from business office over Food Services Budget video script and Business plan reports.
- Attended FAS Director's Meeting.
- Attended Follow Up Review meeting for Food Service Business Plan FY19.
- Attended meeting concerning Policy #6320: Use of Alcohol.
- Attended meeting with College President and VP FAS concerning FY19 Business Plan.
- Attended Professional Development Day.
- Attended the Presidential Staff Meeting.
- Attended UTRGV for price comparison.
- Conducted a conference call with TouchNet Representative concerning mobile credit card readers for mobile food carts.
- Conducted a meeting with Accounts Assistant concerning Food Services FY19 Business Plan.

- Conducted a meeting with Business Office in regards to an outside vendor-catering report.
- Conducted a meeting with Food Service Manager concerning issue of NAH employee.
- Conducted a meeting with Student Activities in regards to an event for National Women's Day.
- Conducted a meeting with students concerning the use of the Pecan Cafeteria for a class project.
- Conducted conference call with NAH FSM and Lead Cook concerning guest complaint.
- Conducted Food Service Manager meeting concerning the FY19 Budget and departmental goals for FY19.
- Conducted three large catering events generating almost $4k in revenue.
- Conducted tour of NAH campus with new employee.

PROJECTS IN PROGRESS:

- Others:
  - Adjusted FY19 Forecasting Report.
  - Adjusted Weekly Sales Report.
  - Approved new hire for temp agency employee at NAH.
  - Approved NOEs for all work study students for all locations.
  - Approved temp agency cashier for MVC and NAH, and a cook for MVC.
  - Began compiling photos of menu items for database.
  - Extended on-line training certification for PCN employee.
  - Finalized Activity Report for August.
  - Finalized business plan for VP of FAS.
  - Finalized FY18 Food Service Accomplishments.
  - Finalized new Pecan staff work schedule.
  - Finalized pre-draft of Business Plan FY19 for submittal.
  - Finalized reference checks for work study applicants.
  - Finalized student survey information with PR.
  - Opened new operations of Delivery Service at Pecan for North side of campus.
  - Requested Banner access be granted for Accounts Assistant.
  - Requested certain items on digital signage be adjusted.
  - Requested e-mails be re-activated for all temporary agency employees.
  - Requested information on mobile credit card payment options from TouchNet.
  - Requested literature from TouchNet concerning mobile credit card readers for mobile food carts.
  - Requested quotes from purchasing on Cambro Mobile Food Cart (2).
  - Requested staffing plan from FY17 and FY18 from Human Resources.
  - Requested Student Activities that the Food Service Department be allowed to participate in the Fall Festival as a food vendor.
  - Requested tax be charged on Market place for delivery operations items.
  - Reviewed and Analyzed FY19 PR marketing efforts for Food Services.
  - Reviewed FY17/FY18 Outside Vendor Catering Report.
  - Reviewed return of investment on mobile food carts.
  - Submitted all remaining items at old Pecan cafeteria in building H to be sent to auction.
  - Updated weekly sales tracker.
  - Worked on Business Plan revisions requested by VP of FAS.
  - Worked on report with information gathered from UTRGV.

PAUL VARVILLE, CHIEF ADMINISTRATOR OF DEPARTMENT OF PUBLIC SAFETY AND REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with the Governor's protection team.
- Attended meeting with the Operations to finalize RCPSE building ceremony.
- Attended a meeting with Public Relations to finalize RCPSE building dedication.

- Attended a meeting with External Affairs finalize RCPSE building dedication.
- Attended a meeting to review request for a police report.
- Attended a meeting to establish a new emergency management website.
- Attended a meeting to consolidate emergency reference guides.
- Attended final meeting regarding Governor's visit to the RCPSE building dedication.
- Attended a meeting to discuss narrative release in a police report.
- Attended a meeting to review grant application for target range.
- Attended meeting to identify 2017 department accomplishments.
- Attended a meeting to review request for records by the Department of Education.
- Attended a meeting to plan for training at the RCPSE.
- Attended a meeting to provide information to the graphics designer.
- Attended a meeting to discuss use of Region 1 training schedule database.
- Attended a meeting to discuss access control on doors at the RCPSE.
- Attended a meeting to discuss procedure for operation of the firearms simulator.
- Attended Board of Trustees meeting.
- Attended a meeting to discuss preparations for the upcoming RCPSE retreat.
- Attended meeting to discuss Transportation Services audit.
- Attended meeting to discuss development of RCPSE courses.
- Attended meeting to discuss free parking at the Park and Ride.
- Attended meeting to answer questions from a media outlet.
- Attended meeting to discuss firearms simulator at the RCPSE.
- Attended meeting to discuss Title IX case.
- Attended meeting to discuss Title IX investigation.
- Attended meeting with Planning & Construction re: RCPSE substantial completion.
- Attended meeting with Internal Auditor to discuss gas credit card procedures.
- Attended meeting to discuss Legislative report for Campus Carry.
- Attended meeting discuss synopsis for upcoming RCPSE training.
- Attended meeting to discuss Leadership training at the RCPSE.
- Attended meeting with Director of Continuing Education regarding RCPSE courses.
- Attended meeting with Border Patrol to discuss MOU for Leadership Training.
- Attended meeting to review police officer applicant polygraph testing.
- Attended meeting to discuss acquisition of new van.
- Attended meeting to discuss request for surveillance cameras.
- Attended meeting with new dispatch supervisor.
- Attended meeting to discuss operations plan.
- Attended meeting to discuss training schedules at the RCPSE.
- Attended meeting to discuss Customs Border Protection training.
- Attended meeting to discuss requested extra patrol.
- Attended meeting to discuss fall traffic projections for assignments.
- Attended meeting to review overtime authorization requests.
- Attended meeting with IT to review issues with surveillance camera installations.
- Attended meeting to discuss mass notification messaging.
- Attended meeting to discuss mandatory report tracking.
- Attended Avigilon surveillance camera meeting.
- Attended Transportation Services meeting.
- Attended meeting to replace malfunctioning surveillance cameras.
- Attended meeting to determine space allocation at RCPSE.
- Attended Lost and Found items meeting.

- Attended ARMS police reports meeting.
- Attended equipment acquisition meeting.
- Attended meeting to discuss campus map printing.
- Attended a yellow line shuttle bus meeting.
- Attended an employee assignment meeting.
- Attended a meeting pertaining to parking spaces for students.
- Attended equipment review meeting.
- Attended meeting to discuss generator installation for the police building.

PROJECTS IN PROGRESS:

- Regional Center for Public Safety Excellence:
  - Worked on a process for the scheduling of training at the RCPSE.
  - Worked on classroom and office assignments at the RCPSE.
  - Worked on course development goals at the RCPSE.
  - Worked on fees for facility usage at the RCPSE.
  - Worked on Governor's visit and protection team to the RCPSE building dedication.
  - Worked on Institutional Effectiveness Plan for the RCPSE.
  - Worked on Leadership training at the RCPSE.
  - Worked on leased space cost at the RCPSE.
  - Worked on plan for training at the RCPSE.
  - Worked on portable building needs at the RCPSE.
  - Worked on RCPSE academy licensure.
  - Worked on requirements for TCOLE training at the RCPSE.
  - Worked with area police chiefs to discuss training at the RCPSE.
  - Worked with Director of Continuing Education regarding RCPSE courses.
  - Worked with Educational Technologies to review the RCPSE audio-visual.
  - Worked with External Affairs finalize RCPSE building dedication.
  - Worked with Pharr PD & San Juan PD on instruction at the RCPSE.
  - Worked with Planning and Construction on RCPSE opening.
  - Worked with Public Relations to finalize RCPSE building dedication.
  - Worked with the Chair of the Public Safety and Fire Science at the RCPSE.
  - Worked with the Operations to finalize RCPSE building ceremony.
  - Worked with UTRGV concerning RCPSE training.
- Title IX:
  - Prepared Cabinet Update and Title IX Case Report.
  - Worked on Department of Public Safety Title IX Case Report.
  - Worked on Title IX investigation.
  - Worked on Title IX Case Report.
- Reports:
  - Reviewed ARMS case for release.
  - Reviewed issues with surveillance camera installations.
  - Reviewed overtime authorization requests.
  - Worked on 2017 department accomplishments.
  - Worked on an update to police procedure manual.
  - Worked on applicant recommendations with Human Resources.
  - Worked on ARMS police reports.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on Border Patrol training plan.
  - Worked on budget transfer.
  - Worked on Cabinet Update.
  - Worked on consolidation of emergency reference guides.

- Worked on Customs Border Protection training plan.
- Worked on Department of Education case.
- Worked on email message for free Park & Ride parking.
- Worked on emergency management website.
- Worked on employee incident report.
- Worked on establishment of a new emergency management website.
- Worked on expenses for shuttle bus equipment.
- Worked on firearms qualification requirements.
- Worked on grant application for target range.
- Worked on Hidalgo County Sheriffs School Alert program.
- Worked on Human Resources investigation.
- Worked on information for the graphics designer.
- Worked on installation of surveillance cameras on shuttle buses.
- Worked on internal and external event security planning.
- Worked on investigation reviews.
- Worked on narrative release in a police report.
- Worked on operations plan.
- Worked on overtime authorization requests.
- Worked on parking citation issuances.
- Worked on parking plans.
- Worked on People Admin to process recommendation for hire.
- Worked on personnel assignments.
- Worked on police academy training.
- Worked on position description of specialists with HR.
- Worked on procedure update.
- Worked on purchase order requests.
- Worked on readiness for the first leadership training session.
- Worked on request for a police report.
- Worked on request for records by the Department of Education.
- Worked on request for surveillance cameras.
- Worked on request for to hire temporary employees for data input.
- Worked on resolving issues with surveillance cameras.
- Worked on reviewing police activity.
- Worked on shuttle bus maintenance.
- Worked on Student Transportation Services operation.
- Worked on the drug testing procedure for police officers and dispatchers.
- Worked on the hiring of an additional temporary bus driver.
- Worked on time clock verifications.
- Worked on training issues at the police academy.
- Worked on use of Region 1 training schedule database.
- Worked on wrapping of shuttle buses.
- Worked with Director of Continuing Education on priority training.
- Worked with External Affairs and Public Relations re: Governor's visit.
- Worked with Internal Auditor regarding credit card procedures.
- Worked with IT to review issues with surveillance camera installations.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Conducted Staff meetings to discuss the pending FY2018 encumbrance, FY2019, and M&O purchases.
- Participated in three (3) pre-proposal conferences with Facilities Planning and Construction.
- Review and negotiated changes to twenty eight (28) vendor agreement/contracts.

- Attended the following meetings: FAS Directors meeting, PAS, COC, Graduation, IE Plan review, and FAS Policy Retreat.
- Attended the College Wide Professional Development Day.
- Reviewing and updating as needed Department procedures.

PROJECTS IN PROGRESS:

- The Purchasing Department processed five hundred nineteen (519) purchase orders, approved two hundred thirty six (236) requisitions, disapproved sixty two (62) requisitions, processed change orders for goods and services, completed four (4) travel authorizations, and ninety nine (99) new/exiting vendor W-9 forms which were created or updated in Banner.
- Prepared the following Request for Proposals (RFQ/RFP):
  - RFQ 18-19-1014 Statement of Qualifications for Civil Engineering Services for Demolition of Casso Property.
  - RFQ 18-19-1018 Statement of Qualifications for Architectural Services for Mid Valley Campus Building F Renovation and Thermal Plant Repurposing.
  - RFP 18-19-1019 Mid Valley Campus – Childcare Development Center – Canopy Replacement.
  - RFP 18-19-1020 Industrial Supplies, Materials, and Accessories.
  - RFP 18-19-1021 Promotional Items for Student Outreach.
  - RFP 18-19-1022 Promotional Items T-Shirts for Student Outreach.
  - RFP 18-19-1023 Pecan Campus – Athletic Field Fence.
  - RFP 18-19-1024 Catering Services.
  - RFP 18-19-1025 Business Skills Training Services.
  - RFP 18-19-1026 Reprographic Services.
- Conducted Public Bid Openings for:
  - RFP 18-19-1019 Mid Valley Campus – Childcare Development Center – Canopy Replacement.
  - RFQ 18-19-1018 Statement of Qualifications for Architectural Services for Mid Valley Campus Building F Renovation and Thermal Plant Repurposing.
  - RFQ 18-19-1014 Statement of Qualifications for Civil Engineering Services for Demolition of Casso Property.
- The Fixed Assets Department is currently reviewing all assets purchased since August 1, 2018. The asset review process is as follows:
  - Approved seven hundred ninety four (794) assets through September 15, 2018.
  - Adjusted one hundred eighty nine (189) assets in Banner for the month of September.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete two hundred sixty seven (267) deliveries (purchase orders and complimentary books) and two thousand six hundred forty one (2,641) packages/boxes. Two hundred four (204) purchase orders were received and posted in Banner, six thousand eight hundred nine (6,809) assets and/or boxes were transferred/relocated as per move/set up request forms, and fifty four (54) faculty/staff moves were completed in September.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Academic Excellence - $1,050.15 and Financial Aid Office - $4,228.19.
  - A total of one hundred seventy six thousand six hundred ninety five (176,695) copies were completed at the copy center for the month of September.
  - A total of fifty six thousand two hundred sixty two (56,262) letters were mailed out and four hundred four (404) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner Users Group Meeting.
- Attended Behavioral Intervention Team Meetings.
- Attended College Wide Professional and Organizational Development Day.

- Attended Compliance Writing Team meeting for initial discussion and preparation of upcoming SACSCOC accreditation review.
- Attended Coordinated Operations Council meeting.
- Attended Credential Qualifications Handbook meeting.
- Attended Faculty Credentials, Transcripts and Rosters meeting.
- Attended HR Team Monthly meeting.
- Attended Presidents Administrative Staff Meeting.
- Attended SHRM Annual Professional Development Conference.
- Attended Texas Workforce Commission Telephone Hearings.
- Attended Title IX Meetings.
- Attended Title IX Retreat, Part 3.
- Attended weekly PeopleAdmin re-engineering project meeting.
- Conducted Culinary Arts credential audit – work in progress.
- Conducted interviews for vacant HR Specialist- Employee Relations position.
- Conducted new hire orientation for direct wage/workstudy/staff and extended hours for Faculty.
- Issuance of FY2018-2018 Faculty Handbook.
- Issuance of FY2018-2019 Employee Handbook.
- Issuance of FY2018-2019 Payroll Calendar and reminder of NOE due dates.
- Issuance of State Employee Charitable Campaign (SECC) pledge notification.
- Met with Accounting Group Manager and Associate Comptroller regarding updates to TRS reporting.
- Met with Assistant Director of Human Resources regarding personnel matters.
- Met with Benefits & Payroll Manager and Systems Analyst for review of payroll data standards.
- Met with Business Office and payroll staff regarding grant NOE procedures.
- Met with Business Office Comptroller, Assistant Comptroller, and Benefits and Payroll staff regarding review of management responses to internal audit.
- Met with Dean of Continuing, Professional and Workforce Education regarding personnel and staffing matters in reference to High School Trainers.
- Met with Dean of Continuing, Professional and Workforce Education and Coordinator regarding process for High School Continuing Ed Trainers.
- Met with Director of Facilities, Operations and Maintenance regarding personnel matters.
- Met with Director of Facilities, Planning and Construction for review and discussion of department job descriptions.
- Met with Employee Relations Officer regarding personnel matters.
- Met with IEA department for ARGOS reporting.
- Met with interim Vice President for Academic Affairs and Faculty Staffing Specialists for review of Credentials Qualifications and Handbook.
- Met with interim Vice President for Academic Affairs regarding personnel matters.
- Met with Internal Auditor for Pre-Exit conference on Timekeeping System compliance audit.
- Met with Internal Auditor for review of NOE procedures and grants processing.
- Met with IS&P programmers in regards to report request for Credentials statistics.
- Met with IS&P staff regarding IT procedures for access set up of third party users.
- Met with Jagnet Content Committee.
- Met with Staffing & Compensation Manager for review of TASB Survey for FY2018-2019.
- Met with Staffing personnel to review transcripts procedures and tracking.
- Met with Staffing personnel to update Veterans Preference hiring procedures.
- Met with Title IX team and Student Rights and Responsibilities staff for review of public information requests regarding police reports.
- Met with Vice President for Finance & Administrative Services for Title IX Retreat, part 3.

- Met with Vice President for Finance & Administrative Services, Internal Equity Manager and Comptroller for Policy Retreat.
- Met with Vice President for Finance and Administrative Services and Internal Equity Manager for review of department development and separation of duties.

PROJECTS IN PROGRESS:

- Reports:
  - 2018 Annual ORP Report.
  - Audit of leave balances and audit for leave liability reporting.
  - Veterans Workforce Summary Report for 4th quarter.
- Others:
  - BANNER access review for HR personnel.
  - Banner security access audit review for Human Resources department.
  - Board of Nursing subpoena for personnel and payroll records.
  - Career Development Plan for Human Resources staff for Vice President for Finance division data.
  - Case review of investigation files by Employee Relations Officer.
  - Collection and review of department Career and Development plans.
  - Compensation setting for educational increases per pay plan, and staff and faculty hiring proposals.
  - Coordinated request for additional information from Office of Civil Rights.
  - Coordination and logistics for annual Health and Wellness Fair hosted by Human Resources benefits.
  - Coordination of safety training with Hidalgo County Sheriff's Office for Pecan Plaza Bldg A.
  - Credentials report for review of faculty and staff who have graduated from South Texas College.
  - EEO Report reviews for hiring proposals.
  - Extension request approvals for official transcripts per Policy 4152.
  - Faculty Load and Compensation set up requirements in preparation of October visit.
  - Faculty/Staff news reminder sent for Employee Handbook Acknowledgement.
  - Fiscal year roll and new fiscal year assignments audit and validation for September payroll.
  - Hiring workflows for Dual Credit program vacancies.
  - Human Resources internal notice of board recognition of vacancy fulfillment for FY2017-2018.
  - Institutional Effectiveness request for employment verification for BA Valley scholarship recipients.
  - Presentation regarding Adjunct/Overload NOE's for Administrative Assistant trainings.
  - Receipt of Office of Civil Rights correspondence regarding dockets.
  - Reminder of NOE due dates for Faculty/Staff news.
  - Report for President reviewing faculty staff who have deceased, for Professional Development remembrance.
  - Request for pending interim stipend NOE's for September payroll.
  - Review of dual enrollment payroll procedures.
  - Review of EEO statement for Title IX Training publication.
  - Review of job description with administration of Continuing Education regarding personnel staffing matters.
  - Review of organizational restructure of Academic Affairs faculty credential review process.
  - Review of special assignment NOE's received for Fall 2018/September payroll processing.
  - Sabbatical leave proposed draft for professional support staff.
  - Save the Date reminder for upcoming FLAC consultant training.
  - Summer Enrollment benefits changes processed for September payroll/new fiscal year.
  - TSA Plan Document review for 403b and ORP Plan agreement.
  - Update of the Faculty Pay Plan on the HR website.
- IS&P Issues:
  - Opened 1 ticket.
  - Resolved 619 tickets.
- PeopleAdmin systems management:
  - Cases Opened: 1.

- Cases Resolved: 1.
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
- Report Development
  - Internal
    - Payroll Audit Reports.
    - Report for active, terminated and scanned employee records for HR Records.
    - Report of Valley Scholars employees of record for Valley Scholars Program Coordinator.
    - Report of Adjunct Faculty for Coordinator of Curriculum and Scheduling.
    - Report of Special Assignments.
    - Monarch templates for TRS and TRW to be used on all payrolls.
    - Monarch templates for verifying all letters of appointment for regular faculty.
    - Microsoft License Agreement Renewal for Client Services Dept.
    - ACA Benefits Review Report.
    - Report for Adjunct hours eligibility for TRS.
    - Retirees Hours Report.
    - TRS/TRW Report from September register for Benefits Staff.
    - Benefits Report for the medical code CDH/BCH and the plan (B1, B2, B3, etc.).
    - FAS Division Leave Report.
    - MR09 Sept Reconciliation Report.
    - New Hires Report.
    - ERS 1% Report.
    - ERS Retiree Medical Premium Report.
    - 457 Report.
    - Texas Saver Report.
  - External
    - Department of Labor employee count at the Pecan Campus in September.
    - Monthly Department of Labor total employees in September.

Staffing & Faculty Staffing/Evaluation			
Positions Filled	20/8	Positions Posted	10
Resignations	7(FT)/ 7(DW)	Positions Cancelled	12
PeopleAdmin Sys. User Maintenance	20	Adjunct/Dual Credit Applications	30
Staff Email Accounts	16/20	Intent to Hire	
NOEs		*Adjunct*	10
Full Time Temporary	14	*Dual Credit*	0
Direct Wage	73	Lecturers	1
Trainer (PT)	67	Transcripts reviewed	280
Application Processing		Transcripts entered on database	200
Applications		NOE's	
Staff		*Adjunct*	134
Faculty		*Overload*	588
Part Time (DW/PT/AD)		*Dual Credit*	0
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	83	*Request*	14

Staffing & Faculty Staffing/Evaluation			
		Replacements	0
		Assignment Extensions	0

System/Staffing Support			
Position Requests w/ Job Descriptions		New Hire (E-Verify)	64
Positions		Audits *Accepted*	100
Posted	23	Audits *Rejected*	1
Re-Posted	5	Banner Updates (PEAEMPL)	74
Extended	7	Form I-9 Requests	
Cancelled	8	Financial Aid Workstudy review	
		E-Verify TNC cases	1
		Name Changes on I-9	
		Form I-9 review	
Records			
		Records(by page)	
		Files scanned & indexed	
		New Hire folders prepared	
		Termed files prepared	
		Boxes to Record Retention	

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	116	116	TWC Claims	7	7
Fingerprints	49	49	Open Records Requests	3	3
DPS Driver Eligibility Checks	38	38			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations (FT/PT)	8/7	PDR Notifications	233
Internal Transfers	5	Direct Deposit Transactions	
Benefits Credits/Collections	0	*Full Time*	155
TRS Records reported	2100	*Direct Wage/Work Study*	40
TRS Prior Yrs of Svc Verifications	100	Resignations	
TexaSaver 457/403B Accounts	2	*Full Time*	10
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	13
Faculty (Adjunct, Temporary)	1	Garnishments	

Benefits & Payroll			
Staff (Direct Wage, Part Time)	6	TXOAG Reporting	63
Exits		Under Hours/DOC Worksheets	10
Full Time	13	New Hires, Rehires, Transfers	
Part Time	0	Name Changes	2
Retirees	1	Address Changes	13
FMLA Requests		Form W-4 Changes	12
New	13	Verification of Employment	
Closed	19	*Forms processed*	37
Workers Compensation Claims		*Letters sent*	9
New	7	*Phone Calls*	30
Closed	4	Cell Phone Stipends	112
Tuition Reimbursement Applications	0	Adjunct Leave Forms	1
Tuition Grant Applications		NOEs	
Employee	5	*Full TimeTemp*	2
Dependent	0	*Lecturer*	
Sick Leave Pool		*Direct Wage*	435
Enrollment		*Work Study*	133
Termed		*Adjunct*	134
Donations		*Overload*	588
SECC-State Charitable Deductions		*Dual Credit*	
Letter/Appointment FT Regular Staff	932	*Trainers*	65
NOE's Staff Full Time Temporary	88	*Special Assignments, Other*	
		Fac. Salary Retro-Pay Adj	
Vacation Settlement worksheets	12	*Fac. Base Salary Pay-Off*	
		Full-time Regular Faculty Pay-Off	
		New Temporary Lecturers	
		Substitute NOEs	13
		Assistant Chairs	
		Dual Enrollment Faculty	
		Educational Increase	
		Mini-mesters	
		Certification Stipend	
		PeopleAdmin Transactions	
		Approvals	11
		Hiring Proposals	34
		Payroll Worksheets	2
		Move Request Updates	111

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call for Bond Program progress update with Broaddus & Associates.
- Attended FPC staff meetings.
- Attended meeting to review Active Learning Classroom proposals for FY18-19.
- Attended meeting with FAS staff to review master plan process.
- Attended meeting with flooring product vendor (Patcraft Commercial Flooring).
- Attended meeting with FPC staff to review and begin developing department master schedule.
- Attended meeting with NAHC staff and Maintenance staff to review uneven floor at 4th floor of new building.
- Attended meeting with Owner Insite and FPC staff for training.
- Attended meeting with Purchasing to review the FY19 M&O budget and purchases.
- Attended meeting with the Compliance Writing Team.
- Attended President's Administrative Staff meeting.
- Attended TCUF 2018 conference.
- Attended the 2018 College-Wide Professional and Organizational Development Day.
- Attended the Coordinated Operations Council meeting.
- Attended the Facilities Operation Council meeting.
- Attended the Move/Setup Action Plan meeting.
- Attended the September Board meeting.
- Attended the September Facilities Committee Meeting.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- District Wide Automatic Doors Phase III –attended bid opening.
- Regional Center for Public Safety Excellence-attended meeting with legal counsel and PRPC representatives to review lease agreement options.
- Technology Campus Building B Concrete Floor at Mechanical Room-attended bid opening.
- Technology Campus Fire Sprinkler Replacement–attended bi-weekly construction update meeting.
- Technology Campus Fire Sprinkler Replacement-attended coordination of work meeting.
- Technology Campus Fire Sprinkler Replacement–FPC staff assisted with contractor to work on Sunday and Monday while the college was closed.
- Technology Campus Safety Advisory Committee meeting.

PROJECTS IN PROGRESS:

- <u>District-Wide:</u>
  - Automatic Doors Phase III–evaluated bid proposals.
  - Basketball Court Repainting-worked on development of construction drawings and performed site visits to verify existing conditions of floor finishes.
  - Outdoor Furniture Installation–attended bid opening.
  - Wayfinding Signage–issued drawings of Technology, Nursing, and Mid-Valley Campus to vendor for pricing, reviewed and provided comments of shop drawings to vendor, and evaluate existing signage and proposed locations of new signage.
- <u>Mid Valley Campus:</u>
  - Building B Re-carpeting-performed site visit to verify status of flooring installation and coordinate the new carpet installation with the contractor.
  - Building F and Thermal Plant Renovations-attended the RFQ Preproposal Conference.
  - Child Development Center Canopy Replacement-attended the RFP Preproposal Conference for construction proposals.
  - Health Professions and Library buildings-worked on evacuation plans.
  - Parking and Site Improvements-performed site visit to observe status of the construction.

- Site Drainage-reviewed qualifications for civil engineers.
- Student Services Building-performed site visit to verify status of stair repairs.

- Pecan Campus:
  - Building A Renovation-performed site visit to observe construction status.
  - Building A Renovation-worked with Maintenance on construction issues.
  - Buildings V & Y Renovations-worked on developing construction drawings and performed site visits.
  - Demolition of Casso Property-attended the preproposal conference for the solicitation of the RFQ, performed site visit to verify condition of property, and worked on development of RFQ for engineering services.
  - STEM and General Academic Buildings-worked on drawings for urinal/toilet conversion.
  - Thermal Plant-worked on documentation for chiller fire issue.
- Pecan Plaza:
  - Testing Center–asbestos abatement completed, Maintenance gearing up for renovation.
- Regional Center for Public Safety Excellence:
  - Monument Sign-conducted site visits to review construction progress, and received the monument sign.
  - Target Range-worked on proposed revised budgets.
  - Performed site visit to verify progress of installation of flagpole, worked on lease requirements for use of the Pharr Rifle and Pistol Club.
- Technology Campus:
  - Building B Concrete Floor Repairs-worked on addenda with engineer; performed weekly site visit.
  - Fire Sprinkler Replacement-observed job site construction during College closed days.
- Others:
  - Assisted and worked on closing of project expenditures for FY17-18.
  - Capital Improvement Proposal Projects-reviewed drawings for new FY18-19 CIP projects.
  - Non-Bond M&O Equipment List-reviewed additional requested items with Purchasing Department.
  - Reviewed Construction Material testing lab reports and invoices.
  - Reviewed invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies.
  - Reviewed master office schedule with department.
  - Updated FY18-19 and beyond master project schedule.
  - Worked on coordinating pending furniture items and punchlists with Broaddus & Associates.
  - Worked on installing temporary directional signage for the start of the new Fall semester for the new Bond facilities.
  - Worked on providing old photos of the College.
  - Worked on PSJA CCTA lease agreement.
  - Worked on reviewing applicants for FPC Vacant positions and updated job descriptions.
  - Worked on September Facilities Committee packet.
  - Worked on Space Modification Requests and Move Requests.
  - Worked on updating Comprehensive Plan for FPC.
  - Worked on updating FY18-19 and Beyond master project schedule.
  - Worked on warranty requests for various bond projects.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended MVC Civil Engineering Service Site Drainage Meeting.
  - Attended MVC Evaluation of Contractor Proposals Meeting.
  - Attended MVC Retention Pond Inspection.
  - Attended MVC Roof Top Unit Leaks Inspection.
  - Attended Pecan Stem Humidity Issues Meeting.
  - Attended Pecan Stem Leaks Contractor Meeting.

- Attended Pecan Stem Roof Top Leak Inspection.
- Attended RCPSE Building Inspection.
- Attended RCPSE Final Walk Through.
- Attended RCPSE Roof Inspection.
- Attended RCPSE Walk Through.

- Other Meetings:
  - Attended College Wide Professional Development.
  - Attended Coordinated Operations Council Meeting.
  - Attended Dr. Casso Property Demolition Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Facilities Operations & Maintenance IE Mid Bi Report Meeting.
  - Attended FAS Director's Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended FOC Meeting.
  - Attended Human Resources Meeting.
  - Attended President's Administrative Staff Meeting.
  - Attended Raised Awareness of Emergency/Disaster Threats and Preparedness Meeting.
  - Attended RCPSE Ribbon Cutting Ceremony.
  - Held FOM Managers' Meeting.
  - Held FOM Support Staff Meeting.
  - Participated in conference call with Legal Counsel-Chiller Fire and Starr County Water Line Damage.

PROJECTS IN PROGRESS:

- Operations Contract Department
  - Pecan
    - Repaired irrigation issues.
    - Attended meeting with McAllen Fire Dept. on conversion of Fire Panels to Cellular Communication Units.
  - Pharr
    - Completed landscaping improvements for ribbon cutting ceremony.
    - Orders uniforms for custodial staff.
  - Tech
    - Received quotes for access controls from Safeguard, awaiting other proposals.
  - Mid Valley
    - Received quotes for access controls from Safeguard, awaiting other proposals.
    - Received quotes for irrigation repairs.
  - Starr
    - Received quotes for access controls from Safeguard, awaiting other proposals.
  - District Wide
    - Completed typical pest control issues and equipment rentals.
    - Completed fire alarm permit requests and submitted check request to purchasing.
    - Attended meeting with Garland on roofing issues, awaiting schedule of repairs.
    - Received proposal from Otis Elevator to add new Otis units to existing service agreements.
    - Notified Bugworks on increased ant activity due to weather.
- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	269	$7,959.77
Electrical	169	$3,604.30
Energy Management	155	$2,396.03
HVAC	1046	$20,526.43

Classification	Work Orders Completed	Cost
Locksmith	223	$3,304.17
Painting	43	$1,138.11
Plumbing	122	$2,546.05
Plant Services		
Total Cost		**$41,474.86**
General Maintenance	8	
Total Work Orders	**2035**	

- Custodial Department

Set-Ups	417
Moves/Relocations	52

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended FAS Director's meeting.
- Attended meeting with ARC Director regarding move/setup pilot agenda.
- Attended meeting with Director of Student Financial Services regarding granting and revoking Banner access.
- Attended meeting with IT Risk and Security Manager regarding process for granting and revoking Banner access.
- Attended meeting with Receiving and Distribution Manager regarding move/setup manual.
- Attended meeting with VP-FAS and ARC Director regarding policy management.
- Attended meeting with VPFAS and various FAS staff to discuss Regional Center for Public Safety Excellence business plan.
- Attended meeting with VPFAS, Chief of Public Safety, and Director of Facilities and Operations to discuss various items pertaining to emergency preparedness.
- Attended meetings with FPC Director, FPC Space Management Specialist, FPC Project Tech, FPC Project Manager and ARC Director regarding move/setup pilot session.
- Attended meetings with VPFAS to discuss various internal procedures and the new emergency preparedness webpage.
- Attended phone meeting with IT and Gartner regarding electronic records (Records Management).
- Attended President's Administrative Staff meeting.
- Attended the College-Wide Professional & Organizational Development Day event.
- Held conference call with Equity Manager and the Accountability and Compliance Manager regarding policy management.
- Held conference call with IT Risk and Security Manager, Computer Services Analyst II, and PowerDMS technical support regarding editing documents.
- Held conference calls with Director of Student Records and Director of Dual2Degree to discuss shred bin issues.
- Held discussion with ARC Director and Purchasing Director regarding move/setup pilot group.
- Held discussion with FAS Project Manager regarding Parking Permit/Citation project requirements and STC Enterprise Center.
- Held discussion with FPC Project Technician regarding move/set up pilot testing issues.
- Held discussion with FPC Space Management Specialist regarding pilot session items.
- Held discussion with PowerDMS technical support regarding workflow, deleting documents, alerts, editing documents and reports.
- Held discussions on various occasions with Computer Services Analyst II regarding PowerDMS.

- Held discussions on various occasions with PowerDMS technical support regarding editing a document policy request.
- Held discussions with Accountability and Compliance Manager regarding policy workflow.
- Held discussions with Applications Analyst II regarding move/setup and Argos test report.
- Held discussions with Carlisle Insurance regarding Builder's Risk Report, associated invoice, and insurance matter.
- Held discussions with Dean of Business and Technology regarding general liability/premises liability coverage insurance application for Pharr Rifle Range Club.
- Held discussions with Director of Facilities Operations and Maintenance regarding responses to open recommendations by The Hartford.
- Held discussions with Institutional Equity Manager regarding compliance procedures, policy management, and PowerDMS.
- Held discussions with IT Risk and Security Manager regarding email retention and PowerDMS plugins and ports.
- Held discussions with IT, Purchasing personnel, Risk Management Consultant, and Director of Accountability, Risk, and Compliance regarding international insurance coverages.
- Held discussions with Maverick regarding placement of new bins and invoicing.
- Held discussions with Montalvo Insurance regarding insurance applications and various insurance matters.
- Held discussions with Scheduling Technician regarding room availability for move/setup pilot testing.
- Held meeting with Coordinator of Emergency Preparedness to discuss college-wide evacuation maps.
- Held meeting with Digital Services Manger to discuss Emergency Preparedness webpage.
- Held meeting with FAS Graphic Designer to discuss various options for emergency plan flyer and webpage framework.
- Held meeting with TMAC Representative to discuss future training.
- Held various discussions with Digital Services Developer regarding emergency preparedness webpage.
- Held various meetings with VPFAS Graphic Designer regarding content and design of emergency preparedness webpage.
- Various discussions with Program Chair for Law Enforcement and Dean of Business and Technology regarding insurance policy items for Pharr Gun Club.

PROJECTS IN PROGRESS:

- <u>Insurances:</u>
  - Completed and submitted insurance applications and requested items from Montalvo Insurance.
  - Coordinated requests and responses to insurance applications and requested items from various departments.
  - Worked new Insurance Coverage Request Form and new insurance coverage procedures.
  - Worked on the Texas Mutual/Workers' Compensation invoice.
- <u>Policies:</u>
  - Reviewed and revised policies 1700 and 1010.
  - Worked on Policy Management Program: revised the 2-year plan, revised policy checklist, revised policy template layout, revised workflow, worked with vendor IT reps and internal IT staff to resolve testing issues.
- <u>Others:</u>
  - Assisted VPFAS office with the development of an emergency preparedness flyer.
  - Continued testing move/setup requests for current part-time employees, new hires, and future hires.
  - Continued testing PowerDMS system.
  - Continued working on various items pertaining to the policy management program.
  - Created a career development plan.
  - Created a motion for strategic planning and SWOT training.
  - Created heat map of departmental risks.
  - Evaluated candidates for Network Analyst I position.

- Monitored Banner Workflow for Records Management related requests.
- Performed inventory audit for all Maverick consoles at all campuses.
- Reviewed and revised builder's risk report and invoice.
- Reviewed and revised the Parking Permit/Citations project requirements.
- Reviewed Financial Aid procedures for granting and revoking Banner access.
- Revised account reconciliation procedures.
- Revised Banner access flowchart to include financial aid procedures.
- Revised heat map of results from college-wide risk assessment to include breakdowns from each division.
- Revised move/setup manual to include client's move completion date and revisions from Director of Purchasing.
- Revised move/setup pilot agenda and created spreadsheet for each participant for move/set pilot testing.
- Revised Risk Management internal procedures.
- Revised Travel PI recommendations.
- Updated Maverick bin location list and bin comparison spreadsheet.
- Worked on content for the Emergency Preparedness website; evacuation maps, AED information, draft intro, banner, and planned flyer development.
- Worked on general liability/premises liability coverage insurance application for Pharr Rifle Range Club and Pharr Gun Range.
- Worked on reconciling accounts for the month of August 2018.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Follow up top two interviews with hiring committee for Dean of IRE&SP.
- Attended meeting with VP FAS and Director of Human Resources on Office of Institutional Equity and Office of Human Resources shared responsibilities.
- Attended meeting with VP FAS on OIE Goals and Objectives.
- Attended meeting with VP FAS on Title IX items.
- Attended Policy Retreat Meeting with VP FAS, Director of HR, Director of Purchasing and Comptroller.
- Attended Professional Development Day.
- Attended Title IX Retreat III with Title IX Committee.
- Held meeting with FAS Graphic Designer on Title IX items.

PROJECTS IN PROGRESS:

- Policy Management Program
  - Reviewed and updated Policy #1010 to new policy template.
  - Test PowerDMS.
- Title IX
  - Reviewed and worked on incoming case(s).
  - Worked on October 19th visit with ATIXA, including flyer and logistics.
  - Worked on Title IX Action Plan items.
  - Worked on Title IX Pregnancy and Parenting Brochure.
  - Worked on Title IX Retreat agenda and packets.
- Institutional Equity
  - Comprehensive Pan.
  - Conducted research for programs.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	OCTOBER 24, 2018
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Monitored the enrollment for the Fall 2018 semester
- College Wide Professional Development Day 25th Anniversary
- Meeting to review Statewide Dual Credit Goals,
- Meeting with Curriculum and PR to review degree plans
- Academic Council Meeting, September 21st
    - Academic Affairs Taskforces – 2018-2019 Academic Affairs
    - Distance Learning – Student Life Cycle for Online Students
    - Syllabus Management System (Concourse) Update
    - Presentation on Innovative Technology: Light Board for Distance Learning
    - Presentation on Prior Learning Assessment

- Review of Meta Majors for Guided Pathways Project
- Credential Qualifications Handbook Meeting
- Distance Learning Course Review Compliance
- Texas Board of Nursing Conference Call
- Discussion and Review of NAH Disciplinary Procedures
- IT Certifications Brochures Development
- FOCUS Academy Kickoff
- Participated in the Dual Credit Relations Manager interview committee
- Valley Scholars Bachelor Program Scholarship Review,
- Announcement of election of new College-Wide Curriculum Committee Chair: Dr. Rebecca Millán
- Notification of receipt of new Supplemental Grant for HSI = $ $115,722 for Financial Literacy Workshops
- RAND Site visit
- Presented for EWDC Board Meeting
- Review and Proposed Revisions to Dual Credit Eligibility Policy# 3232
- Attended the Monthly Board Meeting

MAJOR PROJECTS IN PROGRESS:

- Office Requests for New Lecturers and Faculty
- RCPSE Retreat Presentation and Brochure
- IT Certification for STC Workforce Programs
- NAH Disciplinary Procedures Revisions
- Reviewed Policy 6320 Use of Alcohol
- Distance Learning Course Development Criteria for Competency Based Programs
- FLETC Partnership Agreements
    - Following up with Border Patrol
    - US Field Operations - Customs
- Changes to Summer 2018-2019 Academic Calendar
- Faculty Qualification Manual & Handbook of Courses by Discipline
- Educational Partnerships- Presentation Hidalgo ISD Board on Dual Credit Success Metrics
- Worked with Pathway Project
    - Timeline for Fall 2018 Activities
    - Meta Majors curriculum alignment
    - Identification of Meta Major Leads and Meeting
- Worked on Inventory list of all instructional areas and the classroom usage report
- Finalized the list of programs to participate as pilot group for FLAC Project
- Worked on several HR issues
- Worked on developing the Summer Camps program for Summer 2019
- Worked with Delta Area to develop the Spring 2019 and Fall 2019 courses
- Provided training session for HR transcript reviewers
- RCPSE Dedication Ceremony
- Continued working with Pathway Project:
    - Major activities for AY 2018-2019
        - Identified meta-major leads and teams (Team leads, Faculty Advisors, Program Representative and Student Success Specialist.
        - Programs engaged in program mapping
    - First-term (or first 15-20 hours) of coursework within program clusters for alignment
    - Curriculum revisions as needed for implementation in the 2019-2020 College Catalog are due by November 15th
- NOE Procedures and Process Workflows – (including revising guidelines for processing, due dates, and required backup documentation
- Development of standard template for Special Assignments and Stipends by category (including guidelines for backup documentation and standard compensation)
- Annual review of program outcomes (Enrollment, Graduates, Placement, etc)
- Notification of accepted presentation for SACSCOC: Active Learning: Creating Excitement in the College Classroom and Increasing Student Engagement
- A Night with Stars Scholarship Gala
- Academic Affairs Comprehensive Plan
- Dual Credit Portal for Course Development
- Updating Trainings for Distance Learning
- Updating of all manuals and reports for the division
- Developing a Program Profile for Cyber Security Program
- Roster Review, Credential Database, and Minimum qualification handbook
- Worked on End of Course Evaluation of Faculty to Publish Online
- Prior Learning Assessment Procedures Manual
- Classroom Inventory Report and Classroom Usage Report
- Creating Evaluation and Criteria for Competency-Based courses
- Academic Affairs Taskforces – Charges and Action Plan

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Assisted with the search committee interviews on Tuesday, September 4th
- Attended an Apprenticeship Texas meeting at Workforce Solutions in McAllen on Wednesday, September 5th
- Participated in the search committee for Associate Dean of Library Services at Pecan Campus on Wednesday, September 5th
- Attended the Policy 6320-Use of Alcohol meeting at Pecan Campus on Thursday, September 6th
- Held the Business, Public Safety and Technology Program Chair meeting to discuss prerequisites, accreditation, apprenticeships, the use of alcohol in the Culinary Arts program, and information from administrative staff meetings on Friday, September 7th
- Attended the President's Administrative Staff meeting at Pecan Campus on Friday, September 7th
- Attended the ESMI Conference in Coueu d'Alene, ID from September 10-13, 2018.
- Visited the Region Center for Public Safety Excellence to get updates from Police Academy Program Chair on Friday, September 14th
- Met with owner of Chuck Olson Tours & Cruises on Friday, September 14th to discuss a group of people visiting Pecan Campus and Technology Campus on September 18th
- Presented to fifty-four (54) visitors from Chuck Olsen Tours who came for a touring the Technology Campus on September 18, 2018 and Office Administration Program Chair conducted a presentation at Pecan Campus
- Attended the Apprenticeship Conference in San Antonio, TX on September 20, 2018
- Attended the 2018 College-Wide Professional and Organizational Development Day at the McAllen Convention Center on Friday, September 21, 2018
- Attended NCWE Conference from September 25-27, 2018
- Attended the 2018 INNO Conference held at Pecan Campus on Friday, September 28th

ASSISTANT DEAN:

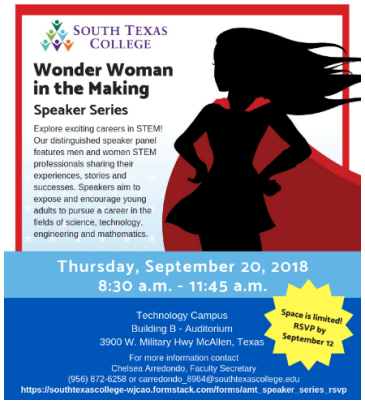
- Attended the Apprenticeship Texas Application Development meeting at Grants Office on Friday, September 7th. Dean of Continuing Professional and Workforce Education and Associate Dean of Industry Training and Economic Development will take the lead, and I will assist.
- Attended the IMTS Conference from September 10-13th
- Met with Academic Grants & Projects Officer on September 13th to discuss Dream 2019 Conference and work on a proposal to present a pathway session
- Attended the Regional Center for Public Safety Excellence opening celebration on Tuesday, September 18, 2018
- Attended the QEP Leadership Team meeting at Pecan Campus on Wednesday, September 19, 2018

- Attended the Competency Based Accounting Program meeting at Pecan to finalize details on this new program on Wednesday, September 19, 2018
- Celebrated our first Wonder Women in the Making Speaker Series with a panel of five (5) speakers on Thursday, September 20, 2018
- Attended the College Wide Professional Development Day and celebrated along with the others the 25th Anniversary for the college on Friday, September 21, 2018

- Attended Academic Council Meeting at Pecan Campus on Monday, September 24th
- Attended Evening Open House for AMT, HVAC, Electrical and Construction Supervision on Tuesday, September 25th
- Attended the Superintendents meeting at Region One on Wednesday, September 26th
- Attended the Core Objective Assessment Taskforce committee meeting at Pecan on Thursday, September 27th
- Attended the INNO Conference and Planning and Development Council Meeting at Pecan on Friday, September 28th

ADVANCED MANUFACTURING TECHNOLOGY:

- Attended the Program Chair meeting on Friday, September 7th
- Attended Professional Development Workshop: Financial Manager workflow training at Pecan campus on Friday, September 14th
- Conducted second Faculty Learning Community event for the AMT program. Training focused on NIMS threading operations as well as machine setup, threading theory, boring, and tailstock alignment on Friday, September 14th



- Assisted in the tour of machining and robotics labs to group from Chuck Olsen tours on Tuesday, September 18, 2018
- Attended Wonder Woman in the Making Speaker Series at the Technology Campus on Thursday, September 20, 2018
- Attended College-wide Professional Development on Friday, September 21, 2018
- Attended South Texas Manufacturers Association meeting representing AMT department on September 24th
- Faculty participated in the Open House Event on Tuesday, September 25th. Approximately 70 attended the exit orientation and 25 attended the open house
- Manufacturing Day is scheduled October 19th at the Technology Campus

ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Hosted a departmental Study Abroad discussion/meeting on Tuesday, 9/11/2018 and Friday, 9/14/2018 to begin planning for the Professional Development Study Abroad trip. Assistant Chair and instructor will attend Professional Development Study Abroad in Summer 2019
- Program Chair took students from the Final Project class on Wednesday, September 5th to visit the Regional Center for Public Safety Excellence Center and visited with the Program Chair for Police Academy and Fire Science. Students began working on a project for the AEDT Program Chair and will present this project at the end of the semester.

- Program Chair will attend Grant Management Training session on Thursday, September 13
- Assisted in the tour of about 50 visitors from Chuck Olsen Tours who came to the Technology Campus on Tuesday, September 18, 2018
- Attended the Governor's Visit on Tuesday, September 18, 2018 for the Recognition of STC's Center for Public Safety Excellence
- Attended Wonder Women in the Making Speaker Series on Thursday, September 20, 2018 and lunch with guests
- Attended meeting for the Pathways Project with department chairs from Math, Science, and Engineering departments to discuss alignment on Thursday, September 20, 2018

- Attended College-Wide Professional & Organizational Development Day on Friday, 9/21/2018
- Attended PSJA ISD College Night on Tuesday, September 25, 2018
- Program Chair and faculty presented at the Lower Rio Grande Valley (LRGV) AIA Building Communities Conference on Friday, September 28, 2018. Presentation was titled "Integrating New Design and Build Technologies in the Architecture/Engineering Industry". Presentation included the integration of the technologies used in the AEDT Department to prepare students for the workforce and how the architecture and engineering industries can implement and utilize these same technologies.
- Exhibited our latest VR technology and 3D printing technologies at our booths for the Lower Rio Grande Valley American Institute of Architects event, Building Communities Conference
- Preparing for Autodesk University Conference, November 12 – 16, 2018

DESIGN & BUILDING TECHNOLOGY:

- Met with staff from STC Institute for Advanced Manufacturing (IAM) Department regarding upcoming HVACR Symposium. Items of discussion included: proposed fee, purpose, and target audience – Tuesday, September 11, 2018.
- Attended Grant Management Training with Grants Office on Thursday, September 13, 2018
- The Construction Supervision, HVACR, and ELPT programs attended the Education and Career Expo on September 20, 2018
- Attended Wonder Women in the Making. Speaker panel, which featured men and women in the STEM professions shared experiences and insight with students on September 20, 2018
- Attended College Wide Professional Development Day on September 21, 2018
- DBT Open House and Exit Orientation was held on Tuesday, September 25, 2018
- The Construction Supervision, HVACR, and ELPT programs attended the PSJA ISD College Night on September 25, 2018
- Attended the AIA Building Communities Conference at South Padre Island. Participated in exhibitor expo representing the AEDT program. Took the opportunity to network with local contractors to promote the Construction Supervision program. Presented "Integration of New Design and Build Technologies in the AEC Industries from September 28-30, 2018
- HVAC Overview of Legal, Insurance, & Risk Assessment Event will be held on October 18, 2018 at the Technology Campus
- HVAC Program will be participating in the Monte Alto ECHS College & Career Fair Fall 2018 on October 30, 2018
- Will be attending Autodesk University in Las Vegas, Nevada. November 12-16, 2018

INFORMATION TECHNOLOGY:

- Instructor attended the Business Public Services and Technology (BPST) Division Curriculum meeting on Tuesday, September 11th and changes to various program associates and certificates were discussed
- Instructor attended the Meta-Major Team Leads Meeting on September 13th to discuss the roles of the Meta-Major teams
- Program Chair and Lab Assistant attended a JET Grant Meeting on September 18, 2018 to discuss and finalize the Jet Grant agreement
- All Information Technology faculty and staff attended Professional Development on September 21, 2018
- Faculty and lab assistant attended the College Night event sponsored by PSJA school district on September 25th

- Instructor attended the College Night event sponsored by Edinburg school district on September 26th

PARALEGAL:

- Met with IT program instructor and an official court reporter at the Hidalgo County Probate court on the creation of the Court Reporting program. Recommended to IT instructor that she include official court reporter as he has over 30 years experience as a court reporter. IT instructor has tentatively scheduled a meeting for Thursday September 27, 2018 to discuss the nuances of the Court Reporting program
- Attended College Wide Professional Development on Friday, September 21, 2018

DR. MARGARETHA BISCHOFF
DIVISION DEAN – LIBERAL ARTS AND SOCIAL SCIENCES

DIVISION DEAN'S REPORT:

- NOEs and chair stipends were finalized for the LASS division
- Several Personnel matters were handled, one including a visit to PSJA North to iron out several misunderstandings with the Political Science and English departments.
- The PAS meeting was held on Friday with interesting information on plans for a new vs. a renovated library at Pecan and information on how Independent Contractors are different from Employees and how to define the differences. A new website designed for Public Relations matters was demonstrated.
- The Coordinated Operations Council provided us with some interesting conversations on a wish list for more facilities. The Dean re-iterated the need for better Kinesiology facilities due to deteriorating accommodations at Pecan Plaza. A possible new Child Care Center either in Weslaco or district-wide would take serious consideration of cost involved and clientele served. The CCAMPIS grant could not be utilized for any such new endeavor. The new Performance building was still on the wish list too.
- During the EWDC, the Dean presented on Co-requisite, which the Division has implemented with great success. Sofar all the INRW classes have been co-requed, either with History or with English and a total of 29% of eligible students is served. This 4% extra will help us get more funds from the College Readiness grant we obtained.
- The LASS division had a Program Chair meeting where the LASS chairs talked about new documents requirements for Assistant chairs and special stipends, the severe lack of auxiliary funds, erroneously determined by the Business Office, the need to comply with common hour to provide opportunities for college service, new regulations with regards to independent contractors, options for college success credits, and summer program opportunities. When asked what topics we would like to high light for the QEP, most believed it should be about College Success options.
- During the Academic Council meeting a variety of interesting topics were covered such as interesting presentations on credit for learning by Dr. Odeh and the upcoming SACS visit.
- The Dean traveled to Weslaco to see if solutions can be found for the "poster problem". She talked to a Mid Valley group of concerned faculty such as William Greene, Jennifer Chamberlain, and Brian Smith who wondered what processes were in place for approval of communication to make students aware of upcoming events. Recently posters and flyers had been removed without any communication as to why. As it turned out, Mr. Montez had

already actively been working on a solution by acquiring movable white boards. Faculty did understand the drawbacks of affixing flyers to walls, doors, and seemed being open to solutions, if only they were included in the communications on what could, and what could not be done. Thus, hopefully from now on this matter will be resolved by better communication and allowing input from those who use this type of marketing most.

- The Guided Pathways Institute planning session provided opportunity to help come up with thoughts about advising and all the steps needed to get a student enrolled and then enrolled in a class.
- A very informative meeting was held with the Developmental Math folks, Dean Esmaeili, RAS Serkan Celtec, and enrollment officials such as Jesse Ramirez and Testing director Adrian Lozano. Not only was this needed for the DEPS Survey but also for upcoming numbers to be reported for the THECB's co-requisite requirements and the College Readiness Grant. It was good to communicate so we can all be one page on what needs to be reported and what is reported.

- During a meeting with VPAA Dr. Petrosian, we revisited how to submit special stipend and how to stream line the process of granting special assignments. It is anticipated that new procedures and more detailed and agreed upon duties will greatly improve the process as well as make it more transparent.
- Two very productive meetings were held with the co-requisite academic/developmental faculty teams: one for English, and one for History. Both groups in a preliminary SWOT analysis poll submitted most interesting comments. Generally, teams are positive about the potential of co-requisites and all agreed to go for professional development with Catch the Next's Transformative Teaching Track seminar of which one will be held in Fall and one in Spring. The College Readiness will provide stipends, which will be welcomed by those who work so hard to make it work.

DEPARTMENT OF PSYCHOLOGICAL SCIENCE:

- The Department of Psychological Science held an orientation for first year psychological science majors in the Rainbow Room of the Pecan campus. Over 50 students attended the orientation where departmental faculty presented on the study of psychological science, the myths surrounding psychological science, and how psychological science scholars utilize the scientific-empirical approach to better understand psychological phenomena. The orientation also included interactive games to help facilitate student engagement and networking opportunities among peers. A packet was given to majors with valuable information on the degree plan, courses in psychological science, campus resources, the departmental scholarship, student organizations, and career options. Faculty spoke of their own academic experiences and barriers that they faced and overcome.
- The Psychology Club held a Career Day Seminar. Mr. Francisco Ortiz, psychological science faculty member and co-advisor of the club, provided information on the many career choices. The focus of his presentation was on job opportunities that could be obtained with an AA and BA in psychology. Emphasis was placed on the basic skills that employers seek and how the STC Department of Psychological Science helps students acquire those skills. He then presented on career opportunities that could be chosen after earning an MS or PhD in psychology
- Following this discussion, Dr. Eduardo Estevis, Ph.D., gave a presentation from DHR Health Neuroscience Institute. He discussed his career path, how he chose his field, and what his daily life is like working as a neuropsychologist in the Rio Grande Valley. Over 30 students attended the seminar.
- During the Academic Council meeting a variety of interesting topics were covered such as interesting presentations on credit for learning by Dr. Odeh and the upcoming SACS visit.
- The Dean traveled to Weslaco to see if solutions can be found for the "poster problem". She talked to a Mid Valley group of concerned faculty such as William Greene, Jennifer Chamberlain, and Brian Smith who wondered what processes were in place for approval of communication to make students aware of upcoming events. Recently posters and flyers had been removed without any communication as to why. As it turned out, Mr. Montez had already actively been working on a solution by acquiring movable white boards. Faculty did understand the drawbacks of affixing flyers to walls, doors, and seemed being open to solutions, if only they were included in the communications on what could, and what could not be done. Thus, hopefully from now on this matter will be resolved by better communication and allowing input from those who use this type of marketing most.
- The Guided Pathways Institute planning session provided opportunity to help come up with thoughts about advising and all the steps needed to get a student enrolled and then enrolled in a class.

DEPARTMENT OF CRIMINAL JUSTICE AND SOCIAL SCIENCES:

- CJSS department faculty met to discuss and outline the new Meta Majors pathways. Meetings have addressed, also, the Starfish system, online syllabus system to take place, Dual Credit summer camps and department marketing.
- Anthropology continues to promote its program. In addition, it was invited to participate in the "Night of the Leyendas: A night of Science and Folklore" at the Estero Llano Grande State Park in Weslaco, TX. Promoted by the Texas Parks and Wildlife.
- Sociology instructor Jenny Chamberlain and nine students went to the Weslaco Foodbank 14 September 2018, where they put together bags of food for 1,050 elderly people. They posted pictures of their event on the MidValley Sociology Club's Facebook page.

DEPARTMENT OF COMMUNICATION ARTS:

- Adjunct & Dual Credit Professional Development Day. Utilizing activities and guided interaction as methods to engage students in focused, task oriented communication in the classroom among peers and with instructor.
- Other activities included:
    - Encouraging classroom civility in communication through discussions
    - Importance of disconnecting from technology by connecting interpersonally
    - Using block to listen and build.
    - Following Directions Quiz
    - Reverse Charades – for Nonverbal identification

DEPARTMENT OF EDUCATION/COLLEGE SUCCESS DEPARTMENT:

- Dr. Juan R. Ramirez received an invitation from the Academies and High School Projects Department to participate and present to incoming juniors to the program about college success. Dr. Ramirez presented on how employing interdependence can help students be successful in college and life. This event took place on 09/07/18.
- Dr. Sandra Ledesma was recognized for her service as senator and Faculty Senate Secretary during the Fall 2018 Faculty Senate retreat. Ms. Diane Teter, Faculty Senate President, thanked Dr. Ledesma for her service as senator and now in her new position as Faculty Senate Secretary.

- Dr. Juan R. Ramirez was also recognized for his service as senator for the Spring 2018 semester. Ms. Diane Teter, Faculty Senate President, thanked Dr. Ramirez for his service during the Spring 2018 semester.
- The Education Club at Pecan elected new officials. Dr. Ramirez and Dr. Lilly Moreno, club sponsors, supervised officer elections. After the election, Dr. Ramirez went over possible volunteering opportunities where students can go and serve the community.
- The Education Department hosted the first ATPE (Association of Texas Professional Educators) regional meeting. Teachers from different part of the Region One Education Service Center gather at the Pecan Campus to discuss issues that affect educators across the state. ATPE state representatives also attended the first regional meeting to support teachers and to give an update of current and future legislation that affects students and teachers.

DEPARTMENT OF HUMANITIES:

- Participated in the Fall Term meeting with our Hobsons/Starfish liaison, to trouble-shoot issues in the system and strategize for the expansion of the particular uses of the Early Alert System to select groups.
- Coordinated early interactions between faculty teaching co-requisite course pairings to ensure parallel procedures (in the paired courses) for dropping students for non-attendance, and reaching out to students not attending prior to the pending Financial Aid drop date.

- Continued working individually with faculty who were experiencing issues in utilizing the Starfish EAS.
- Began work on the assemblage of the ten Program Cluster teams, each of which will need to begin their respective work on the institution's Guided Pathways Project this month. The teams should be formed by the end of this week at which point they can begin collaborating on the alignment of both curriculum requirements and advising practices within their Program Cluster.

- Participated in a web demo of a third potential schedule management software solution, and participated in the subsequent team discussion about the requisite in-house work needing to be done prior to (and perhaps ultimately in lieu of) the purchasing of any such system.
- Continued to work with the Office of Curriculum and Student Learning in the creation of a revised portal for the reporting of Core Objective assessments.
- The History Program has scheduled its Orientation for History majors and potential History majors
- The Philosophy Program has scheduled is Orientation for Philosophy majors, potential Philosophy majors, and anyone interested in the Philosophy Club.
- In preparation for renewed discussions of select articulation agreements, the Assistant Dean of Humanities informed the Chairs of ENGL and HIST of the pending revision/standardization of the Field of Study requirements for the A.A. in English and the A.A. in History – both scheduled to be voted upon at the October meeting of the THECB.
- Was invited to participate in the composition of one of the Standards on the 10 year SACSCOC compliance report, and began researching model narratives on Standard 9.3 [the old 2.7.3]
- Participated on an ad hoc team charged with designing Course Development Criteria for Competency Based Education offerings – the resulting CBE CDC should be completed this week.
- Along with the Pathways co-leads, the Assistant Dean of Humanities assisted in the selection of Leads for the 10 program cluster teams at South Texas College, and developed and delivered their short term charge and action plan
- The English Department hosted the first in its "Novel Ideas" series of talks.
- The History Program hosted its Orientation for majors and prospective majors.
- The Philosophy Program hosted its Orientation for majors and prospective majors and its first club meeting.
- With a host of other faculty and staff, the Assistant Dean of Humanities participated in the Focus Group for PR and Marketing
- Assisted representatives from Bachelors Degree Programs and Distance Learning in the design of a new Competency Based Course Design Checklist
- Participated in a day-long session of meetings with the team from RAND – the final meeting(s) of our initiative to support students who TSI test at ABE levels 1-4
- Worked with the ten meta-major team leads, the Assistant Dean of Humanities constructed comprehensive curriculum crosswalks for the programs within each meta-major
- Continued to assist faculty with the use of the Starfish Early Alert System's first progress survey of the semester
- In collaboration with the LASS Division Dean, the Chair of the Developmental Reading and Writing Department, and the College's Research and Analysis team, the Assistant Dean of Humanities continued to evaluate post-census enrollment numbers in developmental courses – determining that we have in fact met the 25% threshold required of us this semester, and planning on the measures needed to get us to the requisite 50% next year.
- Working with the Chairs and Assistant Chairs of English, History, and Integrated Reading and Writing, the Assistant Dean facilitated the construction of the proposed co-requisite pairings for the Spring 2019 semester.
- In collaboration with the Lead Faculty Advisor for the Liberal Arts Division, the Assistant Dean of Humanities began constructing a list of resources and contact persons for students who may end up struggling in the academic course half of their co-requisite.
- Joined and met with the QEP Leadership Team, to begin developing the College's new QEP topic
- The first Philosophy event of the semester has been scheduled for September 25th: a faculty talk on "The Ethics of Superheroes: Part 1: Models and Motivation."
- The second Philosophy event of the semester has been scheduled for October 5th: a guest talk on "The Moral Foundations of Corporations."
- Attended two Open Forums with the finalists for the position of Dean of IEA/RAS/SI/A
- Convened the Humanities Meta Major Team, charged with developing curriculum proposals to take back to their respective programs for discussion and vote – various proposals were made and entertained, and the program representatives should be placing their respective items for discussion on their departmental meeting agendas in October
- Continued to monitor, assist, and advise the other nine meta major teams with their work
- The Chair of Developmental Reading and Writing, in collaboration with the Assistant Chairs in charge of scheduling in History and English, designed a model for co-requisite pairings in the Spring 2019 semester – these courses will be linked in the system this week, well before registration for Spring begins.

- Assisted the Dean of LASS in facilitating two separate "co-requisite team" meetings, one with English faculty and their Developmental partner faculty, and one with History faculty and their Developmental partner faculty, to discuss emerging issues, provisionally best practices, and professional development opportunities
- The Chair of the Department of History and Philosophy represented faculty on an Open Educational Resource research team led by the Dean of Library Services, to review a demo of an online OER database system – key takeaway: it looks very promising.
- Met with and continues to serve on the TACO, where the final touches are being put on the system for the assessment of Core Objectives this (Fall 2018) semester and the timeline of activities for the entire 2018-2019 Academic Year
- The English Program held its second "Novel Ideas" talk, on the contemporary relevance of Anthony Burgess' *A Clockwork Orange*.
- The Philosophy Program held its first speaker event of the semester: "Ethics of Superheroes."
- Met with the Chair of the Department of History and Philosophy, the Program Coordinator for the Mexican American Studies degree, and a member of the Institutional Effectiveness team, to facilitate a thorough review of the mid-biennium IE-A report for the Mexican American Studies Program, one of the key elements of which will be the signing of a new 2+2 style articulation agreement with the growing Mexican American Studies Program at UTRGV (the relevant players will be meeting later this week to hammer out the last details)
- Began preliminary discussions about interdepartmental speaker/panel events, involving collaboration between faculty in Mathematics, History, and Philosophy

DEPARTMENT OF FINE & PERFORMING ARTS:

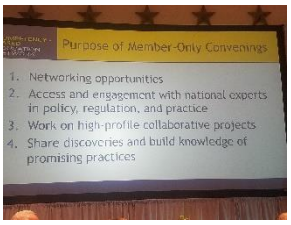
- TASA Committee met to continue organizing, contacted vendors for plaques/awards for the 2018 TASA conference that STC will be hosting this year.
- Patricia Ballinger worked on and met with the Curriculum department to continue the development and proposal of adding an AA in Art History to our degree offerings.
- The Drama Department held call backs and cast the show for their November production of Sylvia. Rehearsals began Miss Holmes. The Drama Department held a mandatory Majors meeting on Tuesday and an interpersonal communications workshop with Speech Instructor Andrea Fuentes on Thursday.
- FPA (Fine and Performing Arts) initiated a call for photos and info from its faculty to be used for the social media Faculty Spotlight series faculty profiles. The series will highlight individual FPA faculty members with their best advice for student success and create greater visibility regarding our quality faculty members and quality instruction
- William Buhidar continued the Faculty Spotlight Series with the release of Phyllis Leverich and Jason Rodriguez spotlights on Social Media.
- Luis Corpus of the Art Department was part of a press call for the FEIPOL event happening this coming weekend at the Mc Allen Public Library. Luis will be exhibiting a body of work at the event.
- Phyllis Leverich and Rachael Brown of the Art Department continue working on organizing the TASA conference.
- David Freeman and Phyllis Leverich took the Photoworks club to Photo-Septiembre in San Antonio over the weekend.
- Joel Jason Rodriguez, Drama Department Chairs, attended the South Texas screening of "We The Animals" starring McAllen native Raul Castillo. He also participated in a Q&A moderated by Daniel Flores from The Monitor.
- William Buhidar met with the Library Staff to review the library holdings of music books, scores and recordings in preparation for NASM visit, September 26th
- William Buhidar attended the Core Objective Assessment Taskforce meeting, September 27th

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, AND BACHELOR PROGRAMS

DIVISION DEAN'S REPORT:

- Met with Math & Science Assistant Dean and Developmental Studies Department Chair to discuss Co-Requisite presentations scheduled before the board subcommittee next month. Enrollment data and student success over the last few years was reviewed; September 5th
- Met with Interim Vice President for Academic Affairs, Director of Distance Learning, and Assistant Dean for Bachelor Programs to discuss the Distance Learning Course Review Compilation, September 5th

- Met with TAB Grant Director, Dean of Nursing & Allied Health, Director of Grant Development and Grant Development officer to discuss the RWJ Foundation Evidence for Action meeting, September 6th
- Met with Vice President for Information Services and Planning to review requirements for the Air Force GEM program, September 6th
- Held finalist follow up interviews for the TMGT Academic Coach position, September 10th
- Participated in conference call with TAB Grant Director, Assistant Dean for Bachelor Programs with Austin Community College Representative, September 12th
- Met with Assistant Dean for Bachelor Programs to discuss additional financial resources for the TAB Grant, September 12th
- Met with Bachelor Program Chairs to discuss the Bachelor degree programs, September 13th
- Attended FOCUS group for faculty and staff, September 14th
- Attended the Competency-Based Exchange Conference in Florida, September 23 – September 27th
- Attended Innovation Conference, September 28th
- Attended RGV IT Association (RITA) Leadership Planning Meeting, September 28th
- Met with Chairs for Mathematics and Developmental Math to review the Math Co-requisite presentation, September 28th



ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Met with Dean for Math, Science, and Bachelor Programs, Student Records and Registrar, Assistant Dean for Math & Science, and Curriculum Coordinator regarding the grading policy for the online catalog, September 4th
- Attended the Council of Chairs meeting, September 4th
- BASOL Chair met with Dean, Assistant Dean for Bachelor programs, and Bachelor Programs Chairs to discuss their input regarding new advertising campaign at South Texas College for a focus group with Public Relations that will occur next week., September 6th
- Participated in Task Force to discuss Distance Learning Course approval form for competency courses, September 7th
- Dean and Assistant Dean held follow up interviews for the TMGT Academic Coach position; September 10th
- Participated in BASOL Mid-Bi IE Report meeting; September 11th
- Participated in CBE Course Review meeting; September 11th
- Participated in STC TAB Grant meeting; September 12th
- Participated in Financial Resources from TAB Meeting; September 12th
- Met with Dean and Bachelor Program Chairs to discuss different topics in regards to bachelor programs; September 13th
- Completed reference checks for the Adjunct Faculty; September 13th
- Met with faculty to review the Capstone Orientation session; September 13th
- Participated in South Texas College Focus Group: Faculty/Staff meeting; September 14th
- Met with Administrative Assistant who attended the "Professional Development System Workshop Creation" Training offered by the Office of Professional Development. The training discussed how to develop and release a workshop or meeting on the Professional Development System; September 14th
- Attended the 2018 Competency-Based Exchange conference in Orlando, Florida, September 24th -27th
- Attended the National Society for Leadership and Success Orientation, September 29th

COMPUTER & INFORMATION TECHNOLOGIES:

- Attended the 2018 Competency-Based Exchange conference in Orlando, Florida, September 24th-27th
- Faculty met with IT industry leaders to establish the Rio Grande Valley Technology Association (RGV-TA), September 28th

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Visited Solara Hospital to promote the BAT/MHSM Programs to increase awareness about the Bachelors Programs; September 10th
- Attended the Regional Medical Center to promote the BAT/MHSM Programs to increase awareness about the Bachelors Programs and the CBE format coming up next Spring 2019 in the MHSM Program; September 12th
- Attended the STCA High School Advisors Meeting to promote the bachelor program; September 13th
- Participated in the Chamber of Commerce Expo event to promote the bachelors programs; September 13th
- Attended the 2018 Competency-Based Exchange conference in Orlando, Florida, September 24-27th

TECHNOLOGY MANAGEMENT:

- Faculty attended the Migrant Parent Bachelor Programs presentation at Mission CISD and Carl C. Waitz Elementary School; September 11th
- Faculty attended the McAllen Chamber of Commerce Business Expo at the McAllen Convention Center Convention Center to promote the bachelor programs; September 13th
- Program Chair attended the Bachelor Programs Chair Meeting; September 13th
- Faculty attended the South Texas College Counselors' Meeting; September 14th

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Math & Science Assistant Dean met with Cengage Representative to resolve issues regarding availability of Chemistry Lab Manual on Cengage Unlimited; September 1st
- Attended the Core Objective Assessment team to discuss how to best proceed to collect meaningful data that would serve the purpose of guiding faculty where improvement is needed to meet SACS expectations. The MSB COAT representative was also present at this meeting, September 6th
- Met with Human Resources to discuss the process that should be followed to separate the Physical Science Department; September 6th
- Met with Mid Valley Site Coordinator to discuss the best way to allow adjunct faculty to use lab rooms., September 6th
- Met with Mid Valley Physical Science and Biology Faculty to learn about any concerns related to the new building; September 6th
- Met with Physical Science Assistant Chair, Math Department Chair, Math Department Assistant Chairs, Math & Science Student Success Specialists, and Math Student Success Specialist to discuss the details of the October 5th STEM Summit for STC STEM majors. The participants discussed invited speakers, breakout sessions, and marketing of event, September 7th
- Worked with Senior Administrative Assistant to review faculty NOEs and submit for approval, Sept 4th to Sept 7th
- Met with Physics Lab Coordinator to review status of equipment and materials for Physical Science Dual Credit Courses; Sept. 11th
- Met with Physical Science Department Chair to discuss the Texas A&M Commerce Master's in Physics Curriculum; Sept. 11th
- Worked with Physics Lab Specialist to discuss safety related issues in V-Building; Sept. 12th
- Met with Director of Facilities to discuss resolution to leaks in Chemical Storage Room as well as to address humidity and condensation issues in Chemistry Lab Rooms; Sept. 13th
- Participated in Meta-Majors team lead meeting to discuss team membership and objectives that must be accomplished; Sept. 13th
- Met with Physics faculty and Physical Science Department Chair to discuss pros and cons of Texas A&M University Commerce online Masters in Physics; Sept. 13th
- Attended the Planning Development Council meeting, September 28th
- Attended Physical Science Department Meeting, September 28th
- Worked with Biology and Computer Science Program chairs to review enrollment data in their respective programs. An explanation for the drop of enrollment was determined, September 26th-28th

- Met with Coordinator of AS in Interdisciplinary Studies and Math and Science Student Success Specialist to discuss increasing awareness of this degree; September 28th
- Attended a meeting with representatives from the National Security Agency regarding ways that we can partner together. The meeting was coordinated by the University Relations Office; September 27th.
- Met with Physical Science Department Chair to discuss the decrease in enrollment for the Engineering courses. We reviewed the data and recommendations to review and modify the Engineering course schedule, develop hybrid/online courses, and improve communication with advisors were made, September 26th
- Reviewed Division enrollment data, September 25th
- Attended Academic Council Meeting; September 24th
- Met with MSB Student Success Specialist to discuss upcoming STEM Summit and to finalize speakers and food requests

BIOLOGY:

- Biology Grants committee met with Director of Academies and High School Projects to discuss opportunity for DEMSA students with the HHMI grant on September 13th
- Several Biology Faculty attended the UTRGV School of Medicine 2nd Annual Research Symposium. An ex-STC student presented his research in a poster presentation, September 15th
- Biology Lab Coordinator Biology Lab Specialist assessed and modified the Chemical Hygiene Plan for future implementation on September 13th
- Held 2nd Biology Department meeting. CLE Learning Excellence Specialist came to showcase their new website and forms and provided types of assistance available for students. Student Success Specialist discussed the STEM Summit event and volunteers were recruited for this event. Meta majors and the selection of a math courses were discussed, September 28th
- Completed the I.E. mid-biennium report September 26th
- All-inclusive Saturday and Evening study sessions in addition to a weekly mini-study sessions were held by faculty. These sessions are designed to ease the anxieties and stress students experience especially during the first exam. September 22nd
- Faculty attended Student Conduct Panelist Level 2 Training. Conduct Panel: Each course trains the panel in different aspects of being in a panel. As we take more courses, the more elaborate the cases we can attend. Dates: September 24th and 26th

  Courses attended so far:
  - Mandated Sanctions, alcohol, tobacco, and drugs
  - Internal Investigation Procedures
  - The dynamics of power in relationships
  - (on the 26th) Information on consent

- Faculty participated in Lab Demo Workshop held by the Biology department. During one of the labs, a demo on how to perform the Enzymes lab for 1406 Biology Majors was completed along with other labs by Biology Faculty. Handouts were given to the entire faculty that showed clearly what reagents to add to each of the experiments and had detailed instructions on how to perform the experiment. There were 3 groups and approximately 1 hour and 15 minutes per team. Demonstrations were done to show how to use a spectrophotometer. This event was designed to help new faculty with lab techniques. Several faculty from High Schools attended. September 22nd
- Networking with nature parks near our campuses to schedule the ecology lab was undertaken by Biology faculty. We have ongoing talks with three parks already. Sept 24th-28th
- Participated in Valley Environment Summit Event designed to give orientation to students just registered to STC at Pecan campus September 21st
  - Attendance to the Annual Environmental Summit in South Padre Island, Tx. Event sponsored by the Valley Environment Coalition.

- The purpose of this event is to raise awareness about environmental issues currently being confronted by the area of the Rio Grande Valley

- Faculty volunteered at Fiesta de Palmas in McAllen Volunteer at this event sponsored by the city of McAllen to highlight the culture and attractions of this region. September 22nd
- Held first meeting of the Community Involvement Committee meeting to encourage Biology faculty to be more involved into community-based services. An agenda for community-based activities for the Fall semester was established. September 28th

- Held Best Teaching Practice for Online A&P course Committee. This meeting centered at looking at the good and less good of the mandatory new shell development for online courses which took effect this Fall 2018. Ideas to help each other for a continued smooth and better transition to the new shell format were traded, September 28th
- Submitted the First Review for Summer 2019 on September 28th
- Submitted the AY PLO Report on September 27th

DEVELOPMENTAL MATHEMATICS:

- Attended Co-Requisite Planning Committee Meeting with Division Dean and Assistant Dean, September 5th
- Met with Academic Math Program Chair and Student Success Specialist to discuss Co-Requisite Courses for the upcoming semesters, September 13th
- Attended RAND Site Visit. Topics included Brief on Findings from the Study and Continuous Improvement for Evaluating and Improving Co-Requisite Models, September 17th
- Attended Co-Requisite Planning Committee Meeting with Division Dean and Assistant Dean; September 18th
- Attended the College-Wide Curriculum Committee meeting, September 18th
- Attended Disability Awareness and Inclusion Training. Topics discussed included disabilities, federal laws that protect people with disabilities and how disabilities affect people, and student disability services available on campus for accommodations, September 18th
- Attended QEP Leadership Meeting, September 19th
- Attended Meta Majors Committee Meeting, September 20th
- Attended College-Wide Professional and Organizational Development Day held at McAllen Convention Center, September 21st
- Met with Academic Math Program Chair to discuss the Co-Requisite PowerPoint presentation and data gathering, September 25th
- Met with Academic Math Program Chair and Division Dean to discuss the Co-Requisite Data, September 27th
- Attended 2018 DEPS Survey Meeting. Topic discussed included data needs for co-requisite courses, September 27th
- Attended Monthly Department Meeting, September 28th
- Met with Interim Vice President for Academic Affairs to review the Co-Requisite PowerPoint presentation, September 28th
- Attended Planning and Development Council meeting, September 28th
- Attended Budget Transfer Training, September 28th

COMPUTER SCIENCE:

- Attended the Accessibility Lecture Series. Jose Manolo Alvarez was the lecturer for this first Accessibility Lecture Series. He is a programmer of apps and video games and a Computer Science Professor at the University of Puerto Rico (UPR), Río Piedras Campus. Because he is visually impaired, Mr. Alvarez had many challenges with subjects of high visual content in the areas of science, mathematics and technology (STEM). In this Lecture Series, he conveyed a very positive message to all students struggling with different subjects and emphasized that inclusion matters and with a lot of perseverance, and with a positive attitude, and with the support of "talking" and "braille" technologies.

All visually impaired students or anybody struggling with school, can achieve their goals and dreams; September 12th

- Faculty took a 1-hour online course with Instructor Kelly Handerhan (PMP, CISSP, CASP, CEH - Professional Trainer) on Cybrary's introduction to information security (Infosec). This course is intended for all levels and no prior experience needed. You learn the basics to protecting yourself and your own information. Topics included: Introduction to Cyber Security, Security of a Facility, Importance of Network Security, Protecting Yourself and Your Information, Social Engineering – The Greatest Threat, Email, How to Defend Against Malicious Websites, How to Protect your Mobile Devices and Good Information Security Practices; September 14th

- Attended the annual Faculty Senate retreat from 9:00am to 12:30noon; Senators from various divisions and faculty also attended. Faculty Senate mission is to represent views and recommendations of college faculty to the administration and to the Board of Trustees of STC and to provide quality education to STC students. The following are some of the agenda items of the retreat:
    - Presentation: Richard Moore, Executive Director of TCCTA (Texas Community College Teachers Association)
    - Crisis/active shooter scenarios
    - How to make shared governance more of a reality for faculty input
    - NACEP discussion and update
    - Faculty Senate Constitution overview
    - Icebreaker Talking circles
    - Plaque presentations and lunch

- Faculty attended the Cybersecurity Workshop held at the McAllen Public Library from 11:30 a.m. to 1:00 p.m. hosted by the RGV Hispanic Chamber of Commerce. Mr. Ruben Esparza, AT&T Regional Director presented on Defining and Managing Cyber Risk. Mr. Esparza spoke of one of the biggest threats "Ransomware". He explained the importance of cybersecurity in today's IT environment and how important it is to protect a business from all possible security threats. Mr. Esparza finalized by mentioning that AT&T had recently acquired Alien Vault and how excited the company was about all the new products and features that AT&T will be able to offer, September 26th

- Faculty participated in a panel discussion during the Dual Enrollment Academy Programs Summit. Many counselors from the various high schools in the Valley were present during this gathering. It was an excellent turnout, and it gave the participants an opportunity to hear about the great work being done by the instructors teaching courses for the Dual Enrollment Academies and their many stories of student success; September 28th

- Faculty attended the Photoshop Part I workshop held on Friday at the STC Pecan Campus, B-129 from 9:00 a.m. to 12:00 p.m. The workshop was hosted by STC Art Instructor. She explained all the common and most important tools used in Photoshop. As well as common features like layers, background, transformation, pictures, and the different saving formats. The class was concluded by allowing everyone to practice the different features and tools used in Photoshop and answering any questions; September 28th

MATHEMATICS:

- Faculty attended the 2nd offering of the Grant Managers Training Workshop
- Attended the Professional Development workshop on how to create meeting/workshop events on Region One/STC PD system. The faculty secretary also attended; September 14th
- Met with Developmental Math program to discuss and strategize for Co-Requisite offerings for Spring 2019
- Met with Development Math Program Chair to discuss and design a PowerPoint presentation regarding Co-Requisite course design to the Education Workforce Development Committee. A draft of this presentation was shared with Dean and Vice President for Academic Affairs, September 25th, 26th, and 28th
- Created and convened to review and interview candidates for a Faculty Secretary position. Final recommendation(s) will follow very soon, September 28th

- Met with a small team regarding the upcoming submission of the DEPS Survey, September 28th
- Working with Developmental Math Program Chair on a data submission regarding Mathematics for the upcoming Guided Pathways Institute #5
- Assistant Chair was nominated to serve on the Mathematics for Teachers (MATH 1350/1351) state-wide working team to review alignment with TEA STAARS criteria as well as providing proper educational preparation for aspiring elementary & middle school teachers, September 28th
- Assistant Chair is currently helping to revise all Learning Outcomes for the MHSM 3303 – Statistics for Health Care Managers course, September 24th – 28th

PHYSICAL SCIENCE:

- Assistant Chair attended the "Professional Development System Workshop Creation" Training offered by the Office of Professional Development. The training discussed how to develop and release a workshop or meeting on the Professional Development System. The presenter, discussed items to pay attention to in order to target certain audiences and common mistakes one should not make. The training is meant to post all meetings and trainings offered by the department; September 17th
- Completed reference checks for Physical Science Faculty Secretary and prepared recommendation memorandum; September 10th to September 14th
- Reviewed the Physics PLO results of Fall 2017 and developed an action plan. September 10.
- Met and reviewed the Physical Science Lab Specialist II applications. September 14.
- Attended the Faculty Senate Retreat. NACEP accreditation and the current issues pertaining to the STC faculty were discussed. September 15th
- Held monthly department meeting, September 28th
- Obtained the results of Survey conducted by the RAS to see the student demand for a new Associate of Science program in Environmental Science, September 20th
- Director of Science Olympiad recruited volunteers Science Olympiad. Assistance to participate in a Coach's training to be held in October was also requested, September 28th
- Lab Coordinator held monthly staff meeting with lab specialist and attended department meeting, September 28th
- Director of Science Olympiad met with Public Relations (Shalimar Madrigal and Lupita Castillo) about logistics and what we need from their office, September 25th
- Director of Science Olympiad requested promotional items for RGVSA, September 25th
- Director of Science Olympiad completed Directors form with National Olympiad, September 25th
- Lab Coordinator inspected Mid-valley campus department laboratories, September 25th

UNIVERSITY RELATIONS:

- College visits:
    - Texas A&M University – San Antonio, Pecan Campus
    - UTRGV College of Education and P-16 Integration, Pecan Campus
    - Texas A&M University – San Antonio, Mid Valley Campus
- Agreements worked on: UTSA, Universidad Tamaulipeca, University of Phoenix and Central Texas College.
- Met with Met with Vice President for Information Services and Planning, Vice President for Student Affairs and Enrollment Management, Director of College Connections, and Associate Dean of Student Financial Services regarding the status of the GEM Program and next steps that need to be taken, September 25th
- Conducted a conference call with a representative from the RaiseMe website which works with universities to award microscholarships to transfer students, September 25th
- Attended the Guided Pathways Institute #5 – Advance Work Planning session, September 26th
- Met with Classroom Technical Training Specialist regarding needs of the University Relations computer lab and to brainstorm ways to move forward,, September 27th
- Attended a meeting with representatives from the National Security Agency regarding ways that we can partner together, September 27th
- Attended the mathematics department meeting, September 28th
- Conducted a conference call with Mike Ricco from Colorado State University Global Campus about renewing our current agreement, September 28th
- Met with Public Relations staff regarding promoting the upcoming college fairs, September 28th
- Upcoming Events:

- College visits for the week of October 1st to October 5th
  - UTRGV Transfer Admissions, Pecan Campus
  - UTRGV Transfer Admissions, Pecan Campus
  - UTRGV College of Education and P-16 Integration, Pecan Campus
- College Fairs:
  - October 15: Pecan Campus
  - October 16: Mid Valley Campus
  - October 17: Starr County Campus
- October 29th and 30th : Next Gen Sector Partnership 4th Quarter Meetings, Lower Rio Grande Development Council (Weslaco)

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

MAJOR MEETINGS:

- Mid Valley Campus Faculty Advisory Meeting – Sept. 27

MAJOR ACTIVITIES:

- Mesa Comunitaria event hosted by RGV Equal Voice Network hosted various school districts. This year the event focused on Dual Language or Dual Immersion Programs recently implemented in local districts – Sept. 15

EXTERNAL VISITS:

- University Relations Department scheduled the following colleges/universities to provide transfer information and assistance to students:
  - OLLU – Sept. 5
  - Texas A&M University – Sept. 26
- Access Esperanza Clinic sets up Information Table to promote Health, Wellness and available services students at their on campus clinic site, MVC B211 & B213.
- Vector Marketing Information Table provides information for student job opportunities with their company – Sept. 25 & 26

CAMPUS EVENTS:

- Student Activities hosted Welcome Week/Club Recruitment Fair to promote student clubs – Sept. 5 &6
- Ascender Program Kick Off was held to welcome new students that were admitted to the program for Fall 2018 – Sept. 6
- 9/11 Ceremony – Various local first responders from Weslaco P. D. and U. S. Customs and Border Patrol were present at MVC in observance of 9/11. Student Activities provided light refreshments for first responders, faculty, staff, and students. – Sept. 11
- Mexican Independence Day Celebration was held and food was provided for students, faculty
- MVC Political Science Club Constitution Day Forum – Sept. 17

- Honoring David - Student Government Association held a Remembrance Ceremony for David Gobellan, Mercedes student who passed away – Sept. 27
- Education Club Fundraiser – Sept. 27

UPCOMING EVENTS:

- MVC Reading Week to be held Monday, October 15 through Thursday, October 18, 2017 organized by faculty from several departments including English, History, Political Science, Psychology and Philosophy. Events include Opening Ceremony, Reader's Panel, Author's Panel and Reader's Theatre Night. MVC Library will be contributing to Reading Week by hosting their annual Family Reading Night 2018 on October 17.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR CAMPUS

CAMPUS ENGAGEMENT ACTIVITIES:

- Coordinating with RGC food Bank to distribute food to needy community members
- Coordinating with STC Food Bank to provide space for students in need
- Reached out to RGCCISD for 9/11 Remembrance Ceremony on campus
- Continue work with Starr County Community Coalition to prevent drug & alcohol abuse
- RGC Food bank contacted to collaborate with college efforts
- Moving volunteer faith-based services to library areas under Campus Catholic Ministries
- Working with RGC Economic Development Corporation to begin new strategic plan for city
- Continue working with CATE programs on campus for Dual Credit
- Preparing award celebration for Roma ISD ROTC for services at campus events
- Continue working with restaurant contractor for services through 2019
- Rededication of Campus Ministries Club searching for facilities near Library K building for volunteer service
- Seeking donations for Christmas winter clothes for needy families in Starr County.
- Continue seeking facilities for college food bank on campus
- Coordinating efforts to join forces with RGC Food bank in new location
- Continue coordination with Starr County Coalition for volunteer work
- Arranging presentations from UTRGV on campus for Education Majors.
- Providing opportunities for BUSINESS interns to do volunteer hours on campus.
- Providing facilities for EDC Rio Grande a City on campus for conference.
- Working with Roma ISD to provide Color Guard for Veterans Day ceremony.

ENROLLMENT ACTIVITIES:

- Begin planning for promotion of Math courses and occupational possibilities in the field of Mathematics
- Coordinate meetings with PR to prepare for Spring 2019 enrollment campaign
- Coordinate meeting with IE to prepare for next cycle for campus IE
- Prepare for new job duties for Student Success Specialist assigned to campus
- Coordinate with PR for promoting technology programs on campus
- Prepare for Spring 2019 high school visits in Starr County for recruiting Fall 2019.
- Finalizing PR plan for Spring 2019 Enrollment Campaign
- Requesting roster of students attending Fall 2018 for retention and recruiting
- Preparing for new Student Success Specialist responsibilities for Developmental Students
- Preparing material and equipment for mail outs and email blasts for Spring 2019 recruiting
- Coordinating with Outreach Department to allow faculty presence at public school events
- Requested roster of all students currently registered on campus for recruiting purposes Spring 2019
- Email blast to faculty/staff regarding NAH event on campus September 20, 2018
- Distribute flyers to faculty to hand out to students on NAH event on campus September 20, 2018
- Distributing flyers around campus for student awareness NAH event on campus September 20, 2018

- New basketball portable backboard and hoop positioned near J building to have some presence on that side of campus
- Coordinating with UTRGV-Starr County to promote teacher education transferability
- Submit request for roster students currently attending for recruiting Spring 2019.
- Request for roster all students currently enrolled online for recruiting Spring 2019.
- Request for roster Developmental Students currently enrolled recruiting for Spring 2019.
- Preparing roster for Priority Registration Spring 2019 enrollment.
- Continue work with PR for fliers and banners recruiting for Spring 2019.

CAMPUS EVENTS:

- Student Activities Welcome Week, September 4-6th
- Office of Student Rights, September 7th
- Mayors Men's Prayer, September 11th
- 9/11 Remembrance Ceremony, September 11th
- Student Leadership Academy "Kickoff," September 11th
- Student Activities and wellness "Club Fair," September 12th
- Biology Club Meeting, September 12th
- Student Government Association "Kickoff," September 12th
- Student Activities "16 De Septiembre Mexican Independence Day," September 13th
- Computer science promoting, September 17th
- Student activities "Constitution Day," September 17th
- Student activities "National HIV, AIDS and Aging Awareness Day," September 18th
- 4th Annual Starr County Campus Phycology science majors orientation, September 19th
- Border patrol supervisory leadership academy, September 19th
- NAH program awareness, September 20th
- Starr County Retired Educators Association, September 20th
- Suicide Prevention Month "S Word" Movie, September 20th
- RGCCISD Career & Technical Education/ District, September 24th
- Counseling and Student Disability Services "Self Awareness," September 25th
- Student Activities and Wellness "Voter Registration Rally," September 25th
- Counseling and Student Disabilty Services "Effective Study Skills for Super Busy Students," September 26th
- Psychology Club Meeting, September 28th
- Rio Grande City EDC Ruta 54 Conferencia Bi Nacional, September 28th

ANA R. PEÑA
DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continued working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification
- Developing Distance Learning department handbook:
  - The Department Handbook provides employees with guidance on general procedures and practices of the Distance Learning Department. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters. Employees are expected to familiarize themselves with the contents of this manual to maintain effective performance and proper personal conduct.
- Worked on the Legislative Budget Board Online Higher Education Survey and met with Interim Vice President for Academic Affairs to complete survey
- Worked on the college's Continuity Plan to meet our target with the number of faculty certified by year, September 4th

- Presented at Academic Council with chair of Biology department on "Innovative Technology: Light Board for Distance Learning", September 24th
- Assisted Dean of Library & Lrng Supp Svcs with hiring committee for Associate Dean of Library, September 25th
- Worked on FY2017-2019 IE Mid-Bi Report with Institutional Eff Analyst, September 27th

PROJECTS:

- Course Development:
  - The Distance Learning Staff developed a Competency-Based Education (CBE) Course Approval Form, which faculty will submit for quality assurance purpose.
  - Distance Learning Staff and the Office of Professional and Organizational Development continued working with the design and development of the new SPARK I/II trainings.
  - The Distance Learning Staff continued updating the Blackboard Refresher, which will allow faculty to continue to teach online courses.
  - Distance Learning staff continued working with taskforce for the Distance Learning Competency Course Approval form.
    - Modifying current Distance Learning course approval form to reflect the use of competency courses
- Accessibility:
  - Distance Learning Staff continued working with visually impaired instructor to develop techniques and understand how to use Blackboard and intricacies of developing online courses.
  - Distance Learning Staff continued working with Disability Services and Digital & Web Services on the development of the captioning form.
- Online Student Orientation:
  - Distance Learning Staff continued working on a new mandatory student orientation which new first time online students will become familiarize with Blackboard prior to the first day of class.
- Distance Learning Job Descriptions:
  - • Updated several job descriptions for the proposed staff positions for the month of September

DISTANCE LEARNING TECHNOLOGIES:

- Distance Learning Helpdesk:
  - Numbers for the month of September:
    - Students/Faculty Chats: 202
    - Students/Faculty Tickets: 256
    - Helpdesk Phone Calls: 242
    - Total: 700
- Distance Learning Helpdesk- Afterhours
  - Numbers for the month of September:
    - Students/Faculty Chats: 36
    - Students/Faculty Calls: 62
    - Total 98
- Trainings/Workshops:
  - Trainings:
    - Blackboard Fundamentals
      - 2 faculty certified
    - Blackboard Certification
      - 33 faculty certified
    - Online Teaching Certification
      - 11 faculty certified
    - Accessibility on Course Syllabus
      - 50 faculty trained
  - Workshops:
    - Promoting Distance Learning Department
      - Welcome Week Event at Pecan Campus, September 4 and September 7.
    - Disability Awareness and Inclusion Training
      - 17 faculty/staff

- Professional Development:
    - Distance Learning Staff participated in the National Academic Advising Association (NACADA) Conference at Arizona, to gain new insights regarding academic advising in institutions of higher education, September 30th – October 3rd.
    - Distance Learning Staff attended South Texas College Professional Development at the Convention Center, September 21st
    - Participated at the 2018 Society of Human Resource Management Annual Conference for HR trainings at Casa de Palmas Renaissance, September 27th
    - Distance Learning Staff completed Quality Matters Rubric 6th edition update.

➢ Student Success Activities:

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

Type of Service	Number of Students
General Advising:	850
Distance Learning Walk-Ins:	5
Telephone Contacts:	415
Virtual Campus Advising Email:	248
Registration Emails	1,672
Total:	*3,190*

DISTANCE LEARNING MEETINGS:

- Participated with the Learning Technology Advisory Committee for the Texas Higher Education Coordinating Board, September 7th
- Met with VP of Academic Affairs, Dean and Assistant Dean of Math, Sci & BA Prgms for Distance Learning Course Review Compliance. Discussed the Distance Learning Course Design Approval Form missing from all CBE courses and action plan for internal reviews, September 5th
- Met with VP of Academic Affairs, Dean and Assistant Dean of Math, Sci & BA Prgms for Distance Learning Course Review Compliance. Discussed the Distance Learning Course Design Approval Form missing from all CBE courses and action plan for internal reviews, September 5th
- Participated at the President's Administrative Staff Meeting, September 7th
- Distance Learning Staff met with Eesysoft representative to discuss a possible quote and demonstration of the software, September 24th
- Met with Assistant Dean of Math, Sci & BA Prgms for Distance Learning Staff competency course review training, September 11th
- Met with Dean Library & Lrng Supp Svcs to discuss the purchase of Intellus Pilot Subscription. Sharing the cost between Library Services and Distance Learning for the service, September 11th
- Met with Instructional Designers to discuss training dates for campus continuity plan, September 12th
- Distance Learning Department meeting, September 19th
- Worked with Program Chair of Biology department to develop presentation for Academic Affairs on "Innovative Technology: Light Board for Distance Learning", September 20th
- Met with Project Manager of OSI, Office of Strategic Initiatives to begin developing a student life cycle for online students by journey mapping, September 19th
- Participated at the Academic Council Meeting. Discussed the training projections for faculty to meet campus continuity plan, September 24th
- Met with Dean of Library & Lrng Supp Svcs and staff to pilot Intellus Open Education Resources, September 28th

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Total of 21 active grants totaling $6,390,897.50
- HSI Supplemental Grant Awarded:
    - DHSI Title V Grant

- Amount: $115,722
- 1 year (October 1, 2018 – September 30, 2019)
- The purpose of the grant is focused on student financial literacy, which will be provided through the Student Affairs and Enrollment Services Division.

- iPASS Grant (Starfish):
  - Participated in monthly Check-in call to discuss challenges, lessons learned, etc.;
  - Scheduled a one-on-one call with Hobson representative to develop a Co-Requisite cohort;
  - Provided technical support to faculty and students who were experiencing glitches with the Starfish platform.
  - The Financial Aid Roster Verification was completed. The following are the results:

Surveys Sent:	5,018
Surveys Completed to date:	1,863
Percent Submitted to date:	37%
Percent not submitted thus far:	63%

  - The following are the results from the Starfish Progress Survey:

Total Regular Semester Non-Dual Courses:	3,021
Total Actually Submitted:	2,662
Percent Submitted:	88%
Percent not submitted:	12%

  - Progress Survey 1 (Weeks 4 – 6) is ongoing.
- CAEL Grant (Adult Learner 350 Academy):
  - The college was awarded $40,000 as part of this initiative;
  - Participated in a meeting organized by the Grant department to discuss strategies and next steps for the grant;
  - Will be serving as Co-PI for the grant;
  - A Webinar was scheduled by the grantor to discuss logistics.
  - The grant will:
    - Survey students, faculty and staff to collect data about interventions needed to help adult population (25 and older) to persist at the college;
    - Bi-yearly conference calls will be scheduled to share our findings from data collected and interventions implemented as a result;
    - Annual meeting will be scheduled every January/February.
  - Worked closely with the Department of Institutional Effectiveness and Assessment to develop a list of faculty/staff who will be participating in the survey;
  - The first implementation step is to conduct a survey of students, faculty, and staff to identify areas for improving services to adult learners at the college;
  - The information collected will be used to develop actionable strategies to develop plans to improve services for the Latino adult learner.
- Perkins:
  - Collected information/data from the respective departments for the report;
  - Compiled the information into the Final report;
  - Forwarded the draft to the grants office for their review. The draft was submitted well before the deadline.
  - Attended the CTE Academic Coach for Perkins position meeting organized by the Advising department to discuss the roles and responsibilities of the position to ensure it does not overlap with current Academic Coaches assigned to specific programs;
  - Compiled additional information requested by the Grants office and submitted for their review;
  - An extension was requested and granted until Monday, September 24, to submit NAH information.
  - Additional information for NAH was submitted to the Grants office; and
  - The final report was submitted to THECB, by the Grants office, on Friday, September 29th.
- RAND Grant:
  - Final site visit was held on September 17th;
  - Data from the project was presented and included results from the interventions used (i.e. tutoring) for students placing in ABE Levels 1-4;
  - RAND provided recommendations for improvement;
  - Worked on the Bi-annual grant report required by THECB;
  - Awaiting information for the upcoming developmental faculty and TSI committee convening, which will be scheduled in Spring 2019.

- TWC's RFA - Code Camp for Girls Grant Opportunity:
    - Received and reviewed an RFA notification for a Camp Code for Girls;
    - Notified the Grants office and Technology programs about the opportunity;
    - The purpose of the program is to increase the interest of middle school girls in coding and programing to peek their interest in STEM related careers;
    - The maximum award is $100,000 and deadline to submit is November 2nd

MEETINGS:

- QEP Leadership Meeting:
    - The group met to discuss next steps for QEP planning;
    - A timeline was provided to the group;
    - Data collection will include student, faculty, staff surveys and focus groups.
    - Work for QEP planning is ongoing;
    - A follow up meeting is scheduled for October 18th
- Guided Pathways Institute #5 – Advance work Planning sessions:
    - Attended the planning session scheduled on Wednesday, September 26th to review and provide feedback for upcoming institute.
- Attended the Wonder Woman in the Making Luncheon at Technology Campus honoring the speakers that participated in the event.

ONGOING PROJECTS & ACTIVITIES:

- THECB's Developmental Education Program Survey (DEPS):
    - Sent an email to Josie Brunner asking when we can expect to receive the Survey;
    - Received response from Ms. Brunner with the DEPS information;
    - Reviewed THECB's Developmental Education Program Survey;
    - Sent emails to relevant departments to request/collect the information/data needed to respond to the survey.
    - The survey contains items related to DE student placement, DE course and intervention options, and college preparatory courses;
    - The deadline to submit the survey (DEPS) is October 15th.
- Report:
    - Emails were sent to respective areas asking for data needed for the biannual report;
    - Met with Director for HSI to review and respond to information regarding the Active Learning Classrooms (ALCs) and the FOCUS Academies.
- Miscellaneous:
    - Reviewed and edited several Articulation Agreements for the Office of University Relations.
    - Currently chairing the interview committee for the Academic Affairs Division – Administrative Assistant position. Met with the committee members to review and select candidates for interviews. Five potential prospects were chosen and will be scheduled for interview on Monday, October 8th. Contacted OPOD to reserve a room for the interviews. In the process of developing emails to send out to potential candidates.
    - Met with Dr. Esmeralda Adame to develop a proposal to present at the DREAM Conference.
    - Attended the Planning and Development Council Meeting.
    - Sent emails to Division Deans and Assistant Deans with proposal submissions information for the Achieving the Dream 2019 Dream Conference and League of Innovation conferences and reminding them to share with their respective departments.
    - Sent emails to VPAA and Dean and Director for Curriculum & Instruction regarding upcoming Webinar regarding Alternative Credentials and Emerging Pathways Between Education and Work.
    - Upcoming: Excelencia in Education Coalition Meeting and ALASS Institute (October 11th-12th).

TITLE V GRANT & PROJECTS:

Component 1

➢ **Active Learning Classrooms/Training Rooms**

- Continued collaboration with faculty, chairs and Curriculum and Student Learning to efficiently and effectively schedule fall 2018, and spring 2019 courses. Below is a list of ALCs and number of scheduled courses for the fall and spring:
  - Fall 2018
    - Mid-Valley G121 (6)
    - Mid-Valley G169 (15)
    - NAH 3.422 (5)
    - Pecan C111 (7)
    - Pecan G101 (8)
    - Pecan P1.114 (8)
    - Pecan P2.114 (2)
    - Pecan P3.131 (6)
    - Pecan T1.506 (9)
    - Pecan Y1.101 (5)
    - Pecan Y2.101 (0)
    - Starr E1.204 (4)
    - Starr E2.104 (5)
    - Tech A119 (7)
  - Spring 2019
    - Mid-Valley G121 (4)
    - NAH 3.422 (1)
    - Pecan C111 (1)
    - Pecan G101 (2)
    - Pecan P1.114 (4)
    - Pecan P3.131 (5)
    - Starr E2.104 (1)
    - Tech A119 (2)
- The following ALCs received an upgrade to the Tier 2 Design with the support and assistance of Planning and Construction, Business Office, Purchasing, ET and IT.
  - Mid-Valley G121
  - Pecan T1.506
  - Starr E2.104
- Continued collaboration with Purchasing, ET and IT to leverage M&O approved funding to upgrade the following Pecan bond classrooms:
  - Upgrade P1.114 from a Tier 1 ALC to a Tier 2 (AV expansion)
  - Upgrade Y2.101 from a Tier 1 ALC to a Tier 2 (AV expansion)

  AV Credenza Racks have arrived for both of these rooms.
  - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC

  Pending Facilities, Planning, & Constructions' approval for this destination

The original grant proposal detailed two types of Active Learning Classrooms (ALCs), but over the course of the grant, qualitative data indicated that both faculty and students preferred the Tier 2 design that offers better flexibility and technology options. Careful budgeting and planning will enable to college to utilize the remainder of grant and M&O funding to surpass the original goal and provide each campus the highest level active learning classrooms available at STC. In addition, these spaces when not scheduled for classes double as training rooms for students, staff and faculty, improving their efficiency of use.

- Continued attaining data from Banner Argos Scheduling to compile the fall 2018 and spring 2019 Active Learning Classrooms spreadsheet. Continued updating the individual A.L.C Outlook calendars to match the data retrieved from Banner Argos.
- Documented inventory of Starr Campus Active Learning Classrooms E1.204 and E2.104 by linking the purchase order to its corresponding requisition number and identifying the individual purchase costs, and the year of purchase.
- Coordinating Year 5 ALC upgrades to NAH A3.422 and two new ALCs at the Mid-Valley and Pecan Campuses
- Submitted Year 5 ALC project proposal and estimated budget to IVPAA and GDMC. All remaining projects are within budget. The goal is to spend down the account in the final year to avoid carryover and need for a one year no cost extension.
- Collaborated with Educational Technology to address AV and connectivity concerns in the Active Learning Classrooms.

➢ **FOCUS Academy**

- The total number of graduates thus far is 258, 90% of the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 288. Fall 2018 FOCUS Academy is being held at the NAH campus on Wednesday mornings to accommodate the unique needs of that division. Currently there are 22 NAH faculty members registered.
- Delivered FOCUS Academy Sessions 2&3 at NAH Campus.
- Met with Educational Technologies and Distance Learning to work on resolving issues between Blackboard and PollEverywhere connections.
- Provided trainings to faculty utilizing the Active Learning Classrooms on the panel and equipment in the rooms.
- Logged attendance records for FOCUS Academy Sessions and sent lesson plan documentation to FOCUS participants for Rounds Observations.
- Conducted observations for the faculty members who currently teach in an Active Learning Classroom.
- Coordinated delivering signed Statements of Commitments to HSI Grant Specialist for NOE processing. NOEs have been created for each FOCUS Academy participant.

Component 2

➢ **Redesign and Expansion of Faculty Advising**

- Collaborated with the Faculty Advising Coordinator to further organize documentation of Faculty Advising Certification for targeted recruitment efforts and Department of Education reporting. At this time, 342 faculty members are trained and certified. This is 22% above the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 280. The Lead Faculty Advisors have been instrumental in the success of this program. Memorandums and Statements of Commitment have been completed for each Lead Faculty Advisor.
- Curriculum and online modules in preparation for fall New and Enhanced Faculty Advising (NEFA) Training have been revised. First set of trainings took place on September 14 and September 28 from 8:15 AM-12:15 PM. NEFA training modules 1 & 2 were presented.
- Registered faculty interested for the upcoming Faculty Advising Training at the Pecan Campus.
- Delivered Certificates of Completion for NEFA training to past participants of the program.

Component 3

➢ **Enhancement of Technology Infrastructure**

- Visited Starr County Campus GZ section EMT students for in-class observation of interactions with instructional technology as well as to check availability for possible GZ courses.
- Analyzed Starr Campus NAH program offerings in the possibility of identifying additional spring GZ courses.
- Monitored NAH PTHA 1409GZ1 minimester enrollment thus resulting in identifying and compiling a list of PTHA declared majors from the Starr County area lacking PTHA 1409 credit to target for promotion of PTHA 1409GZ course.
- Met with PTA Program Instructor. Discussed the PTHA1409.GZ schedule change and how, out of the three days, the students have a one day face-to-face instruction. Was provided a copy of the application process and the degree plan with the point system clearly explained.
- PTA Program Instructor sent the list of PTA declared students and was confirmed by using Degree Works and Jagnet, to identify who, out of the 44 students, qualify, and have time to take the minimester course PTHA 1409.GZ1 and configured that 6 students qualify.
- Coordinated with PR office social media staff to promote PTHA1409.GZ course.
- Coordinated with PTA instructor and program chair in request to revise GZ course offering days.
- Met with NAH Dean to discuss additional courses for spring 2019. ADN courses are not an option due to accreditation guidelines. A meeting is planed for Monday, October 1, 2018 with the chair of Medical Office

Specialist for potential courses. The NAH Dean will also look into providing face-to-face College Success for Healthcare courses.

- Attended NAH Healthcare Programs Awareness Campaign at Starr County Campus and conversed with faculty and staff regarding potential of GZ delivery of programs. Also asked questions about the different programs and requested fliers to share with students.
- The enrollment numbers for the fall 2018 GZ Section Courses are as follows:
  - Fall 2018
    1. EMSP1371.GZ1 (6)
    2. EMSP 1208.GZ1(6)
    3. PTHA1409.GZ1 (0)
    4. OTHA1409.GZ1 (0)
- Collaborated with Starr Campus Administrator to replace special assignment recruiter. Developmental Math Program Chair has approved the recommendation and we have hired a recruiter for this fall. Completed the revised Statement of Commitment, Memorandum and Tracking Record for the Starr Recruiter. The recruiter began working on grant activities September 17, 2018.

MANAGEMENT/COMPLIANCE:

- Department of Education
  - Received DHSI Supplemental Grant Award proposal that was submitted in May. The DHSI Supplemental Grant Award aligns with the current Title V and focuses on student financial literacy education and training. The college will receive an additional $115,722 to fund staffing to implement programming at each campus. The funding time frame is Year 5 (October 1, 2018 – September 30, 2019). This was a collaborative effort between Financial Aid, Student Activities, and the Grant Development, Management and Compliance Office.
  - In compliance with new Department of Education inventory documentation guidelines, all grant funded items are in the process of a physical inventory, improved reporting documentation, updating internal documentation systems, Banner and Argos. The process is 80% complete.
- South Texas College
  - Revising fixed asset inventory documentation to comply with updated DOE regulations
  - Revising time & effort inventory document to comply with updated DOE regulations

HIGHLIGHTS:

- Year 5 began - October 1, 2018-September 30, 2019 (final year of Title V-HSI Grant)

DR. MURAD ODEH
INTERIM ADMINISTRATOR - CURRICULUM AND STUDENT LEARNING

ADMINISTRATOR'S REPORT:

- Collaborated with Director of Institutional Effectiveness, Assessment & Accreditation to identify the necessary documentation for STC *Credit Initiative Agreement* with Federal Law Enforcement Training Center (FLETC) to provide college credits to graduates of the FLETC's three (3) Center Basic Training Programs
- Worked on the Institutional Effectiveness (IE) Mid-Biennium Report for CSL
- Attended a Compliance Writing Team meeting. Reviewed new SACCOC standards and most cited standards. Identified responsibility of the CSL members and discussed the need for identifying problematic/compliance issues, if any
- Attended the Core Objective Assessment Taskforce (COAT) meeting:
  - Discussed the necessity of the need core objective template
  - Worked with Academic Assessments team in exploring ideas of designing the template
  - Shared with committee members the need for creating a bench mark for the core objective assessment methodology
  - Contacted Dr. Cleary Thomas Cleary for feedback about the best practices of the assessment methodology
  - Met with Director of Institutional Effectiveness, Assessment & Accreditation and discussed SACSCOC requirement of the core objectives report and details of the process that would help in the writing part of the upcoming reaffirmation Report March 2020

- Completed Credit for Prior Learning document/manual and submitted to the Office of the VP of Academic Affairs
- Worked on Concourse-Syllabus Management System presentation for Academic Affairs Council & President's Development Council
- Worked on identifying major activities and next steps to be completed as part of the Texas Guided Pathways.
  - An outline with major activities was created with time line for AY 2018-2019.
    - Identification of meta-major leads and teams (Team leads, Faculty Advisors, Program
    - Representative and Student Success Specialist)
    - Programs engage in program mapping
    - Review of first-term (or first 15-20 hours) of coursework within program clusters for alignment.
    - Submission of curriculum revisions as needed for implementation in the 2019-2020 College Catalog are due by November 15th
  - Conducted a Meta-Major Leads meeting with Assistant Dean for Humanities, as part of our ongoing activities of the Guided Pathways Project:
    - Identifying shared courses between programs within a respective meta-major
    - Courses sequences of the shared curricula between programs within a meta-major
    - Identifying the right Math within a met-major
    - Addressing TSI incomplete FTIC were some of the topics discussed in the meeting
  - Met with the Director of Academic Assessment and her team to discuss the information technology Projector Charter statements to outline the project time line and next steps needed for the release of JagPRIDE on December 1st
  - Met with VPAA and the VPAA designee and Director of RAS Department to discuss and update the metrics (Graduation rates, transfer rates, job placements, exam pass rates and accreditations)
  - Attended STC Board Financial Committee, Audit and Human Resources meeting as CSL is requesting the committee approval to purchase the Syllabus Management System – Concourse
  - Attended RAND Meeting with Dr. Lindsay Daughterly & Daniel Bosco sharing their TSI Study Findings regarding TSI incomplete Student Population:
    - Discussed the wide array of options to support those students with scores fall well below the minimum passing scores in math, reading and writing
    - Discussed Project Continuous Improvement for Evaluating and Improving Co-Requisite Models as part of Tracking ABE 1-4 Metrics
  - Continued working on Credit for Prior Learning (CPL) Guideline and Procedures Manual:
    - Met with Director of Student Records & Registrar and Coordinator for Student Enrollment Services to discuss CPL specific guidelines and procedures pertaining to STC's current practices in awarding credit for prior learning in certain categories such as National exams and Industrial and Professional training certifications
    - Held a meeting with Chair of Respiratory Therapy and Chair of the Pharmacology Program, regarding Credit for Prior Learning (CPL)
    - Continue Discussion about options on how can STC Award Escrow Credits for those individuals who hold have been working as certified respiratory therapist and passed a national respiratory therapy certification exam
  - Held the first College-Wide Curriculum Committee meeting on September 18th:
    - Approved the minutes of May 2018 meeting Regarding STC New Mata-majors
    - Presented Dr. Wung a certificate of appreciation for his role as the chair of CCWC for the past two years
    - Ran the election process for new CWCC chair. Dr. Rebecca Millan, English Professor, was elected as the new CWCC Chair AY 2018-201.
    - New THECB information regarding several course titles and descriptions changes were shared with CWCC
  - Met with Director of Comprehensive Advisement, Director of Public Relations & Marketing and Digital Services Manager to discuss the options of posting printers friendly degree plans on our college Internet site. A meeting with the Vice President of Academic Affairs was recommended
  - Continue working with Director of Comprehensive Advisement, Director of Public Relations & Marketing, Digital Services Manager, and the Office of the VP of Academic Affairs to share those challenges that were

brought up in the first meeting and entertained options to bring back the degree plans as they used to be before adopting course leaf (College Catalog Software). Exploring the capabilities of CourseLeaf before changes take place by arranging for conference call meeting with CourseLeaf IT personal. Changes to the college website due to planned implementation of the guided pathways fall 2019 was discussed

- Conducted the Guided Pathway Advance Work Session. The core team and Institute 5 Participants discussed the financial availability and stability our college provide to students. Also, outlined the student enrollment process.
    - Discussed and identified with core team the challenges of the enrollment process.
    - Timelines and ways of expediting the Process of Enrollment.
- Attended and participated in the Academic Affairs Council (AAC).
    - Updated members about the status of syllabus management System Concourse - the purchase was approved by STC Board committee.
    - Updated ACC members about the Guided Pathways and efforts currently in place for curriculum alignment of various programs embedded within their prospective Metamajor.
    - Presented on Credit for Prior learning options, guidelines & procedures.
    - Shared a draft of Credit for Prior Learning Guidelines and procedures Manual
- Attended the General Board meeting for approval of the Syllabus Management System.
- Met with the Court Reporter Program developers and discussed issues related the development of the new program. Timeline and steps needed to be present to develop a well articulated and complete program that meets STC standards and needs.

CHRISTINA CAVAZOS – CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended Banner 0 Testing Preparation meeting for Student Module implementation
- Attended Competency-Based Education Grading Policy meeting
- Attended Compliance Writing meeting for SACSCOC Reaffirmation
- Reviewed proposed curriculums for new programs undergoing development to verify credit/contact hours
- Attended first session of Teaching & Learning Academy to disburse Faculty Handbooks to new hire faculty
- Viewed the "Determining Significant Departure Webinar: to enhance knowledge on the criteria for determining substantive change and what is considered a "significant departure"
- Finalized set up of FLAC rules pertaining to the schedule types for active courses in Banner in preparation for testing compensation in the upcoming courses in Banner in preparation for testing compensation in the upcoming consultant's visit in October
- Attended conference call with Research & Analytical Services Staff to provide feedback for pilot survey for fall
- Attended the RAND site visit to learn about the findings from the study on developmental education and the supporting data
- Worked on gathering documentation for the standards assigned to our department for the SACSCOC Compliance Certification
- Met with Interim Administrator for CSL, Public Relations Staff and Director of Comprehensive Advising to discuss the degree plans from prior years and the current format
- Reviewed the proposed changes for the Pharmacy Technician program due to their recent accreditation changes that are affecting their curriculum. Continued review of Banner 9 Tutorial videos for related processes to familiarize with the functionality in preparation for testing.
- Attended the first College-Wide Curriculum Committee meeting of the 2018-2019 academic year. Also compiled the meeting minutes from the September meeting
- Department attended the College-Wide Professional Development Day
- Worked on EMSI reports for Event Planners at the request of program chair in preparation for the upcoming program development year
- Met with program develop for proposed Court Reporter certificate to discussed potential concerns and provided guidance moving forward
- Met with Compliance Writing Curriculum & Student Learning team to discuss progress on documentation gathered for the SACSCOC standards assigned to CSL
- Attended a meeting with the RAS department to discuss two survey requests and administration of surveys following the same timeline as the regular student evaluations.
- Updated Competency-based courses with correct identifiers for CBM reporting

- Worked on adding the overload contract type to all adjunct faculty in preparation for Faculty Load & Compensation (FLAC) implementation and pilot testing in spring 2019

YOLANDA JARAMILLO – ACADEMIC ASSESSMENT DIRECTOR:

DIRECTOR'S REPORT:

- Attended a scheduling demo, the third and final comparison to complete justification for bid process. The consensus of the group was that the identified needs of the college would not be adequate addressed by any of the software options and further research of existing resources was most appropriate
- Attended Compliance Writing Team meeting to prepare for the ten-year reaffirmation, March 2020. Reviewed the next steps and scope of the SACSCOC reaffirmation process
- Met with the Interim Administrator of Curriculum & Student Learning and external Academic Assessment consultant via phone conference to review institutional rubric design and data collection at criteria level, as well as guidance on the need for ranges from Poor (3) to Excellent (10-12). The institution was commended by the consultant on the great progress in institution has made and refinement of data collection processes.
- Met with IT to Review revisions to JagPRIDE and alignment needs, expectations and feasible timeline. The holistic rubric data collection was replaced with data collection by criteria to allow a better understanding of areas for improvement. This level of data collected requires a more detailed interface and additional efforts from the IT team to complete. Phase I completion is planned for the first week in December with mid-November testing.
- Worked on the planning process for entering the new 2018-2019 PLO Assessment Plans in JagPRIDE to have ready for FALL 2018 PLO data submissions. Deadline for faculty (FT, PT, Dual & Online) is December 17th
- Met with Department Compliance Writing to review the documentation in place for the reaffirmation and areas that are needed of further development
- Attended the Academic Council meeting
- Conducted research on schools who have recently completed their Decennial reaffirmation review, St. Petersburg College
- Reviewed 2017-2018 PLO AY report audit. Of the 126 PLOs, 59 (47%) have been finalized and 29 (22%) are in need of further revision. The remaining 38 PLOs (31%) are pending submission. Emails were sent to each chair that has not submitted any information on the AY report. Meetings and additional support have been put into place to complete the reporting cycle. The deadline for submission was September 3. In review of the submissions it is evident that additional training is needed to enhance the quality of the improvement plans.
- Met with the Core Objective Assessment Taskforce review/discussion of revisions to institutional rubrics, recommendations from the external consultant, and revisions to the process map to include summer data collection, Core Assessment Lead user guide and needs for reporting
- Met with IT and Academic Assessment team to review the JagPRIDE project charter and clarify deliverables. Revisions to the JagPRIDE core portion include formatting changes to the data entry page and additional identified cells to input the criteria level data. The Phase II timeline is pending and will be divided into smaller projects to make the scope of work manageable and attainable.
- Core Curriculum: Matrix template to keep track of the core curriculum and any changes/updates occurring between the curriculum team and the Coordinating Board.

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Presented to Cabinet on our Dual Credit Programs Student Advising Model for our partnering school districts participating students, September 5th
- Presented at the Hidalgo ISD Board Meeting on their Success Metrics for the Dual Credit Programs, September 10th
- Met with representatives from STC Math and Science Division and Texas A&M University, Irma Rangel College of Pharmacy, to discuss the Co-op Agreement for Dual Enrollment Pharmacy Academy students
- Attended the McAllen ISD Achieve ECHS Ribbon Cutting Ceremony at 5:30pm for the 10th anniversary and new campus site. On behalf of South Texas College, remarks were provided by the Dean in appreciation of the partnership with McAllen ISD and the success of the Achieve ECHS students

- Submitted the Governor's Summer Merit Program: TexPREP Program Request for Proposal to the Texas Workforce Commission, September 24th
- Submitted the TexPREP Program Annual Site Report and Student Data for Summer 2018 to the University of Texas at San Antonio PREP Office on Thursday, September 27th
- Presented a Dual Credit Program Update at the Dual Enrollment Academy Programs Summit for approximately 45 partnering school district administrators and counselors, September 28th
- Participated in the AIR Dual Credit Study Webinar which shared the summary of comments received on the draft report for Phase II of the dual credit study during the public comment period and shared recommendations based on the findings of the study, September 28th
- **Upcoming Events & Activities for October 2018**
    - Schedule Dual Credit Meetings with Partnering School District Superintendent
    - Complete the Dual Credit Advising Process Mapping for Traditional
    - Attend the NACADA The Global Community for Academic Advising
    - Assess and begin the documentation process for the NACEP Accreditation
    - Attend the Level 2 Conduct Penal Trainings through Student Rights and Responsibilities
    - Attend and Present at the 5th Annual PSJA College For All Conference

ACADEMIES AND HIGH SCHOOL PROJECTS:

- The Dual Enrollment Academy Programs held its Annual Academy Programs Summit on Friday, September 28, 2018. High School Counselors and Administrators in attendance received dual credit updates provided by the Dean of Dual Credit Programs, from the Student Assessment Center, Barnes and Noble Bookstore. Information sessions by Academy staff consisted an overview of the program, recruitment, the online application process, and timelines. Staff introduced pilot Academies for McAllen area schools in Pre-Pharmacy and Teaching. The Academy Programs Summit assists in maintaining and strengthening partnerships with schools districts, by providing them with updates from the Academy Programs and other department, as we continue collaborating to facilitate student success.
- Academy Staff finalized changes to the Online Dual Enrollment Academy Programs application on Radius in preparation to open it on October 1, 2018. Preparation of the application consisted of updating the application form, email templates, iteration, updating the deadline, and adding pilot Academy Programs. The application is currently open and prospective students have started working on their application requirements, which consist of an admissions application, student essay, three teacher recommendations, a recent high school transcript, and passing scores for all three TSI sections.
- Academy Staff participated the Advising Mapping for Academy Programs and ECHS meetings
- Staff coordinated college tours for Business Administration and Criminal Justice juniors. The tour will take place on October 18 & 19th and will consist of a visit to four universities: Texas A&M University at Kingsville, University of Houston, the University of Houston-Downtown, and Texas State University. Coordinating consisted of acquiring quotes from charter bus companies, hotels, securing college tours and department presentations from institutions.
- Staff coordinated college tours for Engineering, and Computer Science juniors. The tour will take place on November 1st & 2nd and will consist of a visit to four universities: Texas A&M University at Kingsville, Texas A&M University-College Station, Texas State University, and the University of Texas at San Antonio. Coordinating consisted of acquiring quotes from charter bus companies, hotels, securing college tours and department presentations from institutions.
- Academy Staff coordinated the TexPREP trip for Year 1 and Year 2 students, to the HESTEC: STEM Expo at UTRGV. Students attending the trip are from Weslaco, PSJA, Hidalgo, and Roma ISDs. Coordination consisted of communicating with school districts for transportation, development of agenda/activities, mailing permission slips and personally delivering flyers for student's parents to middle schools, and preparing requisition and purchase orders.
- Staff met with Texas A&M University-College of Pharmacy representatives, STC Faculty, and Staff seeking an agreement to develop a Dual Enrollment Pharmacy Academy.
- Academy staff attended South Texas College's dedication of the Regional Center for Public Safety Excellence on Wednesday, September 19, 2018.
- Staff attended College-Wide Professional & Organizational Development Day on September 21st
- Academy Staff are actively scheduling recruitment presentations with our forty-one (41) partnering high schools.
- Academy Staff held recruitment at the following partnering high schools:

Date	Location	Students Attended
Tuesday, September 25th	Vanguard Rembrandt Academy	108
Thursday, September 27th	Vanguard Mozart Academy	38

- The Academy Programs held its Friday workshops for Dual Enrollment Academy students at the Mid Valley, Pecan, and Starr County Campuses:
  - Pecan Campus: September 7, 2018:
    - One hundred twenty two (122) juniors attended a South Texas College Education Department Faculty presentation that focused on the development of actions plans and the importance of campus services and resources to student success.
    - Seventy-seven (77) senior attended a presentation by Academy staff that provided an overview of financial aid processes, university admissions, resume building, and admission's essays. Students received their Senior Booklet, which is a guide to assist them throughout their senior year at high school and their terminal year in the Dual Enrollment Academy programs.
  - Mid Valley Campus: September 7, 2018:
    - Forty-two (42) seniors attended a presentation by Academy staff that provided an overview of financial aid processes, university admissions, resume building, and admission's essays. Students received their Senior Booklet, which is a guide to assist them throughout their senior year at high school and their terminal year in the Dual Enrollment Academy programs.
  - Starr County Campus: September 7, 2018:
    - Eleven (11) juniors attended a workshop hosted by Academy staff to set up their Starfish profile and were given instruction on how to "raise their hand" when they need support from Academy staff or faculty.
    - Ten (10) seniors attended a presentation by Academy staff that provided an overview of financial aid processes, university admissions, resume building, and admission's essays. Students received their Senior Booklet, which is a guide to assist them throughout their senior year at high school and their terminal year in the Dual Enrollment Academy programs.
  - Pecan Campus: September 28, 2018:
    - One hundred sixty-three (163) juniors and seniors attended presentations provided by STC Bachelor Programs, STC Clubs & Organizations, and Baylor University Admissions presentation.
  - Mid Valley Campus: September 28, 2018:
    - Eight (80) juniors and seniors attended a presentation provided by the Office of Students Rights and Responsibilities.
  - Starr County Campus: September 28, 2018:
- Eleven (11) seniors attended a presentation by Student Financial Services. The presentation provided an overview of financial aid, its processes, the FAFSA, and timelines.

CAROL WOODS - PROJECT MANAGER'S REPORT:

- National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation for Dual Credit Programs (DCP)
  - Coordinating the continuing assessment by self-study sub-committees of the implementation of NACEP standards and the collection of evidence
  - Serving as a co-lead on three of the standards sub-committees
  - Continue to update the self-study status report for all standards sub-committees with action needed and actions accomplished
  - A Self-Study Committee meeting is scheduled for October10, to review progress on the NACEP accreditation self-study before attending the annual NACEP Conference being held November 4-6, 2018, in San Antonio
  - Following up with individual chairs on use of the onboarding checklist to fulfill partial requirements of the initial discipline and course-specific orientation/training of new Dual Credit Faculty (DCF)
  - Following up with the Office of Professional & Organizational Development (OPOD) on scheduling training for chairs and support staff on the use of the professional development workshop system to document department meetings and discipline-specific and course-specific professional development for DCF
  - Worked with the President of the Council of Chairs to schedule a guest visit for the October 9 Council of Chairs meeting to brief chairs on the NACEP accreditation project
  - Working with OPOD and Dean to schedule an informational session on November 13 for Dean to inform chairs in more detail on the process, practices, and documentation requirements that focus on Dual Credit Faculty

- Worked with Dean to brief the new Steering Committee member from the Nursing and Allied Health Division on the background and progress of the self-study for NACEP accreditation
- Began developing Frequently Asked Questions (FAQs) for NACEP accreditation of DCP

- Revised and updated dual credit FAQs, corrected accessibility errors, and posted on DCP webpages
- To respond to questions faculty asked at the start of semester meeting for STC faculty teaching DC courses, I researched the wording in the Faculty Handbook on what specifically is counted as college service hours, whether participation in professional organizations is counted as community service or college service hours, and where the calculation of clock hours for non-teaching course releases as part of faculty overload can be found in the Faculty Handbook. These questions were asked in relation to the Faculty Mentoring Program and the 1 LHE release (for each faculty mentored) when an STC faculty is already performing 80 clock hours per semester of college service.
- Met with the Office of Professional & Organizational Development (OPOD) to finalize revisions of the reference guide for adjunct faculty, dual credit faculty, and STC faculty teaching DC courses for publication at OPOD website
- Responding to requests for current textbook adoptions and textbook issues as needed. STC department chairs are copied on responses to schools, so chairs are kept in the loop when partner schools are planning textbook purchases
- Continue to participate in the work group organized by the Public Relations department to develop the dual credit branding guidelines that are referred to in Memorandum of Understanding (MOU)
- Continue to follow up with Cengage regional representative to arrange including multiple access cards in textbook bundles for dual credit partners using Cengage Unlimited adoptions in dual credit courses
- Met with OPOD Professional Development Manager and an Instructional Coach to discuss development of the agenda, departmental meetings, and breakout sessions for the January 19 Professional Development Day for Dual Credit Faculty and Adjunct Faculty
  - Breakout sessions and departmental meetings need to include discipline-specific and course-specific training for Dual Credit Faculty.
  - The morning general session for Dual Credit Faculty will include a presentation on National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation and how it involves dual credit faculty.
  - A separate agenda is planned for adjunct faculty.

NICOLAS GONZALEZ – DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS ADMINISTRATOR:

- The enrollment of dual credit students for the summer sessions grew from last year's totals, even though the number of "S" sections had relatively, a minimal increase.
- It was found that the increase is basically for a large number of dual students enrolling as Independents in non-S sections. The enrollment of Independents increased from 1,399 for summer I last year to 2,213 this year, a difference of 814 more students.
- This increase is at all campuses but more so at Pecan, and primarily for online classes, which had an increase of 1,450 more students taking online courses during summer I from last year to this, and 779 more for summer II.
- We have received 68 Principal's Agreement.
- 23 MOUs have been received.
- This fall the number of dual credit students totally enrolled in non-S sections, increased from 299 last fall, to 442 this fall, making up 43% of the total increase of dual credit students this fall. As showing on the attachment, the greatest number of Independents in non-S sections only, are from Achieve and the PSJA T-STEM ECHS.
- The total number of dual credit seniors this fall, as determined by graduation date of May or June 2019, is 4,606. There are approximately 12,000 high school seniors in our service area.
- We have started scheduling the Recovery program sections. We only have four schools still participating regularly in this program – PSJA CCTA, Donna 3D Academy, La Joya CCC, and Vision Academy in Edinburg. Classes start on October 29th.
- We have disaggregated the listing of Independents for this fall as calculated on August 15th – we will request a similar report after Census this Wednesday. The data is as follows:
  - 1,924 dual students enrolled in 750 in non-S sections.
  - Of the 750 sections, 19 had more than 10 dual students enrolled, but there were 10 sections with 9; 10 with 8; 20 with 7 student; 14 sections with 6; 33 with 5; 54 with 4; 89 with 3 students; 138 sections with only 2 dual students; and 362 with only 1 dual student enrolled. These last enrollment numbers are bolded to show that of the 750 sections, 710 sections had an acceptable and preferred number of dual student enrollment - 1 to 7 each.
- Below are the number of sections for this fall 2018 as compared to 2017. Although there was an increase of sections, the number of CTE sections dropped again for the second year. There are 21 fewer STC faculty from last year, teaching 8 fewer sections, and average of 2 sections each last year, and 2.2 this year.

9/10/2018	Total	Total without Academies	Academies Sections	DCF Sections	STC Sections	DCF Faculty	STC Instructors	Academic Sections	CTE Sections
Fall 2017	**1469**	1394	75	1010	459	328	228	1142	327
Fall 2018	**1574**	1501	73	1050	451	335	207	1282	292

ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

Early College High Schools:

- Attended and facilitated meetings with South Texas College's internal stakeholders campus-wide and across STC divisions

Internal Meeting	South Texas College Departments		Purpose
Early College and Dual Credit Matriculation	*SAEM*	College Connections and Dual2Degree	Discussed strategies to improve Early College and Dual Credit Student matriculation.
ECHS Attribute and Billing	*Finance and Administrative Services*	Cashier's Office	Discussed Early College High School Attributes and Billing.
Dual Credit Fast Track Program	*SAEM*	Dual2Degree	Discussed the Dual Credit Fast Track Program and initiative touch points to successfully onboard FTDC students.
Dual Credit Advising Mapping	*Office of Strategic Initiatives*	Early College High Schools and Dual Credit Programs	Discussed points of advising for Early College High School Students.
First Time Dual Credit College Readiness Orientation Module	*Academic Affairs*	Early College High Schools and Dual Credit Partnerships	Discussed First Time Dual Credit College Readiness Orientation Module.
Advising Plan	*Academic Affairs*	Early College High Schools and Dual Credit Partnerships	Reviewed Advising Plan for Early College High School Students
Academic Standing Reports	*Academic Affairs*	Dual Credit Programs	Discuss strategies to minimize Academic Probation, Suspension and Counseling Holds for Dual Credit.
Fall 2018 Commencement Meeting	*SAEM*	Office of Enrollment Services	Discuss logistics and projected Fall 2018 graduate estimates.
STC Professional Development Day	*College-wide*	College-wide	Professional Development
Early College High School Transition	*Academic Affairs*	Early College High Schools and Dual Credit Partnerships	Transition of our new Early College High School Director.
Academic Council Meeting	*Academic Affairs*	Academic Affairs	Attended Academic Affairs Council Meeting.
ECHS Student Projections	*Academic Affairs*	Dual Credit Programs Instructional Pathways	Discuss ECHS Student Projections.
CTE Summit Planning Meeting	*Academic Affairs*	Dual Credit Programs	Discussed the ongoing preparations for the CTE Summit Meeting to be held in November.

- Facilitated Early College Early College HS Senior and Junior Degree Audit Sessions held at our various Early College High School Campuses

External Visit	External Visits and Participating Early College High Schools		Attendance
ECHS Degree Audits *Fall 2018*	Early College High School Degree Audit Sessions were held at the campuses of our various ISD Partners to ensure successful Early College program completion.		*South Texas College ECHS Staff, ECHS Counselors and Students*
	Participating Early College High Schools	PSJA Memorial Early College High School	*100 Students*
		Edcouch-Elsa Early College High School	*91 Students*
		J. Economedes Early College High School	*49 Students*
		Edinburg Collegiate Preparatory Academy	*25 Students*
		Jimmy Carter Early College High School	*100 Students*
		Mercedes Early College Academy	*101 Students*
		Edinburg North Early College High School	*45 Students*
		Progreso Early College High School	*40 Students*
		PSJA Southwest Early College High School	*105 Students*
			656 ECHS Students

- Facilitated the collection of Memorandum's of Understanding for various school district partners across the Rio Grande Valley

External Visit	External Visits and Participating School Districts		MOU Retrieval
Memorandum of Understanding Collection *Fall 2018*	The collection of our South Texas College and School District Partner Memorandums of Understanding are crucial to the renewal of our Dual Credit Partnerships throughout the Rio Grande Valley.		*ECHS Staff and School District Partners*
	Participating ISDs	Vanguard ISD	
		Valley View ISD	

- Attended College & Career Readiness Model Meetings with TEA representatives and our various School District Partners across the Rio Grande Valley

External Visit	External Visits and Participating School Districts		CCRM Meeting Attendance
College & Career Readiness Model Meetings *Fall 2018*	College & Career Readiness Model (CCRM) Meetings facilitated by the Texas Education Agency are held throughout the year to regularly review accountability, operation, curriculum and continuous improvement of an Early College High School.		*ECHS Staff and School District Partners*
	Participating ISDs	Monte Alto Early College High School	
		Edcouch-Elsa Early College High School	
		Mercedes Early College Academy	
		Progreso Early College High School	

- Facilitated Early College High School Partnership Meetings with our various Early College partners across the Rio Grande Valley

External Visit	External Visits and Participating School Districts		Meeting Attendance
Early College High School Partnership Meetings *Fall 2018*	Throughout the academic year, the Early College department receives requests to facilitate meetings with our school district partners to review		*ECHS Staff and School District Partners*
	Participating Early College High Schools	Weslaco T-STEM ECHS	
		La Joya Early College High School	
		Sharyland Advanced Academic Academy	
		PSJA Collegiate High School	
		21st Century CTE Early College High School	

- Attended and facilitated meetings with South Texas College's external stakeholders across the Rio Grande valley and throughout Starr and Hidalgo counties

External Meeting	School District and High School Partner		Purpose
La Joya ISD Migrant Dual Credit Meeting	*La Joya ISD*	La Joya ISD Migrant Department	Improvements on the current offerings South Texas College provides to La Joya ISD Migrant students.
La Joya ISD CTE Program Course Offerings	*La Joya ISD*	La Joya CTE Department and STC Automotive Program	Discussed the Automotive Dual Credit opportunities and planning for La Joya ISD's CTE program offerings
Donna High School Crosswalk and STEM Instructional Planning	*Donna ISD*	Donna and Donna North High Schools	Attended a High School Crosswalk Plan and STEM Instructional Plan meeting with Donna and Donna North High Schools.
Individual Parent Meetings	*Edinburg CISD and La Joya ISD*	Robert Vela ECHS and La Joya ECHS	Facilitated individual parent meetings upon request from Early College Counselors and parents at Robert Vela and La Joya ISD.
Jagnet Workshops	*Monte Alto ISD*	Monte Alto ECHS	Reviewed the functions and use of Jagnet applications with Monte Alto students.

ERIKA LEAL
PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MAJOR MEETINGS:

- College Wide PD Meeting – review of agenda, focusing on student growth, degree growth. Review of meeting rooms, AV equipment, review of contracts for speakers and any miscellaneous last minute details, September 5th
- OPOD IE Report Meeting – OPOD staff met with Institutional Effectiveness department to discuss and review the upcoming IE Plan Cycle for FY 17-19, September 6th
- SPARK Meeting– meeting with Distance Learning team to discuss Pilot Launch date for SPARK I, QM Checklist Self-Rate as Blackboard Assessments, Step-by-step guide for using BB Collaborate and best practice rubric for creating effective online discussion questions, September13th
- Poll Everywhere – OPOD Instructional Coach, Educational Technologies and Distance Learning continue working on Poll Everywhere integration with Blackboard and develop application testing plan, September 14th
- Mid-Biennium Report FY17-19-meeting to discuss FOCUS Academy Grant information classes, September 17th
- College Wide Professional Development Update- final meeting with OPOD staff & PR Dept. to walk thru agenda for College Wide PD Day on Friday, September 21st – September 19th

EVENTS:

- FOCUS Academy – 28 NAH faculty will be attending the training from September through November 2018. Each training are being held at the NAH Campus. Topics of Discussion: *Scaffolding and Rounds Process and featured technologies: Kahoot & QR Codes , Classroom Talking and Questioning to Backchannel Chat, etc.*, September 5th

- Teaching and Learning Academy (TLA) – approximately 27 new STC Faculty will be attending the academy throughout the academic year, with trainings being held in the Rainbow Room. Some Topics of discussion being offered: *Managing Mobile Moguls, New Faculty Orientation and Instructional Coaching, Blackboard Certification Part 1 & 2*, September 7th
- DELTA On-Line Kick-Off– approximately 35 Adjunct/Dual Credit faculty are participating Online from September through December 2018 in order to provide support and guidance as well as information on faculty expectations, resources, policies, procedures and creating a college environment, September 10th
- It's A Matter of Perspective: Creating A Culture of Collaboration for Grants Dept. – Grant dept. staff participated in a workshop to help the participant communicate effectively to team members as well as individuals outside the organization, as they discover strategies to work with diverse thinking an personalities, September 11th

- Professional Development System Workshop Creation – 24 staff participated on how to create workshops and meeting in the Professional Development System. They also learned how to print reports such as attendance, evaluation, participant information, rosters for each workshop created and learn how to upload and print STC certificates, September 14th
- College Wide Professional Development Day – approximately 1,443 faculty and staff attended CWPD morning general session held on Friday, Sept. 21st. Three (3) separate afternoon sessions were offered to the STC Faculty and Staff, with sessions ranging from *Emergency Preparedness*, *Security Awareness*, with presenters from Hidalgo County Fire Marshall's Office and FBI McAllen Sector to *Student Motivation: Cultivating Positive Learning Environm*ents, presenter from AVID to *Building a Legacy: Creating Socio Economic Mobility in the 21st* Century, presenter Garret Groves, VP Business & Industry Partnership Austin Community College, September 21st
- Photoshop For Beginners Part A & B: approximately 13 STC faculty and staff attended the workshop Part A in which participant will understand the basics of the program and how to use it. Part B focused on how to make a flyer in Photoshop with layers, selections and text. The program is designed to help first-time users learn basic tools in Photoshop and apply them to their own images and designs, September 28th

PROGRAMS IN DEVELOPMENT:

Major Events in October

The OPOD is currently working on reserving and updating marketing materials for all major events held in October:

- Jaguar Academy Kick Off
- Collaborating workshops with HR department for the Lunch N' Learn Series
- Microsoft Office Online and One Drive trainings
- Customer Service Workshops for Operations & Maintenance and Custodial
- Customer Service Workshops for all STC Faculty and Staff

Upcoming Events:

- FOCUS Academy – NAH faculty graduation and luncheon
- JAGUAR Academy STC Campus Bus Tour
- Faculty Professional Development Week – January 14-18, 2019
- Adjunct/Dual Credit PD Day –January 19, 2019
- College Wide PD Day – February 15, 2019

YVETTE GONZALEZ, APRIL CASTANEDA, AND MONICA PEREZ PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS:

- Finalized the College-Wide Professional Developmental Day artwork and program booklet development
- Finalized the NWTS retractable banner artwork for Gala
- Updated the Faculty Reference Guide cover for Dual Credit Courses and Adjunct Faculty
- Compiled and updated the Academic Affairs FY1819 Program Accreditation Sheet
- Compiled and updated the Academic Affairs FY1819 Taskforce Sheet
- Finalized the CTE Summit flyer
- Continue working on CTE booklet, logo, and summit event
- Continue to finalize the Faculty Credentials Handbook and Manual
- Continue working on the Summer Campus brochure for Dean of DCP & SDP
- Work with DCP&SDP Interim Dean to create a Summer Camp template
- Continue to work on finalizing the 1819-2021 Comprehensive Plan

REPORTS: DATA COMPILATION AND PRESENTATIONS:

- Assisted 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 in September:
    - Assist with presentation design and formatting for upcoming EWDC presentation in September for LASS
    - Submitted data request for student enrollment report for Sail Center –Fall 2018
    - Provided updates on presenters, presentation session topics to Director of PSJA College for All conference in preparation for October conference
    - Provided requested promotional items for upcoming PSJA College for All conference in October
    - Finalized presentation for Interim Dean of DCP & SDP to present to Dual Credit partner Hidalgo ISD
    - Assist PR and Interim Dean of DCP & SDP with verifying overall information for college graduation program
    - Assist with preparation of Enrollment By Division summary report for VPAA
    - Assist with gathering enrollment projections for Distance Learning and Dual Credit Programs for Comprehensive Plan
    - Assist with reviewing requested data for Dual Credit Programs for Dean of DCP & SDP
    - Assist with presentation preparation for upcoming EWDC for Developmental Mathematics

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- BOND Construction
  - Continue working with FPC and Purchasing regarding M&O Fund requests across all divisions
  - Continue working on Move/Setup Requests for division
- Continue working on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Continue working on office space for Pecan Campus, includes existing buildings and portables
- Continue working with HR on Faculty Load and Compensation (FLAC)
- Continue reviewing the Policy Inventory List for Academic Affairs Division
- Continue working on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom
- Continue working with Maintenance and Facilities on office/building renovations across all campuses

MEETINGS:

- Met with OPOD and PR to discuss CWPOD decorations, September 5th
- Met with Culinary Arts to discuss CWPOD ceremonial cake, September 6th
- Met with PSJA ISD College for All Director and Interim Dean DCP&SDP to discuss presentation sessions and requested college promotional items, September 7th
- Attended VPAA staff meeting, September 12th
- Attended the STC PR Focus Group, September 14th
- Held interviews for Temporary Graphic Designer, September 18th
- Assist staff with Regional Center for Public Safety Excellence Dedication Ceremony, September 18th
- Meet with PR and OPOD to finalize CWPOD logistics, September 19th
- Attended Open Forums for Dean of Institutional Research, Effectiveness & Strategic Planning, September 20th
- Assisted OPOD with CWPOD event, September 21st
- Attended Academic Council Meeting, September 24th
- Met with OPOD and VPAA to discuss CWPOD Spring 2019 agenda and activities, September 25th
- Met with Dean of DCP & SDP to discuss the Summer Camps brochure, September 26th
- Met with Dean of DCP & SDP and CTE Coordinator to discuss CTE Summit, September 27th
- Met with Dean of mathematics chairs and dean to review upcoming Math Co-requisite presentation, September 28th

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. PLUMMER, VP-ISPP & SI
DATE:	OCTOBER 10, 2018
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER 9 UPGRADE – ADMIN PAGES

The Xtender upgrade rolled out to the production environment the weekend of September 29. The new version will allow Banner 9 users to do single sign on in order to scan documents and store them digitally. The IT team worked on Banner 9 Student and Cashiers screens and the functional team began testing. Student and Cashiers Banner 9 screens expect to go live by the end of October 2018. The Banner 9 Self Service upgrade project will begin promptly in January 2019.

INTELIGENT LEARNING PLATFORM (ILP)

The faculty pilot group tested the new grade posting ILP module in tandem with the production environment throughout the summer. The implementation team is currently working on the communication and training phases of this project. The ILP new module will be available for the rest of the faculty to post grades for the fall term. The Intelligent Learning Platform allows a seamless transferal of student and class data including grades from Blackboard to Banner and vice versa. The new ILP grading module will be offer as an additional alternative to Self Service Banner grade posting and not as a replacement.

JAGMOBILE

The JagMobile data collected so far indicates an increase in student adoption peaking at 1,348 students per hour during the first week of fall term. The JagNet content committee composed of representatives from PR, Student, BO, and HR departments has reviewed the data and is working on a process to allow personalized messages to students who have downloaded the app. The data will continue to be used to add more functionality and student relevant features.

TIME CLOCK PLUS PHASE II

The IT and BO teams worked on the electronic time adjustment form and automated approval process. The new form will be enabled the second week in October to be piloted for a selected group.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The gas generator installation at the STARR Data Center is complete. IT is planning to coordinate a DR run test the second week in October during which a test on the Banner functionality of payroll will take place. The test will include power supply to building E that acts as the technology DR site for basic Banner services in the event of a disaster.

The CIP process to replace the generator in building M is on hold due to Bond construction priorities. The current generator runs for 16 consecutive hours only and fueling services are unreliable during weather contingencies.

OFFICE 365 MIGRATION

The IT team continues to work on the SharePoint 365 project timeline and goals, which include migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community. The next step in this project is to meet with the other Taskforce members to establish a formal completion deadline. Similar taskforce committees will form to approach other Office 365 solution deployments such Forms, Teams, and Video.

VIRTUALIZATION PHASE II

There is no update on this item due to other project priorities. The Information Technology team is reconsidering the additional student labs chosen to be part of the virtualization project. The team recently found that the requirements of the chosen computer labs, which are used by the Testing department for proctor testing, interfere with the virtualization concept. There are 100 additional virtual licenses to add to the current amount totaling 500 virtual computers.

WINDOWS 10 UPGRADE

The IT department continues to work on the institutional-wide Windows 10 operating system upgrade project. The computers in student labs at all STC campuses upgraded to Windows 10. In addition, any new faculty and staff computer acquisitions also upgraded to Windows 10 as well. The amount of computer upgrades at this time totals 5,580. The Desktop Support team is working on a communication plan to inform remaining faculty and staff about the plan to upgrade their computers.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- We are preparing a metric where we document our progress with the completion of the governance documents that are missing from our information security program.
- We are getting familiar with the database that is storing the information regarding encrypted systems. Our goal is to pull data automatically to track progress.
- We are evaluating solutions for tracking the progress over a time period to demonstrate progress and forecasting.

OFFICE 365 DATA LOSS PREVENTION

- As part of the project plan to increase email security and protect our employees from phishing attacks that harvest college credentials, we have begun enabling multi-factor authentication for IT O365 administrative accounts.

INFORMATION SECURITY GOVERNANCE

- We have completed a NIST Cybersecurity Framework Questionnaire provided by Micheal Best & Associates.
- The completed questionnaire will be reviewed by the legal counsel and they will provide recommendations for documenting our privacy/breach incident response.
- The recommendations will also assist in revising the college's privacy statement to include a section on General Data Protection Regulation (GDPR).

(EMAIL) PROOFPOINT TARGETED ATTACK PROTECTION

- A list of college executive and administrative employees email address have been uploaded into the email security suite to gain visibility into targeted phishing campaigns on high-risk targets.
- A new feature in the college's email security suite will enable the classification of impostor emails and help stop fraudulent messages attempting to trick employees into sending money or confidential information to cybercriminals.
- Alerting for phishing emails will be expanded to additional IT teams to increase response time and reduce impact to college information resources.

EXPANDING VULNERABILITY SCANNING

- An IT change management request has been created to mitigate the findings from our quarterly PCI vulnerability scan that indicate our perimeter firewall rules need to be updated in order to meet the latest compliance standards.

PCI COMPLIANCE

- We received the final PCI assessment report with revisions we provided to CampusGuard.
- We provided a copy of the report to the college's Auditors Office and the Risk Management Department.
- The interdepartmental collaboration will expand the effectiveness of our security risk management.

NATIONAL CYBER SECURITY AWARENESS MONTH PREPAREDNESS (OCTOBER)

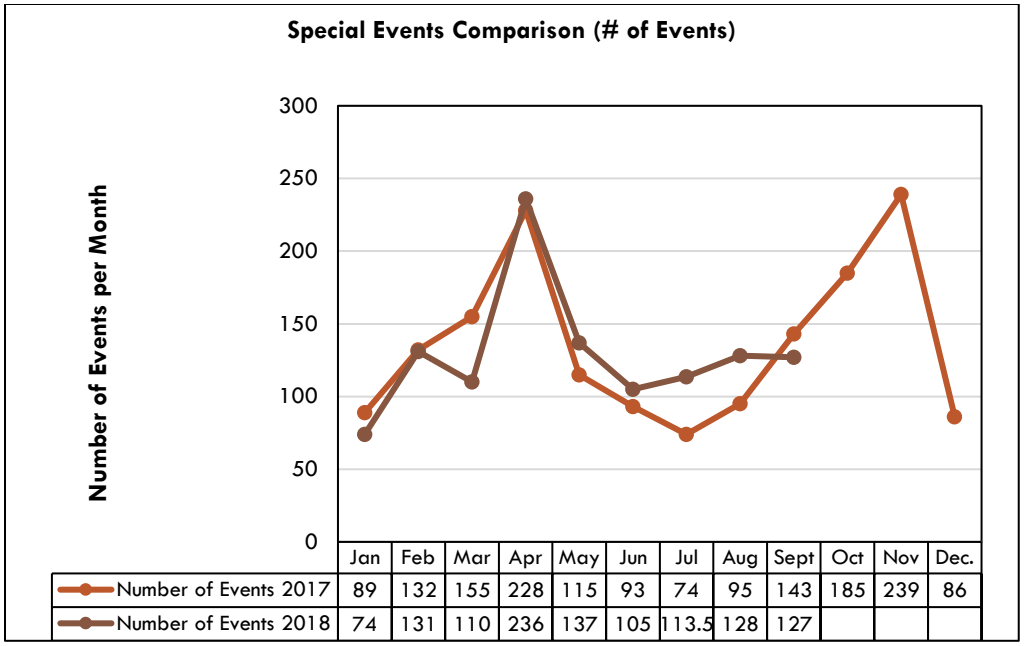
- Presentations for the college for National Cyber Security Awareness Month (NCSAM) will take place this week at the Mid-Valley (10/10) and Tech campuses (10/11), and the following week at the Starr (10/16) and Pecan campuses (10/18).

MEETINGS:

- 9/3/2018: Project Update Conference Call
- 9/4/2018: Council of Chairs Meeting
- 9/5/2018: Public Safety Building visit, Mid Valley Campus visit
- 9/10/2018: Project Update Conference Call
- 9//12/2018: Department Budget Meeting
- 9/17/2018: Project Update Conference Call
- 9/18/2018: Public Safety Building Ceremony
- 9/24/2018: Project Update Conference Call

Monthly Special Events by Comparison:

2017		2018	
Jan	89	Jan	74
Feb	132	Feb	131
Mar	155	Mar	110
Apr	228	Apr	236
May	115	May	137
Jun	93	Jun	105
Jul	74	Jul	113.5
Aug	95	Aug	128
Sept	143	Sept	127
Oct	185	Oct	
Nov	239	Nov	
Dec.	86	Dec.	



Total Man Hours

2017		2018	
Jan	145.25	Jan	211.35
Feb	175	Feb	284.6
Mar	276.9	Mar	219.25
Apr	392.75	Apr	430.45
May	623	May	260.5
Jun	116.25	Jun	118.25
Jul	119.25	Jul	109
Aug	159.5	Aug	228.25
Sept	458.5	Sept	648.5
Oct	319.5	Oct	
Nov	270.75	Nov	
Dec	136.5	Dec	

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	8	0	0	0
Data Projector	43	0	94	3	0
Laptop	119	12	2	3	1
PA System	7	4	0	3	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	1	0	2	1
TV	0	0	0	16	0
Microphone	91	8	2	9	2
Direct Box	3	0	0	4	0
Digital Camera	0	1	0	0	0
Speakers	0	2	0	0	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	0	0	3	0
Document Camera	0	0	85	0	4
DVD/VCR Player	0	0	0	0	0
Wireless Lab	0	2	0	0	0
Keyboard/Mouse	0	4	5	0	0
Sympodium	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	3	5	0	3	0
Tripod	0	1	0	0	1
Webcam	0	0	93	0	5
Computer	43	0	0	5	0
Portable Table	0	0	0	6	2
Microphone Stand	15	0	0	0	1
HD Video Streamer	0	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	1	0	1	0	0
PTZ Camera	3	0	0	0	0
Mac Adaptor	1	0	0	0	0
Tabletop Mic Stands	0	0	0	3	0
IPad	3	0	0	3	0
Interactive Display	3	0	0	0	1
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	2	0	0	3	0
Blue-Ray Player	0	0	3	0	0
Remote Mouse/Clickers	17	0	0	3	2
TOTAL	***354***	***48***	***285***	***69***	***20***

CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Dual Credit Institutional Pathways 2017-2019 IE Plan
- Dean of Dual Credit Program & School District Partnership's 2017-2019 IE Plan
- 2017-2019 Mid-Bi Workshop Tracking
- 2017-2019 Mid-Bi Completion Tracking
- 2017-2019 Mid-Bi Training
- Contacting IE Plan Writers for appointments in 2017-2019 IE Plans
- Contacting IE Plan Writers for data request Academic Affairs in 2017-2019
- Contacting IE Plan Writer for Academic Affairs – Non Classes
- 2017-2019 Mid-Bi Reporting Administrative Departments
- CQI2013-2015 IE Reports
- 2017-2019 Mid-Bi Reporting Academic Affairs
- Updated Program Review
- 2017-2019 Mid-Bi Reporting – SAEM
- 2017-2019 Mid-Bi Reporting – Library & Learning Services
- 2017-2019 Mid-Bi Reporting – Office of the President
- Fact Book data for Mid-Bi IE Reports
- IE Plans and Reports Archive for 2011-2013 Cycle and Earlier

ACCREDITATION

- Reaffirmation – Coordinated Agenda and Kick-Off Meeting
- QEP Meeting and Planning
- SACSCOC Student Indicators Form Submission

ASSESSMENT/EVALUATION

- CLE SI – Assessment Brief
- Student Achievement – CCSSE/SENSE
- Dashboard function of Argos Reporting

DATA REQUESTS

- ST-2134_Fall to Fall and Fall to Spring retention reports for SBS majors
- ST-2138_3 and 6 year graduation rates report for LASS majors (Fall 2012 cohort)
- ST-2100 Degree Awards for Drama Program Fall 2017 – Spring 2018
- ST-2090 Degree Awards for RCPSE_AY2018

FACTBOOKS

- IE Data audit follow up – New Factbook report planning (SAEM)
- Enrollment by Major (Fall 2013 - Fall 2018)
- Enrollment by Major and by Enrollment type (Fall 2013- Fall 2018)
- Enrollment: Headcount by gender and ethnicity (Fall 2013 – Fall 2018)
- Enrollment by Student Type – Argos dashboard/interactive chart
- Enrollment by Campus – Argos dashboard/interactive chart
- Enrollment headcount and course section count by instructional mode
- Enrollment headcount and number of sections by division, by department, by course and by time frame
- STC KPIs – Traditional Enrollment
- Census day reports reviewing

MEETINGS / TRAININGS

- Strategic Planning – Vision Update
- Adult Learner 360 Academy Grant Meeting
- Compliance Writing Team Meeting
- BASOL Automation Reports (Argos)
- 2018 College-Wide Professional and Organizational Development Day
- Core Objectives Taskforce Meeting
- L&LSS Leadership update Meeting
- One Drive Business Training
- Meeting with Evisions – Web-based demo of Argos advanced features for STC

PROJECTS

- Strategic Planning
- SWOT Analysis for STC Strategic Plan
- Argos Dashboard Development
- Argos Dashboard – Interactive Chart feature testing
- Math, Science & Bachelor Division SWOT

MISCELLANEOUS

- TAIR Conference Presentation Proposal Planning.

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Completing and furnishing Bond Construction Libraries	**Progress: 98%**	**End Date: October 2018**
Met with Purchasing and Facilities Planning & Construction staff, and Broaddus & Associates representatives to review status of pending furniture deliveries and installations. Corresponded with vendors regarding final installations.		

Meeting Highlights

- Delivered workshop to Medical Health Services Management program faculty on integration of OER into curriculum.
- Participated in Search Committee meeting for Associate Dean of Library Services.
- Participated in SACS-COC Compliance Writing Team meeting.
- Presented update to President's Administrative Staff on assessment of Pecan Campus Library facility.
- Participated in Search Committee meetings for Library Public Services Technician (FTT) and for Office of Professional and Organizational Development Specialist.
- Participated in Coordinated Operations Council meeting.
- Participated in meeting with Distance Education and Library Services staff to discuss possible Intellus OER platform subscription.
- Participated in meeting with IT, Library Services, and ET to review outstanding and upcoming technology projects involving possible IT participation.
- Met with Bachelor program chairs to discuss guidance on complying with attribution and licensing requirements associated with the use of Open Educational Resources (OER).
- Participated in meeting of the Dean of Institutional Research, Effectiveness, and Strategic Planning Search Committee.
- Participated in briefing on findings from RAND Study
- Participated in Search Committee Library Public Services Technician (FTT) interviews.
- Participated in Search Committee Associate Dean of Library Services interviews.
- Participated in meetings with VP of ISPP&SI regarding search committee for IRE & SI, CLE testing support for January enrollment initiative, and CLE user issue regarding holiday observances.
- Participated in webinar with Intellus and STC stakeholders regarding OER support platform.
- Participated in Council of Academic Libraries annual meeting in Austin.

Activity Highlights

- Worked on Library Public Services Technician (FTT) Search Committee.
- Worked on position postings for Learning Support Systems and Applications Analyst and Librarian I-Public Services.

Training Highlights

- Library and Learning Support staff members participated in College-Wide Professional and Organizational Development Day trainings.

ASSOCIATE DEAN OF LIBRARY SERVICES

Highlights:

Monthly Statistics

- **Visitors # 86866**
- **Reference Questions # 39**
- **Active Community Users # 787**

Events and Library Art Gallery Highlights

Tina Fuentes	**Pecan Library**	**Exhibition:** August 27 – October 17

"Marcando el Relámpago **is a collaborative exhibition, marking exchanges between an atmospheric scientist, Eric Bruning, and visual artist, Tina Fuentes. The science and the art combine to present insights into**

Events and Library Art Gallery Highlights		
lightning—a dynamic, powerful, and spectacular component of our planet's weather systems." --Museum of Texas Tech University.		
Recent B.F.A. Graduates		
Victoria Zuniga & Mariela Gonzalez	**Technology Library**	**Exhibition:** August 27 – October 17
Mariela Gonzalez and Victoria Zuniga both completed UTRGV's Bachelor of Fine Arts program in December 2017. The technical skill, dedication and stories of these artists will give unique insight into a new generation of local artists.		

Project Highlights

SirsiDynix Enterprise	Progress:	End Date: **September 2018**
Phase I – Configure and go live with Enterprise	Phase I – 100%	
Phase II – Develop customizations and integrate with several library products	Phase II – 100%	
Implement a product that allows users to search the library collection and online databases through a single interface. Phase I involved the initial configuration and the product went live on May 30. Phase II involved customizations to improve the product's usability and integration with other library products.		
People Counters	**Progress:** 100%	**End Date:** September 2018
Install and configure laser people counters at several new library and Open Labs locations. All devices are installed, configured, and networked.		
Weed Collection	**Progress:**	**End Date:** November 2018
Phase I – Identify and Remove Items to Discard	Phase I – 100%	
Phase II – Process Discard Items	Phase II – 100%	
Phase III – Process Discard Items (ST)	Phase III – 95%	
Phase IV – Auction all discarded Items (ST)	Phase IV – 0%	
This project is to identify and remove outdated resources from the collections of Mid-Valley, Nursing Allied Health and Starr campuses. Phase III ♦ All discards have been taken out of Workflows. The physical processing of items continues. Phase IV ♦ A list will be created for the President of South Texas College signature by October 5, 2018.		
Annual Report	**Progress:** 65%	**End Date:** September 2018
Phase I – Compile and review data	Phase I – 100%	
Phase II – Write, format, and print a tri-fold brochure	Phase II – 99%	
Phase III – Write and publish a full report	Phase III – 99%	
This project is to produce an annual report for the STC Community. The information will be disseminated via a printed brochure and a full report on the library website. Phase II♦ The brochures are ready to be picked up from the printer.		
Rearrangement of Technical Services F105	**Progress:** 25%	**End Date:** September 2018
A set of shelves were removed in preparation of the move. The space will temporarily be used to store boxed discards. FP&C visited the area and reported that three desks had been located that can be used for the Automation Team's move to the 2nd floor.		

Fall 2018 Preparation for Programming Events	**Progress: 26%**	**End Date: November 2018**
Coordinated flyers for the Cyber Security Awareness presentations. Presentations will be held at Pecan Campus Library. Communicated with Veterans staff to coordinate the Veterans Expo 2018 at the Pecan Campus Library.		
Lesson Plans **Core Classes**	**Progress:** 9%	**End Date:** May 2019

Fall 2018 Preparation for Programming Events	**Progress: 26%**	**End Date: November 2018**
Creating library instruction lesson plans in other areas of the core curriculum.		
Articulate Rise Video Tutorials	**Progress:** 63%	**End Date:** December 2018
Edited and updated Articulate Rise Video Tutorials.		
Nursing and Allied Health Campus Library Inventory of Furniture at NAH	**Progress:** 95%	**End Date:** September 2018
Inventory of new furniture and equipment.		
Starr Annual Collection Inventory	**Progress:** 98%	**End Date:** September 2018
This is an annual project to keep out current collection in order.		

Activity Highlights

- Participated in interviews for IT Computer Services Specialist.
- Participated in a webinar about Rittenhouse products
- Worked on annual evaluations and met with two staff. The remaining staff are scheduled.
- Reviewed ILL stats with Librarian III of Automation Systems.
- Coordinated exhibit schedule for spring 2019.
- Worked on quotes for Starr Library Art Gallery.
- Presented eight general library presentations on resources to Weslaco CTE ECHS.
- Filmed the Welcome to the Library promotional video.
- Sentry visited to reset the sensitivity of the security gates at NAH and at Starr campus libraries.
- Worked on OER Subject Guides
- Met with Cultural Surroundings regarding installations of furniture.
- Participated in college-wide Welcome Week.
- Create a Discovery List within Blackboard and created a printed tutorial to give to Liaisons.
- Worked with Library systems and application Specialist and OVID to solve an issue with journal.
- Worked with database vendor to determine our holdings with them and received usage reports.
- Investigated recommendations for lighting of the library stack area. Will continue with work to plan a small project to compile information using a light meter.
- Began preparation for the Welcome to the Library promotional video.
- Participated in the Providing Equitable Access to Patrons with Disabilities webinar.
- Collection Development Liaison Training
- Completed troubleshooting the searching mechanism for the OVID product and created a written tutorial covering searching for topics as it is different than in the past. The tutorial was sent to the Instructor and Librarian II at NAH.
- Sent a detailed email to English Instructor regarding resources we have to support his curriculum and offered to sit down with him if he would like to review the databases.
- Created and sent a written tutorial for using Kanopy to the Psychology Department.
- Prepared and sent out outreach mailings to local high schools and university.
- Corresponded with upcoming and potential artists.
- Attended LIRT Summit 2018.
- Continued preparation for the Welcome to the Library promotional video.

Meeting Highlights

- Met to discuss Harvest of Health at Nursing & Allied Health Campus.
- Participated in meeting to plan library events and art gallery events surveys.
- Participated the Division of Business, Public Safety & Technology meeting.
- Participated in interviews for Open Lab Logistics Manager position.
- Met with new Librarian I and discussed collection development, serials, etc. He will participate in training in the use of Ingram and ECM next week during the Liaison meeting.
- Reviewed applications for Computer Services Specialist positions.
- Met, via webinar, with Lumen Learning.
- Met, via webinar, with Web of Science.
- Met with Educational Technologies to set up TV in Mid-Valley gallery.
- Attended art talk in Art Building.
- Worked on outreach to businesses, high schools, and UTRGV.
- Met with Ceramics Instructor about Ceramic Showdown 2019.
- Ask Academic Representatives meeting.

Training Highlights

- Received training from Distance Learning technician in the use of Blackboard and setting up Collaborate for a meeting.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Highlights:

- Five new hired employees attended the New Hire Orientation at Human Resources. They all began positions as Open Lab Customer Service Clerks at the Pecan, Mid-Valley and Nursing and Allied Health Campuses.

September 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,967	6,570	14,063
Pecan F-134 Internet Café	706	2,047	10,028
Pecan P 3.102 Open Lab	471	1,110	2,633
Mid-Valley E 1.316 Open Lab	1,441	5,964	
Mid-Valley E 1.304 Extended Hrs	368	942	
Mid-Valley G-144 Lab	753	1,575	
Mid-Valley G-270 Open Lab	1,068	3,652	
Mid-Valley K 2.801 Open Lab	314	938	2,372
Technology B-141 Open Lab	536	1,876	
Technology B-160 Internet Café	324	1,289	
District Total:	**7,948**	**25,963**	**29,096**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,461	9,739
Pecan F-183 Community User Corner	60	170
Pecan F-222	210	528
NAH B Library Open Lab	907	3,616
Mid-Valley Quiet Study E 1.200	382	1,164
Starr K 1.300 Library	887	4,497
Starr Library Extended Hours K 1.102	387	919
Technology A-136 Library	153	427
District Total:	**6,447**	**21,060**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,035	6,824
Mid-Valley A101A Open Labs	473	1,199
NAH CLE Open Lab	1,057	4,180
Starr CLE Open Labs	272	1,307
Tech CLE Open Labs	236	816
District Total:	**4,073**	**14,326**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	207	313
Pecan F-130 Group Stations	23	63
NAH Group Stations	807	1,917
District Total:	**1,037**	**2,293**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	95	135
Mid-Valley E-Library Study Rooms	166	409
Starr K-Library Study Rooms	81	136
District Total:	**342**	**680**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	36	135
Mid-Valley E 1.222 Veteran's Room	9	20
Starr K 1.322 Veteran's Room	3	5
District Total:	**48**	**160**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	333	531	3,946
Pecan P2.102 Info. Commons	216	388	3,463
Pecan V1.111 Info. Commons	407	835	7,492
Pecan Y1.107 Info. Commons	317	624	2,910
Mid-Valley K1.801 Info. Commons	65	107	897
Starr L2.102 Info. Commons.	100	397	1,228
District Total:	**1,438**	**2,882**	**19,936**

All regularly scheduled departmental meetings were attended by the Director of Learning commons and Open Labs as well as the following:

- 09-05-2018/The Director met with the Open Lab Logistics Manager for their weekly meeting.
- 09-05-2018/The Director met with a hiring committee to review applications for a vacant position within the Library and Learning Support Services department.
- 09-06-2018/The Director and a hiring committee held interviews for the vacant Open Lab Logistics Manager position.
- 09-06-2018/The Director met with the Dean of Library and Learning Support Services for their bi-weekly meeting.
- 09-07-2018/The Director attended the President's Administrative Staff meeting.
- 09-12-2018/The Director met with the Open Lab Logistics Manager for their weekly meeting.
- 09-12-2018/The Director and a hiring committee met to review applications for the vacant Open Lab Technician and Technology Specialist positions.
- 09-19-2018/The Director met with the Open Lab Logistics Manager for their weekly meeting.
- 09-20-2018/The Director met with the Dean of Library and Learning Support Services for their bi-weekly meeting.
- 09-21-2018/The Learning Commons & Open Labs full time employees attended College Wide Professional and Organizational Development Day at the McAllen Convention Center.
- 09-25-2018/The Director met with a hiring committee that held interviews.
- 09-26-2018/The Director traveled to the Mid-Valley Campus to hold interviews for a vacant work-study position.
- 09-26-2018/The Director met with the Open Lab Logistics Manager for their weekly meeting.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Meeting Highlights

- Meeting for future enrollment collaboration on September 24, 2018
- CHOC Meeting at NAH campus on September 25, 2018
- Online Appeals Committee on September 26, 2018
- Department Meetings on various dates throughout the week
- NAH meeting with nursing faculty to discuss writing needs for the campus on September 26, 2018
- Intercampus Tutoring Policies Meeting on September 27, 2018, in person at PCN

Training Highlights

- Plickers Training on September 5, 2018
- AVID Student Motivation OPOD Training on September 21st, 2018
- Building a Legacy OPOD Training on September 21, 2018
- Security Awareness OPOD Training on September 21, 2018
- Supervisory Styles training on September 25, 2018
- LibGuide Training on September 25, 2018
- TSI Workshop trainings throughout the month of September
- SI Leaders' weekly trainings throughout the month of September

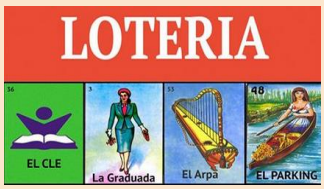
Monthly Statistics	**September 2018**
▪ Visitors: 8,688 ▪ Tutoring Sessions: 4,839 ▪ Tutor Trainings: 12 ▪ Workshops: 121 ▪ Attendance # 964	

Events Highlights

Welcome Week		**Event Dates: Sept 4 - Sept 6**
Marketing of CLE Services		

CLE tutors and staff members participated in the South Texas College Welcome Week throughout our five campuses by tabling and providing in-class presentations. The CLE promoted our workshops and services to increase student visits and create department awareness.

CLE Loteria		**Event Dates: September 13**
Marketing of CLE Services		



The CLE developed a Loteria event to increase student engagement, department awareness, and celebrate the theme of "diez y seis de Septiembre." The staff created customized CLE loteria cards and conducted multiple loteria games throughout the day. STC promotional prizes were awarded to the winners.

Project Highlights

TSI Bootcamps & Collaboration Team	**Progress: 5%**	**End Date: May 2019**
The CLE will conduct TSI boot camps at various campuses. Students from several high schools will attend the boot camps. The Collaboration Team will plan and develop TSI strategies to improve enrollment and outreach for potential STC students. Satisfaction surveys will be conducted after completion.		
Intercampus Tutoring	**Progress: 65%**	**End Date: December 2018**

TSI Bootcamps & Collaboration Team	**Progress: 5%**	**End Date: May 2019**
This project is to assist other campuses that do not have support for diverse subject areas and can be assisted through Blackboard Collaborate. The Intercampus Tutoring stations are being implemented at the Pecan, MVC, and Starr campuses for testing.		
Data Reporting Taskforce	**Progress: 100%**	**End Date: September 2018**
The Data Reporting Task Force was created to identify reports that are being utilized in the CLE and to identify reports that are not being used and need to be removed. In addition, changes were made to the reporting formats of weekly, monthly, and semester reports to create a more uniform reporting process for the ISPP & SI Division. Team finalized a reporting schedule for the following reports: student satisfaction surveys, faculty satisfaction surveys, students' success, persistence, and graduation rates for those that utilize the CLE.		

AVID Implementation to CRLA Trainings	Progress: 70%	End Date: December 2018
This project is to identify AVID strategies that are well suited to current CRLA trainings from the CLE. The project has been divided among the CLE full time staff and Leadership staff for completion and implementation on AVID strategies for the Student Learning Assistants and SI Leaders. The implementation of these high engagements strategies cultivate an active learning environment for all CLE staff. The AVID strategies the tutors learn in the trainings can be used in individual tutoring and SI sessions throughout the year.		
NAH Writing Center	**Progress: 5%**	**End Date: August 2019**
NAH CLE will establish a writing center. Eleven writing workshops will be developed and executed throughout the academic year. Staff will be trained to present workshops specializing in HESI, APA, brainstorming strategies, etc.		

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- 2020 Hispanic Enrollment Projection
- Bi-Weekly Campus Enrollment - Fall 2018
- IPEDS 12 Month Enrollment
- IPEDS Completions Survey
- IPEDS Institutional Characteristics
- FISAP - Federal Financial Aid Survey 2018
- NCES Financial AID Survey
- Military Friendly Survey 2018

SURVEYS

- Ascender/Catch The Next pre
- Attorney survey
- BUSA student satisfaction
- Catch The Next pre
- CDC/CLE transfer to SmartEvals
- Child Development Links
- Child Development Transfer to SmartEvals
- CLE embedded tutoring
- CLE service study
- College-wide SWOT survey component
- FOCUS Academy
- Food services meal plans
- Fraud Survey
- Graduate Survey
- La Joya/SAIL sites survey
- Library Events Spring 2018 Report
- Library Instruction survey
- Library Open Labs
- NAH simulation surveys
- New program student surveys
- Pharmacy employer survey
- Psych dept. orientation eval survey
- Restauranteurs survey

QUALITATIVE STUDIES

- BMS SWOT Analysis: Phase II
- FTIC Advising
- # of Dual students who matriculate to STC in different majors

DATA REQUESTS

- # of Dual students who matriculate to STC in different majors
- AA-MXAM Enrollment
- BA Scholarship
- CCSSE Survey results
- Civitas lists
- Classes Political Science majors have taken in last 4 years
- College Demographics
- College Wide data
- Corequisite numbers
- Data for Taskforce - Enrollment of Traditional Students
- Dual ADN data
- Enrollment in Developmental Reading and Writing
- Fall to Fall Persistence 2011-2015
- Fall 2015 enrollment, Spring 2018 graduates
- Fall 2017 Dual Credit Students Counts by High School

- Fall 2018 Dual Freshman and Registration Mode
- Fall 2017 to Fall 2018 persistence
- Fall 2018 Credit and Contact Hours by Traditional, Dual, and Continuing Education
- Fall 2018 FTE
- Fall 2018 FTIC count
- Fall 2018 FTIC in Dev Reading/Writing
- FY Dual Contact Hours
- Graduate counts, COSC, COIS
- Historic Online Student Enrollment Profile
- IDEA Student Prospectus
- INRW students and their other courses
- Kappa Beta Delta student list
- Leads Project
- McAllen ISD dual data
- Not in EDCS or CSFH for Students in Developmental Course
- Nursing Program Completion Rates
- Pass Rates, GPA, and Retention Rates for students enrolled in SI Courses and Non-SI Courses for Fall 2017
- Pass rate for various courses and a comparison rate for overall pass rates for each course for the respective semester. Fall to Spring Retention rates for fall 2017 courses.
- Same day fall term independent dual enrolled in non-S
- Statistical Supplement with the FY 2017-2018
- Success Rates for Core MATH courses
- Summer 1/3 and 2 Dual Enrolled in Non-S Sections Grades Count
- S sections with zero enrollment, 1-4 enrollment
- SWAG
- TACRAO Radius Leads
- TSI Distribution in ENGL0100 and READ0100
- 2017 Exit Cohorts Placement Data - THECB

MEETINGS

- Academic Council
- AL360 grant meeting
- BASOL reports automation
- College Wide Organizational Development Day
- Guided Pathways Institute #5 - Advance work Planning session
- Go To Webinar - How Community Colleges Drive Student Outcomes
- HEDS on custom reporting
- Horacio Garza/Open Labs
- IBL data request with Dr. Joe Sanchez
- McAllen dual data
- PAS
- Qual Team weekly
- QEP Leadership Meeting
- RAND visit
- RAS weekly
- RAS Qual Team weekly
- Saul Reyes/CLE
- SmartEvals meeting with Seth Watkins
- 2018 DEPS Survey Meeting

OTHER RESEARCH/SUPPORT

- ADN program benchmark data research
- Adult Learner 360 grant survey materials
- Catch The Next data transfer to THECB
- CCSSE data for NAH accreditation
- Contacts with Dept. Ed/THECB re: surveying minors
- E-mail update link for NAH
- External Environment Scan research
- HEDS vendor proposal
- Pecan Campus Enrollment Projections
- Population Growth Chart request
- Postcard request to PR

- IRB Pecan Campus Enrollment Projections

MISCELLANEOUS

- Data Academy curriculum and syllabus
- STC SWOT Analysis: List of Items
- Qualtrics certifications

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	Description	PMBOK Project Phase	Project Notes
Dual Credit Student Advising Life Cycle Mapping	Business Process Mapping	N/A	Mapping of Advising Process of Dual Credit Traditional Students: Session of Edits is Scheduled.
Hobsons® Starfish	Contract Renewal Process	N/A	Scheduled for Board approved on 9/25/2018.
Divisional Meeting Event	Professional Development Day 2/15/2019	N/A	Event Planning has commenced. Pending Leadership Team Input
Distance Learning	Journey Mapping	N/A	Preliminary Requirements Meeting with Distance Learning has been scheduled.
IT Manager's	Leadership/Communication Training	N/A	Requested Trainings are in process to be secured and scheduled. 10/12/2018: From Doing to Leading-Leading with Impact. 11/14/2018: Communicate, Communicate, And Communicate.