SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

October and November 2018

Board Meeting
December 13, 2018

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

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:	DECEMBER 13, 2018
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2018 THROUGH NOVEMBER 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
- Business, Public Safety and Technology Program Chair Meeting
- EWDC Committee
- 2017-2019 Mid-Bi Report SAEM

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
- Meeting with Oxford Principal of Reynosa, Tamaulipas
- Guided Pathways Institute #5-Advance work Planning Sessions
- Meeting with Ken Sorey, ERP Strengthening Multiple Measures
- Policy Dual and Tuition Table meeting
- Ready for College and STC Partnership
- Conference call with Integrity
- Financial Services Super Saturday
- Campus Logic Demo meeting
- TIX Complaint Process
- DREAMERS Webpage and Focus Group meeting
- Workforce meeting with Nursing and Allied Health
- Meeting with Velma Cervantes, Student Success Specialist
- Eddie Lucio Jr. Event, speaking with STC Student Government Association
- Meeting with Dr. de Hoyos and College Specialists McAllen ISD
- Meeting with Dean Paul Hernandez and Dr. Nancy Garcia
- MADISSAR Grant Presentation (Awardees)
- Meeting with WGU Texas
- STARR County Open House – Lunch with Prospective Students
- Pathways Presentation
- Annual Banquet for Man/Woman of the Year
- Tri Agency Meeting in Georgetown, Texas
- Debrief on Mexican Elections
- SACSCOC Compliance Writing Team
- ATD Coaches Visit - Executive Team
- ATD Coaches Visit – Review of Guided Pathways Work to Date and FTIC Advising
- ATD Coaches Visit - Discussion on Access & Equity
- ATD Coaches Visit – Discussion on Process Mapping of Advising for Meta Majors
- Pathways Institute – Dallas, Texas

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Spring 2019 semester on October 8, 2018; **15,411** students have registered online, to date, after required documents were processed and they were cleared by OAR.
- Director of Student Records & Registrar (Director/Registrar) attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Banner 9 student module went live on October 22, 2018 after extensive planning, testing and training by Director/Registrar and Coordinator of Records.
- Residency Specialist and Admissions Specialist, who assists with international students and residency, attended NAFSA Region III Conference held in Little Rock, Arkansas on October 28 – 31, 2018.
- Director/Registrar, Compliance Coordinator and Admissions Specialist, who assists with CBM reports, attended TACRAO Annual Conference held in Fort Worth, Texas on November 4 – 7, 2018.
- Director/Registrar attended Texas Guided Pathways – Institute #5 held in Dallas, Texas on November 14 – 16, 2018.
- Residency Specialist and two Admissions Specialists, who assist with international students and residency, attended SA Forum for International Educators held in San Antonio, Texas on November 29.

- 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, BUGS, Courseleaf Catalog, December 2018 commencement exercises, dual credit independent student workflow & online registration for dual credit students, ERP strengthening, enrollment appeals, grade appeals, JagNet content, QEP leadership, SACS-COC compliance writing, Texas Guided Pathways Project - Institute #5 planning sessions, Title IX mandatory training, and various hiring/search committees.
- Conducted interviews for vacant Admissions Specialist position and made a recommendation in October 2018, which was approved, offered and accepted in November 2018.
- 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 worked with Marching Orders to submit the online commencement ceremony invitation to **2,693** potential December 2018 graduates and set up for the distribution of caps & gowns in October 2018. In November 2018, **1,457** potential December 2018 graduates accepted the invitation via Marching Orders, then **1,345** potential graduates picked up their cap & gown.
- Document Management Specialist downloaded, reviewed and verified **15,324** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during October and November 2018.
- Residency Specialist and Admissions 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.
- STC has **46** international students enrolled for Spring 2019 semester, to date.
- Processed **401** course substitutions and exceptions in Degree Works during October and November.
- Processed *Change of Grade Forms* for **64** students during October and November 2018.
- Processed *Reinstatement After Census Date Forms* for **68** students during October and November.
- Processed *Schedule Change Forms* for **5,510** students during October through November 16, 2018, the deadline to withdraw from the Fall 2018 semester.
- Processed **6,481** high school and **728** college/university transcripts during October and November.
- Evaluated **998** transcripts from other colleges and universities during October and November 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **9,685** STC transcripts during October and November 2018.
- Scanned and indexed **11,260** documents submitted by students during October and November 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 Coordinator Yesenia Garcia, Specialists Krystal Guzman, Marisela Lozano, and Javier Guajardo attended the 2018 TASFAA Conference held in Galveston, Texas October 2nd through 5th
- SFS Department resubmitted the 2018-2019 Texas Association of Student Financial Aid Administrators Membership
- SFS Department held the 2018 Super Saturday event on October 13th at the Pecan, Mid-Valley and Starr Campuses

- A retirement farewell was done for VA Coordinator Javier Arredondo on October 10th
- SFS Director attended the Texas Pathway Training held in Dallas, Texas November 14th though the 16th
- SFS Coordinator Yesenia Garcia, Specialists Indira Salinas, Menisa Vega, Kayla Castillo and Carolina Miranda attended the 2018 Federal Student Aid Conference in Atlanta, Georgia November 26th through the 30th
- SFS Outreach Specialist Jovelli De Leon and Carolina Miranda assisted with 100 FAFSA/FA events in the month of October and November

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report October and November 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	**633**	**267**	**234 (88%show)**	**ACT**	**389**
Mid- Valley	**198**	**663**	**545 (82%show)**	**TSI EXAM**	**775**
Starr Campus	**251**	**202**	**172 (85% show)**	**TSI EXAM**	**194**
Pecan Plaza	**152**			**GED/ PEARSON**	
Pecan Plaza		**1778**	**1,408 (79% show)**	**TSI EXAM**	**1500**
Pecan Plaza		**260**	**244 (94% show)**	**HESI**	**330**
Pecan Plaza		**48**	**41 (85%show)**	**HiSET**	**49**
TOTAL:	**1,234**	**3,218**	**2,644 (82% show)**		**3,237– All Campuses YTD**

TSI PLACEMENT REPORT

TSI Scores: by placement score October and November 2018			
READING		**READING**	
Monthly (10/01/18 - 11/30/18)		**Year To Date (09/01/18 – 11/30/2018)**	
College ready (351+)	274	**College Ready** (351+)	289
Holistic Placement (349-350)	68	Holistic Placement (349-350)	78
Developmental Ed (342-348)	346	Developmental Ed (342-348)	361
ABE Level 6 (Developmental Ed)	58	ABE Level 6 (Developmental Ed)	63
ABE Level 5 (Developmental Ed)	183	ABE Level 5 (Developmental Ed)	195
ABE Level 4	94	ABE Level 4	102
ABE Level 3	18	ABE Level 3	18
ABE Level 2	35	ABE Level 2	35
ABE Level 1	9	ABE Level 1	10
Total	**1085**	**Total**	**1151**
MATH		**MATH**	
Monthly (10/01/18 – 11/30/18)		**Year To Date (09/01/18 – 11/30/2018)**	
College Ready (350+)	91	**College Ready** (350+)	106
Holistic Placement (348-349)	56	Holistic Placement (348-349)	62
Developmental Ed (336-347)	337	Developmental Ed (336-347)	369
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	113	ABE Level 5 (Developmental Ed)	144
ABE Level 4	89	ABE Level 4	107
ABE Level 3	33	ABE Level 3	37
ABE Level 2	28	ABE Level 2	29
ABE Level 1	5	ABE Level 1	5
Total	**752**	**Total**	**860**
Writing		**Writing**	
Monthly (10/01/18 - 11/30/18)		**Year To Date (09/01/18 – 11/30/2018)**	
College Ready (363 & 4+ Essay or 5+)	321	**College Ready** (363 & 4+ Essay or 5+)	382
Developmental Ed (350-362 & 0-4 Essay)	60	Developmental Ed (350-362 & 0-4 Essay)	72
ABE Level 6 (Developmental Ed)	3	ABE Level 6 (Developmental Ed)	3
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	1
ABE Level 4	10	ABE Level 4	14
ABE Level 3	21	ABE Level 3	23
ABE Level 2	5	ABE Level 2	5
ABE Level 1	1	ABE Level 1	2
Total	**422**	**Total**	**502**
Data retrieved from College Board Accuplacer			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- The Dual2Degree Department held a total of **41** events and assisted more than **2,430** students and parents during the month of October.
- Department staff held **23** meetings with school districts during the month of October.
- The Dual Credit headcount stands at **4,354** vs **2,985** for last year, an increase of **1,370** (45.9%).
- The Dual2Degree Department held a total of **29** events and assisted more than **1,792** students during the month of November.
- The Department has so far coordinated a total of **15** Dual Credit Fast Track events at STC campuses and served more than **800** students as part of the New Student Onboarding Initiative for the Dual Credit Program. The events adopt a one-stop service model and students participate in a campus tour, group advising session, and registration.
- The Department presented two sessions at the Annual Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) meeting in Fort Worth, Texas, November 5. The Department presented on how South Texas College redesigned the enrollment process for Dual Credit Students by adopting online registration and implementing a New Student Onboarding Program.

SNAPSHOTS

Harwell Middle School
Parent Orientation

Juan Diego Academy
Application Drive

HESTEC Table Set Up

Dual2Degree Presentation
at TACRAO Conference

Dual Credit Fast Track
for Edcouch Elsa ECHS

Dual Credit Fast Track
for PSJA Southwest

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Hidalgo ECHS	10/1	ISD	68
Application Drive	Mercedes HS	10/2	ISD	22
Application Drive	McAllen HS	10/4	ISD	88
Application Drive	Economedes HS	10/5	ISD	59
Application Drive	Weslaco CTE ECHS	10/5	ISD	16
Application Drive	PSJA Thomas Jefferson T-Stem	10/9	ISD	78
Application Drive	Juarez Lincoln HS	10/10	ISD	83
Application Drive	PSJA North ECHS	10/10	ISD	39
Application Drive	PSJA Thomas Jefferson T-Stem	10/10	ISD	57
Application Drive	Juarez Lincoln HS	10/11	ISD	115
Application Drive	PSJA North ECHS	10/11	ISD	37
Application Drive	Sharyland High School	10/15	ISD	29
Application Drive	Sharyland High School	10/16	ISD	35
Application Drive	J. Economedes High School	10/16	ISD	93
Application Drive	Hidalgo Academy	10/16	ISD	11
Application Drive	Juan Diego Academy	10/18	STC	33
Application Drive	Calvillo CTE	10/18	ISD	23
Application Drive	Calvillo CTE	10/19	ISD	16
Application Drive	Science Academy	10/23	ISD	9
Application Drive	Science Academy	10/24	ISD	8
Application Drive	Edinburg High School	10/24	ISD	102
Application Drive	PSJA Collegiate HS	10/25	ISD	59
Application Drive	Weslaco CTE ECHS	10/26	ISD	43
Application Drive	Roma HS	10/29	ISD	8
Registration Drive	McAllen HS	10/29	ISD	132
Registration Drive	Nikki Rowe	10/30	ISD	62
Registration Drive	McAllen Memorial	10/31	ISD	10
Application Drive	Valley View High School	11/1	ISD	103
Application Drive	PSJA HS	11/2	ISD	47
			Total	1485

Event	High School Served	Date	Location	Total Served
Registration Drive	PSJA TSTEM ECHS	11/6	ISD	247
Application Drive	Valley View HS	11/8	ISD	32
Registration Drive	PSJA HS	11/8	ISD	81
Registration Drive	PSJA North	11/9	STC	57
Registration Drive	Mercedes ECHS	11/9	STC	42
Fast Track	PSJA Memorial	11/12	STC	56

Event	High School Served	Date	Location	Total Served
Fast Track	Edcouch Elsa	11/13	STC	54
Fast Track	Valley View HS	11/13	STC	40
Registration Drive	PSJA Memorial	11/14	ISD	185
Application Drive	South Texas ISD	11/14	ISD	109
Fast Track	PSJA Southwest	11/15	STC	31
Fast Track	PSJA ECHS	11/16	STC	51
Fast Track	PSJA ECHS	11/16	STC	51
Registration Drive	J. Economedes HS	11/26	ISD	72
Registration Drive	Roma HS	11/26	ISD	32
Fast Track	Rio Grande Prep ECHS	11/26	STC	81
Fast Track	La Joya ECHS	11/27	STC	41
Fast Track	Hidalgo ECHS	11/27	STC	57
Registration Drive	Sharyland HS	11/28	ISD	74
Registration Drive	PSJA Southwest ECHS	11/28	ISD	39
Fast Track	Jimmy Carter ECHS	11/28	STC	47
Fast Track	Thelma Salinas	11/29	STC	87
Registration Drive	Weslaco HS	11/29	ISD	24
			Total	1590

SUPPORT SERVICES

Event	High School Served	Date	Location	Total Served
HESTEC	Various	10/1	UTRGV	300
Student/Parent Meeting	McAllen High School	10/3	ISD	18
UTRGV Trio Talent Search	Mission ISD, La Joya ISD, Edcouch-Elsa ISD	10/6	UTRGV	50
Parent Information Presentation	Achieve ECHS	10/12	ISD	20
Dual Credit Presentation	Mission CISD	10/16	STC Pecan	30
Parent Orientation	Harwell Middle School	10/23	ISD	20
Parent Orientation	Juarez Lincoln	10/23	ISD	25
Student Orientation	La Joya HS	10/26	ISD	367
DC Parent/Student Orientation	Palmview HS	10/29	ISD	30
DC Parent Presentation	La Joya HS	10/30	ISD	10
DC Parent Presentation	Vanguard Academy	11/1	ISD	60
Fall Open House Community Event	Starr County	11/1	STC	20
			Total	**950**

Event	High School Served	Date	Location	Total Served
Parent Meeting	PSJA Southwest	11/8	ISD	36
Parent Meeting	PSJA Memorial	11/8	ISD	25
Parent Meeting	PSJA ECHS	11/8	ISD	30
DE Program Presentation	McAllen HS	11/8	ISD	25
Parent Meeting	Mercedes HS	11/27	ISD	36
CTE Career Fair	B.L. Gray Junior High	11/29	ISD	50
			Total	**202**

MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

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

- A meeting was held with Texas Southmost College to provide an overview of how STC implemented Online Registration for Dual Credit Students. TSC is seeking to implement the same model to better streamline their enrollment process.
- La Joya ISD Success Metrics Workshop was held and Dual2Degree coordinators attended to participate in conversation about Dual Credit and metrics at their respective campuses.
- Meeting with Weslaco ISD to propose "College Connection Day" campus visits for rising Juniors for Spring 2019
- Meeting with McAllen ISD to propose "College Connection Day" campus visits for rising Juniors for Spring 2019
- SAEM Division Leaders Meeting with Vice President to discuss Enrollment and Administrative Updates
- SAEM Directors Meeting with Dean of Enrollment to Discuss Enrollment Updates and Activities
- Director attended STC Dual Credit Task Force Steering Committee Meeting and provided updates on the Admission & Registration Sub-Committee
- D2D Weekly staff meeting to discuss administrative updates/Spring 2019
- Dual Credit Programs Career & Technology Education Summit at STC Technology Campus
- NACEP Pre-Application Review Meeting

MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

- SAEM Directors Meeting to Discuss Updates on Enrollment Management
- Presentation to College Connections Department Regarding Dual Credit Enrollment Updates
- College Connection Meeting on "Navigate the Jaguar Path" Event at Starr Campus
- Meeting with Student Activities to Plan for Early College High School Sports Tournament
- Meeting with SAEM Directors to Discuss Implementation of ERP Measures
- ECHS Department Meeting on Fast Track Planning
- Meeting with PR to Review Dual Credit Program Website
- Dual2Degree and Distant Learning Meeting on Student Success Module Implementation
- Independent Student Enrollment Policy Meeting With Academic Affairs
- Meeting with Academic Affairs and SAEM Directors to Discuss Dual Credit Student Advising Process
- SAEM Department Coordinator's Meeting to discuss Spring Fast Track Events
- SAEM Directors' Meeting with Dean Carranza to Discuss Enrolment Updates and Activities
- Institute #4 – Texas Pathways Meeting, Dallas, Texas

STAFF PROFESSIONAL DEVELOPMENT

- Banner IX
- Photoshop for Beginners Training
- Several Dual2Degree department employees attended the PJSA College for All Conference
- Radium CRM Training
- Mandatory Title IX Training for Supervisors
- College Advisory Training Program Sponsored by the Office of Comprehensive Advising & Mentoring Services
- Conflict Resolution Training Sponsored by the Office of Student Rights & Responsibilities
- D2D Staff attended TACRAO Conference to learn best practice for admission, registration, advisement and transition

AWARDS AND RECOGNITION

- Valley Scholars Program Distinguished Alumni Award – Mayra Carver, Dual2Degree Coordinator

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE EVENTS SUPPORT

- Starr County Fall Festival
- Jerry's Winter Wonderland – Table Set Up
- Harvest of Health
- La Joya ISD Registration Round Up

DEPARTMENT MEETINGS AND EVENTS

- Meeting THECB Workstudy Mentorship Grant
- Starr County Campus Open House
- La Joya Higher Education Center Advisory Board Meeting
- Talent Hub Monthly Meeting
- Radius Training for PASS Program
- Student Ambassador Program Meeting
- Business, Public Safety and Technology Program Chair Meeting
- TACRAO Conference
- Registration and FASFA Drive at Technology Campus
- RGV Lead College & Career EXPO Planning Meeting
- RGV Lead P16 Meeting
- Leadership Midvalley Steering Committee
- STARN Monthly Meeting
- Deep South Texas Financial Literacy Alliance Meeting
- Boot Camp Planning Meeting
- Leadership MidValley Meeting

RECRUITMENT

- Hidalgo High School – Senior Presentation
- Roma High School – Senior Presentations
- McAllen High School – Senior Presentations
- HESTEC – Table Set up
- La Villa ECHS – Table Set up
- McAllen High School – Senior Presentation
- Hidalgo County Juvenile Probation – STC Bachelor Program Presentation
- Roma High School – Senior Presentation
- Juarez Lincoln High School – Senior Presentations
- McAllen High School – Senior Presentations
- Texas State Technical College – Transfer College Fair
- Edcouch Elsa CTE – College Fair
- Santa Rosa High School College Fair
- Monte Alto High School College Fair
- La Feria High School College Fair
- La Joya East Academy Presentation
- Edinburg CISD Migrant Senior Day
- PSJA Southwest High School – Senior Presentation
- McAllen High School – Table Set Up
- Integrity High School – Advising Sessions
- National Guard – College Presentations
- McAllen Housing College Fair
- La Joya East Academy – College Presentation
- La Joya West Academy – College Presentation
- La Feria High School – Go Center Table Set up
- Vanguard Academy – College Fair
- McAllen High School – College Presentation
- National Guard Recruitment Presentation
- San Isidro High School – College Presentation
- Meeting with Prospective Students – 5 appointments
- McAllen Public Library – Table Set Up
- PSJA Early College High School – Senior Presentation
- Donna ISD Donna North High School – College Transition Fair
- Region One Migrant Regional Pac – Table Set Up
- Premier High School of Pharr – College Presentation
- James "Nikki" Rowe High School
- McAllen Memorial High School
- McAllen High School
- South Texas Area Recruiter Network College Fair
- CTE Summit – Table Set Up
- Migrant Counselor's Academy at Region One ESC
- 1st Annual STPA Career and College Mini Conference
- 1st Annual "Human Service – Education & Training Panel of Speakers Event" at Sharyland High School

COMMUNITY EVENTS

- Edcouch-Elsa Community Resource Fair
- PCT 2 Alamo Community Center Conference
- City of McAllen Seminars – Table Set Up
- McAllen Christmas in the Park

APPLY TEXAS

- McAllen High School
- Sharyland High School
- Donna North High School
- Hidalgo Early College High School
- La Grulla High School
- La Joya High School
- Donna North High School
- Juarez Lincoln High School
- PSJA North High School
- PSJA North Early College HS
- Los Fresnos High School
- Mission High School
- McAllen Memorial High School
- Economedes High School
- The Science Academy of South Texas
- PSJA North High School
- Nikki Rowe High School
- Palmview High School
- Weslaco High School
- Sharyland Pioneer High School
- Progreso High School
- Mercedes High School
- McAllen Fire Academy
- PSJA Thomas Jefferson TSTEM ECHS

FINANCIAL AID

- FASFA/TASFA Super Saturday
- Sharyland Pioneer High School
- Weslaco East High School
- PSJA TSTEM High School
- Edinburg North High School
- Weslaco High School
- Hidalgo Early High School
- La Joya High School
- Progreso High School
- Mercedes High School
- McAllen ISD Financial Aid Transmittal Event
- La Feria High School FAFSA Night
- Edinburg North High School
- La Villa Early College High School
- Economedes High School

- Donna High School
- PSJA Thomas Jefferson TSTEM ECHS

REGISTRATION

School	Campus	Attended	Registered
PSJA CCTA	Pecan	1	1

DUAL SUPPORT

- Rio Grande City Preparatory ECHS – Fast Track
- Palmview High School – Apply Texas

PARENT MEETING AND EVENTS

- Robert Vela High School
- Edcouch Elsa Early College High School
- Economedes Early College High School
- Hidalgo High School
- Valley View High School

ELEMENTARY AND MIDDLE SCHOOL

- Rockin' IT presentation
- McAllen ISD – Evangelina Garza Elementary – Counselor Meeting
- Weslaco ISD – Cleckler-Heald Elementary – Pep-Rally
- La Joya ISD – Evangelina Garza Elementary School – Red Ribbon Week
- Rio Grande City CISD - North Grammar Elementary – Ceremony
- McAllen ISD Alvarez Elementary – Career Fair
- Mercedes ISD Travis Elementary – Career Fair
- Mercedes ISD Taylor Elementary – Career Fair
- McAllen ISD Leo Elementary – Career Fair
- La Joya ISD Sam Fordyce Elementary School – College Fair
- McAllen ISD Brown Middle School – Career Fair
- Mercedes ISD – College and Career Fair
- Mission CISD Bryan Elementary – Career Day
- McAllen ISD Zavala Elementary – Career Day

CAMPUS TOURS

- Pecan Campus
  - EG Salazar Elementary – 86 visitors
  - Jaguar Academy – 25 visitors
  - La Joya High School – 37 visitors
  - Edinburg CISD Hardwell Middle School – 30 visitors
  - Personal Tour – 7 visitors
  - UTRGV HEP Group – 25 visitors
  - Hidalgo Elementary – 61 visitors
  - PSJA High School – 225 visitors
  - Valley View High School – 56 visitors
  - La Joya High School – 100 visitors
  - La Joya T-Stem Academy – 95 visitors
  - Hidalgo High School – 90 visitors

        - Thelma Salinas ECHS – 100 visitors
        - Jimmy Carter High School – 100 visitors
        - Integrity School – 20 visitors
        - Castro Elementary – 95 visitors
    - Technology Campus
        - Jaguar Academy – 25 visitors
    - MidValley Campus
        - Weslaco ISD AVID Program – 35 visitors
        - Personal Tour – 2 visitors
        - Mercedes Early College Academy – 60 visitors
        - PSJA Memorial Early College High School – 90 visitors
        - Edcouch Elsa High School – 75 visitors
        - South Palm Gardens High School – 30 visitors
    - Starr Campus
        - Starr Fall Festival – 10 visitors
        - Ramiro Barrera Middle School – 337 visitors
        - Rio Grande City Preparatory ECHS – 85 visitors
        - Personal Tour – 3 visitors
    - Nursing Allied Health
        - Personal Tour – 1 visitor
        - UTRGV HEP Group – 25 visitors
        - Edinburg CISD Migrant Program – 80 visitors
        - College Advising Training Program – 8 visitors
        - La Joya High School 37 visitors
        - Donna ISD 3D Academy – 25 visitors

Campus	# Visitors
Pecan	1152 visitors
Mid-Valley	241 visitors
Starr	435 visitors
NAH	114 visitor
Tech	25 visitors

CALL CENTER

Phone Calls	
Inbound Calls	15981 calls
JagChat	
Chats	665 chats
Text Messages	
Text Message: FA Suspension	263 students
Text Message: FA Verification	250 students
Text Message: No FAFSA	974 students
Telemarketing	
Outbound Calls: FA High EFC	265 Calls
Outbound Calls: FA Suspension	870 Calls
Radius	
Enrolled Fall Not Registered Spring	10085 emails sent

EVENT

PHOTOS

The College Connections Department attended the name change ceremony of North Grammar Elementary; their new name is Alberto and Celia Barrera Elementary. Sponsors and community members where recognized.

The College Connections Department had a registration and FASFA Drive after hours at Technology Campus for evening students.

The College Connections Department had a table set up at the Weslaco National Guard, where we had the opportunity to recruit and meet prospective students from the National Guard.

Campus Tour

Hidalgo Elementary toured South Texas College to learn about programs and enrollment services.

McAllen Holiday Parade

H-E-B
SOUTH TEXAS
COLLEGE

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

WORKSHOP & PRESENTATION/ACTIVITIES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1060+	Student walk ins & visits
487	CTE Student Contacts
108	Student & Alumni Registered on CCN
60	Student & Alumni Resumes Revised/Uploaded on CCN
24	Employer Contact and New Employer Registered on CCN
57	Jobs posted to CCN
29	Workshops Presented
8	On Campus Recruitment
5,077	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENTS

On Campus Recruitment (OCR)

- Dallas Police Department
- Houston Police Department
- US National Guard
- Vector Marketing *(photo below)*
- Top Golf
- US Army

Workshop & Presentations / Activities

- Activities
  - ADA Disability Awareness Day health fair event – CES info table*(photo below)*
  - Puente Program, Noche de Familia – guest speaker *(photo below)*
  - CES Open House*(photo below)*
  - HR Lunch & Learn Attendees
  - Automotive Open House, 100+ students, alumni, community members
  - BAT Mock Interviews, 26 students
  - LGLA Advisory Board Committee Meeting

- Starr Open House – 25 students
- NAH Harvest of Health Information table
- On-campus Information tables CES

- **Presentations**
  - Electrician in class presentation- Resume, Interviewing Skills & CCN
  - Beacon Mentors CES Overview Presentation
  - Welcome to CES, Interviewing, Resume & Cover Letter Open Workshops
  - Mid Valley Campus & NAH – College Success for Health Care In Class Presentations
  - Automotive in class presentation- Resume writing & CCN
  - 1 hour resume Open Workshop
  - Resume & Cover Letters Open Workshop
  - TECH Get to know CES
  - PCN Get to know CES
  - NAH Get to know CES
  - PSJA College Café- Career Coach
  - CES Services & Interview Tips & Tricks Classroom Presentations
  - Tech Open Workshop- Resume 101
  - Tech Open Workshop- Get to know CES
  - NAH Open Workshop, Resume & Cover Letter
  - NAH Interview Open Workshop
  - College Success for Health Care Mid Valley Campus: Resume & Cover Letters
  - College Success for Health Care NAH Campus: Resume & Cover Letters
  - Region One ESC Counselor's Update: Student Resume Presentation
  - BCTTP Grant: Career Coach, CCN, Resume & Cover Letter presentation
  - EG Salazar Elementary Career Day: Career Ideas (5th grade students)
  - HSPS College Knowledge Parent Session: CES Overview/Career Coach
  - HSPS DEMSA: CES Overview/Resume Tips
  - Speech In-class Presentations: Career Coach/Interview Tips & Tricks
  - College Success for Health Care NAH Campus Resume & Cover Letter In Class Presentation/Workshop

- **Job Development**
  - New York Life Insurance – CCN registration
  - Redeem Center HCS. –CCN registration
  - Top Golf- CCN registration
  - Cantu Construction- CCN registration, 1 job posting
  - AC – 1 internship posting
  - Bridgestone Retail Operations – 2 job postings
  - R Communications – 1 job posting
  - RES – 1 job posting
  - NY Life – 1 job posting
  - PMG – 1 job posting
  - Foremost Paving – CCN registration, 1 job posting
  - CSL Plasma – CCN registration
  - IBC Bank – CCN registration
  - The Borgen Project – 7 internship postings
  - Auntie M's Pretzels – 2 job posting
  - Rio Grande Home Health Agency, 1 job posting
  - One Main—1 internship positing
  - CSI US Military Maintenance, LLC.—1 job posting

- Wonderful Citrus – 3 job postings
- Vestas – 1 job posting
- CCN Employer Registration: Xerox XTX Business Consultants Inc, Vestas, Presidio
- Panda Express office visit
- Universal Metal CCN Registration
- 1 job posting- Rio Bank
- 6 job postings- Savor/State Farm Arena
- 1 job posting- Autoparts Global Center LLC/ La Casa de la Barbacoa
- 2 job postings- Dexter System Inc.
- 1 job posting – City of South Padre Island
- AHS Staffing CCN Registration
- IRS McAllen Office CCN Registration
- Logicorp Transportation CCN Registration
- 1 job posting- Opportune LP.
- 1 job posting- American Family Financial Association
- 1 job posting- Dexter Systems
- 1 job postings- Entravision
- 1 job posting – Scribe America
- 1 job posting – Tony Sanchez CPA
- 1 job posting – Arrive Logistics

Coordination of Upcoming Events

- Providing assistance for Public Safety First Responders Expo
- College Success for Healthcare in class presentations
- Automotive Open House information table
- ADA information table: Service flyers, marketables, table setup
- Scheduled 1 In class presentation for Automotive
- Open Career Readiness in collaboration with P.A.S.S Program workshops month of October
- Get to know career & employer services (pop in) at tech campus
- Employer welcome folder & gifts for CES Open House
- Parking request for CES Open House guests
- CES - Puente Presentation
- NAH Harvest of Health
- Phlebotomy in class presentations
- Open Career Readiness in collaboration with P.A.S.S Program workshops month of October
- Get to know career & employer services (pop in) at tech campus
- Automotive Open house – info table
- In class presentation for Electrician students
- Coordinating with BCTT Project faculty for grant students in class presentation(s)
- Declare Your Major marketables, save the dates (PR)
- On-Campus Recruitment calendar
- Starr County Fall Open House Info Table
- ADN Bootcamp, Spring 2019
- Tech Campus Pop-In, November
- Automotive Program classroom presentations
- BCTT Project grant student classroom presentations
- Region One ESC Counselor Update Presentation & Handouts
- Mid Valley Campus & NAH – College Success for Health Care In Class Presentations (8 total)

- ADN Boot Camp for Spring 2019
- Level 3 LVN – District Wide Presentations
- Get to know career & employer services (pop in) at tech campus
- Coordinating with BCTT Project faculty for grant students in class presentation(s)
- Partnered with Automotive program for future in class presentations
- NAH College Success for Healthcare – night class presentations (2 total)
- NAH Harvest of Health
- Level 3 LVN – District Wide Presentations
- ADN Boot Camp for Spring 2019
- BCTT Project faculty for grant students presentation(s)
- Partnered with Automotive program for future in class presentations
- Partnered with Diesel program for future in class presentation(s)
- Level 3 LVN – District Wide Presentations
- ADN Boot Camp for Spring 2019
- Partnered with Diesel program for future in class presentation(s)
- Partnered with Automotive program for future in class presentation(s)

MEETINGS AND MISCELLANEOUS INFORMATION

Meetings & Miscellaneous information

- Student/alumni appointments: 45
- CCN resume revisions:- 43
- Coordinated and finalized in class presentations dates and times for NAH Campus College Success for Health Care.
- Created PowerPoint presentation for October Get to Know Career Services at NAH Campus.
- Promoted NAH October workshop calendar with NAH program chairs.
- Registered for HR Lunch and Learn.
- Attended department meeting.
- Continuing to work on updating all CES email marketing to meet accessibility requirements.
- Staff meeting pertaining future events, follow ups & ideas
- Promoted Open workshop on social media followed by posting flyers around Tech campus
- Posted Top Golf and Yard House flyers for part time job opportunities at tech campus
- Attending Jaguar Academy: On Board for Success sessions
- Assisted with CES Open House preparation, social media posts, organized supplies and schedule
- Promoted NAH October workshop calendar
- Registered for NAH Harvest of Health event
- Jaguar Academy attendance
- Networked at CES Open House & reviewed CES services to various employers, students, and alumni *(photo below)*
- College Success for HealthCare event prep
- Starr Open House Preparation: info table materials (flyers/handouts)
- Jaguar Academy Attendee
- Hosted Resume Review day at NAH office for Medical Coding and Health Information practicum students.
- Starr Campus Fall Open House, Info table
- Finalized tabletop items and handouts for NAH Harvest of Health.

- Working on presentation and prepared handouts for Level 3 LVN presentations.
- Preparation for BCTTP students presentations
- Updated PowerPoint presentations
- Created flyer for Tech "Pop In" event idea
- Assisted NAH Specialist with prepping materials for NAH Harvest of Health Info table
- Attended last session for Jaguar Academy: Onboard for Success
- Worked on marketing to promote Wonderful Citrus job postings for job employment opportunities for student and alumni's
- Prepared session materials for 100+ counselors at Region One ESC Counselor Update (session ice-breaker, resume handout, Career Coach login)
- Declare Your Major postcard quotes with PR

EMSI ANALYTICS

Top Viewed CAREERS PROGRAMS

Education Administrators, Elementary and Secondary School	22
Registered Nurses	21
Sales Managers	21
Architectural and Engineering Managers	17
Financial Managers, Branch or Department	17

1 2 3 4 ... 79 →

Top Favorited CAREERS PROGRAMS

Art, Drama, and Music Teachers, Postsecondary	7
Pediatricians, General	4
Clinical Psychologists	3
Neurologists	3
Psychiatrists	3

1 2 3 4 ... 18 →

Top Searches CAREERS PROGRAMS

science	10
technitian	9
nurse	8
career	8
technician	8

1 2 3 4 ... 49 →

Top Careers by Job Posting Clicks

Computer And Information Systems Manager	10
Radiologist	6
Advanced Practice Psychiatric Nurse	5
Advanced Practice Psychiatric Nurse	5
Chief Sustainability Officer	4

1 2 3 4 ... 18 →

College Central Network

PHOTOS

Puente Program Noche de Familia

On Campus Recruitment: Vector Marketing

CES Open House

Automotive Open House

NAH 2018 Harvest of Health

EG Salazar Elementary Career Day Presentations

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of October 2018				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations	2	14	3	11
Mediation	0	0	0	0
Conflict Coaching	0	0	0	0
Title IX:Requesting Pregnancy Accommodation	15	135	13	122
Title IX: Victim Advocacy Support	0	12	5	7
Written Complaints/Maxient Referred to Human Resources Student to Employee	1	12	N/A	N/A
Total Cases	**18**	**173**	**21**	**140**

Ombuds Cases per Campus for the month of October 2018		
	New Cases	**YTD Cases**
Pecan	4	70
Nursing & Allied Health	0	11
Technology	0	5
Mid Valley	3	11
Starr County	0	1
Internet	11	71
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	1
High School	0	3
Total	**18**	**173**

October 4, 2018

- The Office of the Ombuds attended the 2018 Multidisciplinary Conference on Child Abuse at the Edinburg Conference Center at Renaissance

October 5, 2018

- The Office of the Ombuds Conducted a Student Academy at the Starr Campus.

October 12, 2018

- The Office of the Ombuds Conducted a Student Academy at the Pecan Campus.
- The Office of Student Rights & Responsibilities was invited to
  1. Ecker College Florida extended an invitation to present at the 2019 Practitioner Conference on January 2019.
  2. Vick Kapoor from FEMA Ombuds Office called to request information on development of the Ombuds annual report.

October 15 - 19, 2018

- The Office of the Ombuds Conducted a Student Academy at the Mid-Valley Campus.
- The Office of the Ombuds held informational booths with activity for students at Pecan, Mid-Valley, Technology and Nursing Campuses.
- The Office of Ombuds met with Ms. Graciela Sepulveda for the 2017-2019 IE Mid-Bi Report
- The Office of Student Rights & Responsibilities attended the Family Crisis Center 16th Annual Domestic Violence Training in Harlingen, TX

October 22-26, 2018

- The Office of the Ombuds Conducted a Student Academy at the Starr County Campus.
- The Office of the Ombuds held an informational booth with activity for students at the Starr County Campus.
- The Office of Student Rights & Responsibilities attended the Family Crisis Center Dessert Networking event in Harlingen, TX.

Ombuds Cases for the month of November 2018				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		23	7	16
Mediation		0	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		151	22	129
Title IX: Victim Advocacy Support		17	3	14
Written Complaints/Maxient Referred to Human Resources Student to Employee		21	N/A	N/A
Total Cases		**212**	**32**	**159**

Ombuds Cases per Campus for the month of November 2018		
		YTD Cases
Pecan		89
Nursing & Allied Health		14
Technology		6
Mid Valley		18
Starr County		5
Internet		77
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		2
Total		**212**

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of October 2018			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
6	38	19	**57**

Student Conduct Cases per Campus for the month of October 2018		
	NEW Cases	**YTD Cases**
Pecan	4	34
Nursing & Allied Health	0	7
Technology	0	2
Mid Valley	1	10
Starr County	0	1
Regional Center for Public Safety Excellence	0	0
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	0
Internet	1	3
Total	**6**	**57**

13 active cases from previous fiscal year.

October 4, 2018

- The Office of the Ombuds attended the 2018 Multidisciplinary Conference on Child Abuse at the Edinburg Conference Center at Renaissance

October 5, 2018

- The Office of the Ombuds Conducted a Student Academy at the Starr Campus.

October 8, 10 & 12, 2018

- The Office of Student Conduct presented the following sessions for the Student Conduct Panelist Trainings
    1. Terminology and the Student Code of Conduct
    2. Student Rights and Procedural Protections
    3. The Code of Student Conduct
    4. The Role it Plays on Campus
    5. Options for Support during the Student Conduct Process

October 12, 2018

- The Office of Student Conduct presented "Know the Code" at the Mid-Valley Campus.
- The Office of Student Rights & Responsibilities was invited to
    3. Ecker College Florida extended an invitation to present at the 2019 Practitioner Conference on January 2019.
    4. Vick Kapoor from FEMA Ombuds Office called to request information on development of the Ombuds annual report.

October 15 - 19, 2018

- The Office of Student Conduct met with Ms. Graciela Sepulveda for the 2017-2019 IE Mid-Bi Report
- The Office of Student Rights & Responsibilities attended the Family Crisis Center 16th Annual Domestic Violence Training in Harlingen, TX
- The Office of Student Rights & Responsibilities set up a Bullying Prevention booth at the Pecan Campus.

October 22 - 26, 2018

- Family Crisis Center Networking Event

Student Violating Student Code of Conduct for the month of November 2018			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	57	52	**109**

Student Conduct Cases per Campus for the month of November 2018		
		YTD Cases
Pecan		63
Nursing & Allied Health		9
Technology		8
Mid Valley		21
Starr County		4
Regional Center for Public Safety Excellence		0
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
Internet		4
Total		**109**

BEHAVIORAL INTERVENTION TEAM

Behavioral Intervention Team Institutional Report for the month of October 2018		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	0	10

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

Human Resources	**NEW**	**YTD**
Cases Reviewed	0	2

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

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	1	0	3	0	5	0	1	0	0
Human Resources	0	0	0	0	0	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

Behavioral Intervention Team Institutional Report for the month of November 2018		
Student Affairs		**YTD**
Cases Reviewed		12

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	2	0	4	0	5	0	1	0	0
Human Resources	0	0	0	0	0	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Breast Cancer Awareness Events – (STR, MID, PCN & NAHC)
- Voter Registration Drives
- National Taco Day (District Wide)

- Fun at the Tech – Games and activities for students (TEC)
- Hispanic Heritage Month Loteria (PCN)
- Leadership in the Classroom Series Presentations (PCN)
- Coed's Men's and Women's Flag Football League (PCN)
- Indoor Coed's and Women's Volleyball League (MID)
- 3V3 Basketball Tournament (PCN)
- Intramural Sports Promo (District Wide)

- National Women's Health & Fitness Day (NAHC)

- Hispanic Heritage Food Festival –Joint effort with World Languages Department(PCN)

- Fall Festivals (TEC, STR, MID & PCN)

- National Popcorn Month Event (MID)
- Participation at the Disability Awareness Day Health Fair (PCN)

- Student Leadership Academy Workshops (District Wide)

- Student Government Association Retreat (PCN)

- Board Game Day Event (Mid)
- Student Government Association Meetings (District Wide)
- Student Government Remembrance Ceremony for David Golleban (MID)

- Band Against Bullying Event (PCN)
- National Pharmacy Tech Day (NAHC)
- Reading Night (MID)
- National Medical Assistant Day (NAHC)
- Hispanic Heritage Moth Celebration Event (STR)
- Student Government Association Participation at the Eddie Lucio Jr Town Hall Meeting(PCN)
- National Chocolate Cupcake Day Event (STR & NAHC)
- National Pasta Day (MID)
- World Kindness Day (MID)
- Presentation to the College Advisor Training Program (PCN)
- Presentation to the Dual Enrollment Academies(PCN)

- Halloween Celebration Costume Contest (PCN, STR & MID)

- Spooky Cookie Decorating Event (NAHC)
- Jerry Winter Wonderland (PCN, MID, STR)
- Movie Day: Avengers Infinity Way (District Wide)
- Camp Rio (MID)
- 2018 Valley Bowl Participation at UTRGV
- Coed Softball League
- 2018 National Intramural and Recreational Sports Association Flag Football Championship in Austin
    - Men's Women's and Coed teams
    - Men's team reached semifinals (final 4)
- FIFA Vide3o Game tournament (District Wide)
- Men's, Women's & Coed Basketball League (MV)

COUNSELING AND STUDENT DISABILITY SERVICES

Counselor Student Contacts								
Campus	**Advisement**	**Mental Health/ Academic Counseling**	**Stu. Dis. Svcs.**	**Title IX Svcs.**	**Career/ Transfer Svcs.**	**Academic Probation/ Suspension**	**Workshops/ Presentations Other**	**Total**
Pecan	**451**	**203**	**632**	**198**	**55**	**1227**	**377**	**2692**
Mid-Valley	**116**	**79**	**132**	**21**	**91**	**296**	**94**	**713**
Starr Co.	**75**	**23**	**55**	**16**	**29**	**106**	**13**	**317**
Tech	**2**	**13**	**179**	**4**	**1**	**11**	**1**	**211**
NAH	**5**	**7**	**75**	**60**	**23**	**4**	**45**	**219**
Total	**649**	**325**	**1073**	**299**	**199**	**1644**	**530**	**4152**

MEETINGS/CONSULTATIONS

- Mental Health Counseling case staffings
- 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 Meetings
- Title IX Meetings
- President Administrative Staff Meeting
- Division Leaders Meetings

- Individual Supervision Meetings with UTA and OLLU Social Work Interns
- Fall 2018 Disability Awareness Day, Transition Fair and Health Fair
- Banner 9 Screens Training
- Jaguar Academy
- 4th Annual Domestic Violence Prevention "Purple Day" Event
- Disability Awareness and Inclusion Training for STC Faculty and Staff
- Meeting with UTRGV Guidance and Counseling Graduate Student
- Hope Family Health Center Board Meetings
- Counseling and Student Disability Services Department Meeting
- Guardian Phone Application Meeting
- Video Chat Interview by STC Social Work Student
- Meeting with STC CSDS Workstudies
- South Texas College Graduation Provided Accommodations

WORKSHOPS/PRESENTATIONS

- Workshop: Are you Getting Your ZZZZ's – NAH Campus
- Workshop: He Loves Me…She Loves Me Not – NAH Campus
- Workshop: Stuffing & Turkey & Pie, OH MY! – NAH Campus
- Workshop: Cyber Harassment – Pecan Campus
- Workshop: Communication Skills: For the Title IX Student – Pecan Campus
- Workshop: Strategies for Academic Success – Pecan Campus
- Workshop: How's Your Self-Esteem? – Pecan Campus
- Workshop: Time Management – Pecan Campus
- Workshop: Key Strategies for Academic Success – Pecan Campus
- Workshop: Social Anxiety – Pecan Campus
- Workshop: The Importance of Goal Setting – Pecan Campus
- Workshop: Tackling Test Anxiety – Pecan Campus
- Workshop: Building Self-Confidence – Pecan Campus
- Workshop: Title IX: Pregnant and Parenting Basics – Pecan Campus
- Workshop: Overcoming Test Anxiety – Pecan Campus
- Workshop: Wellness, Health and Nutrition – Pecan Campus
- Workshop: Tips for a Successful Transfer – Pecan Campus
- Workshop: Food Pantry: College & Community Resources – Pecan Campus
- Workshop: It's More Than the Blues: Depression & Mental Health – Pecan Campus
- Workshop: Stress and Anxiety – Pecan Campus
- Workshop: Understanding the American with Disabilities Act – Pecan Campus
- Workshop: Mental Health Awareness – Pecan Campus
- Workshop: Let's Make Self-Care a Lifestyle! – Pecan Campus
- Workshop: Memory Skills– Pecan Campus
- Workshop: Communication Skills – Pecan Campus
- Workshop: Relationships 101 – Pecan Campus
- Workshop: How Does Title IX: Pregnant and Parenting Affect my Financial Aid? – Pecan Campus
- Workshop: Accessible Parking and Disability Awareness – Pecan Campus
- Workshop: Relaxation Techniques – Starr Campus
- Workshop: Grief – Starr Campus

- Workshop: Mindfulness Techniques for Stress Reduction – Starr Campus
- Workshop: Got Stress? Use it to your advantage! – Starr Campus
- Workshop: Grit and Resiliency – Starr Campus
- Workshop: Understanding & Moving Passed Depression – Starr Campus
- Workshop: Self-Compassion Vs. Self-Esteem – Starr Campus
- Workshop: The Value of GPA on your Future Success – Starr Campus
- Workshop: Life After Loss: Coping with Grief – MidValley Campus
- Workshop: Improving Self-Esteem – MidValley Campus
- Workshop: Reducing Anxiety – MidValley Campus
- Workshop: Overcoming Test Anxiety – MidValley Campus
- Workshop: Stress Management & Relaxation Techniques – MidValley Campus
- Workshop: Sleep Hygene – MidValley Campus
- Workshop: Goal Setting– MidValley Campus
- Workshop: Building Healthy Relationships Screening – MidValley Campus
- Workshop: Creative Visualization – MidValley Campus
- Workshop: Positive Social Supports – MidValley Campus
- Workshop: Stress Management – MidValley Campus
- Workshop: Habits of Highly Successful College Students – MidValley Campus
- Workshop: Learning Styles and Study Skills – MidValley Campus
- Workshop: Anger Management – MidValley Campus
- Workshop: Cyberbullying on Social Media & Online – Technology Campus
- Workshop: Creating Health Habits – Technology Campus
- Workshop: Distracted Driving Awareness – Technology Campus
- Stress Management Presentation to Jimmy Carter High School Faculty
- College Response National Depression Screening Day and Information Table
- Domestic Violence Awareness Day and Information Table
- Band Together Against Bullying Event and Information Table
- National AIDS Awareness Day and Information Table – MidValley Campus
- Starr County Open House

- Classroom Presentations on Self-Esteem and CSDS Services to College Success Students – Pecan Campus
- Stress Management and Self-Care Presentation to Dual Enrollment Students – Pecan Campus

PROFESSIONAL DEVELOPMENT

- 2018 Emergency Response Training
- VAAP'S Recovery to Practice Training
- PATH Training
- Solution Focus Brief Therapy Lunch and Learn Workshop
- Mandatory Title IX Training
- Survivor Day Facilitator Training
- NaBITA Conference and Threat Assessment Institute
- UTRGV Continuing Education Lecture Series II

- Autism Team Mario Conference
- Salome Hayward Best Practices Webinar Series: Beyond Basic Academic
- Community Partner Program Navigator Training

Sign Language Interpreters' Department	
Type of Service	**Number of students contacts**
In-Class Sign Language Interpreting	454
Admissions/Enrollment Services	3
General Advising Services	2
Interpreting for Financial Services	3
Testing Services	6
Interpreting for Counseling Services	11
Interpreting for Student Disabilities Services	2
Orientation/Outreach Services	0
Case Management	0
Special Programs/ TITLE IX	0
Interpreting for Tutoring Services	2
Referrals/Consultation	0
Telephone Contacts	2
American Sign Language Workshops	2
Interpret student/instructor meeting	3
Other	5
Total	**495**

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	45
Interpreter requests filled	45
Interpreter requests denied	3
Contacts with SDS Students	107
Meeting with SDS Student in office	20
Additional Services	**Number of services/interns/interpreters**
Educational Coach supervision	25
Observing part-time Interpreters	5
Interpreter Feedback Session	4
Attended workshops	12
Hosted Workshops	2
Assigning assignments to Interpreters	198
Total	**466**

Other Interpreting Services Activities:

10/10/2018	Interpreted and participated in Disability Awareness Day
10/5/2018	ASL Workshop, "Interpreting Job applications, resumes and interviews, Oh My!"
11/15/18	Presented to Roma ISD Life Skills students
11/30/18	Monthly Interpreter Meeting

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	5,846
Mid-Valley	1,775
Starr	771
Technology	1,139
Total	**9,531**

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - Provided advisement sessions for students enrolling in Spring 2019 semester
  - Providing Priority Advising for Registration (Developmental Reading, Writing, Math, College Success, Education and some CTE courses)
- **Faculty Advising**
  - Ongoing communication with HSI Project Manager to prepare for semester activities;
  - Maintained close contact with Lead Faculty Advisors to review programmatic activities
  - Held Lead Faculty Advising Steering Committee monthly meeting
  - Coordinated and held Faculty Advising Training every Friday during the month of October and on November 2nd and 30th
  - Developed End of the Year Report for Faculty Advisement in year 4 of the HSI grant
- **Mentoring Services**
  - **College Advising Training Program-** training focuses on providing holistic support and solid foundation of enrollment process including student support services that promote student access, persistence, completion, and job placement; held training on October 22nd – 25th; trained K-12 partners, VIDA community partners, STC Dual Credit staff and Nursing & Allied Health staff;
  - **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planned training for mentors; overseeing mentors and programmatic activities
  - **Beacon Mentoring Program** – 10 sections assigned for Fall 2018 semester; Beacon Mentors held third contact with students focusing on early registration for next semester; held Beacon Mentor Appreciation Dinner in partnership with STC Culinary Arts Department to thank Beacon Mentors for volunteering to be mentors
- **PASS Program**
  - Application period for Spring 2019 was open in the month of October so that new participants could apply
  - Met with PASS staff to plan semester activities and marketing for the program
- **Carl Perkins**
  - Developed job descriptions for CTE Coordinator and Coach positions approved as part of the 2018-2019 grant

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; attended Institute 5 in Dallas

- **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

- **Achieving the Dream** – Attended meetings with Achieving the dream Coaches during their visit on November 12th
- **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
- **Quality Enhance Plan (QEP)** – Attended several meeting for preparing for the development of the Quality Enhance Plan
- **Southern Association of Colleges and Schools Commission on Colleges** – Attended several meeting on SACSCOC and compliance writing for the standards assigned to Director of Advising

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:	DECEMBER 5, 2018
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2018 THROUGH NOVEMBER 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, and Planning and Development Council meetings.
- 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>
  - Attended meeting with Director of Accountability, Risk & Compliance on Employee Stipend Project.
  - Attended meeting with Director of Accountability, Risk & Compliance on Accountability Monitoring Committee.
  - Held conference call with Director of Accountability, Risk & Compliance, Accountability Assistant, and FAS Project Manager to discuss the RCPSE Market Analysis.
  - Held conference call with Legal Counsel, Paralegal, and Director of Accountability, Risk & Compliance to discuss the Appropriations Clause, Change in Insurance Carrier and the use of M&O Funds for the Texas Parks and Wildlife.
  - Held meeting with Comptroller to review several Finance items.
  - Held meeting with Director of Accountability, Risk & Compliance to discuss ERM Committee.
  - Held meeting with Director of Accountability, Risk, & Compliance, and Risk Manager to review the Risk Assessment Presentation and Insurance Coverages.
  - Held meeting with the Director of Accountability, Risk & Compliance, Director of Facilities Planning & Construction, Accounting Group Manager, and Project Manager to review the Bond Professional Services Procedures.
- <u>Business Office:</u>
  - Attended meeting with Comptroller and Bursar on Payment Strategy.
  - Held Budget Retreat with Comptroller and Accounting Group Manager.
  - Held conference call with the Comptroller to review the Payroll Card Policy.

- Held meeting with Comptroller and Accounting Group Manager to prepare the Tax Abatement Counter Proposals.
- Held meeting with Comptroller and Accounting Group Manager to review the Comprehensive Plan Budget and Tax Abatement.
- Held meeting with Comptroller and Accounting Group Manager to review the Enrollment Revenue and Year to Date Revenue Projections.
- Held meeting with Comptroller and Accounting Group Manager to review the Travel Procedures Recommendations.
- Held meeting with Comptroller and Director of Human Resources to review Faculty Payments.
- Held meeting with Comptroller to review and discuss SACSOC documentation.
- Held meeting with Investment Advisor from Valley View Consulting, Comptroller, Associate Comptroller, and Accounting Group Manager.

- Facilities Planning and Construction:
  - Held meeting with Director of Facilities Planning & Constructions and Project Managers to discuss pending Facilities projects and Facilities Committee packet items.
- Food Services:
  - Held meeting with the Director of Food Services to review the monthly report.
  - Met with the Director of Food Services and President to review Cafeteria budget.
- Human Resources:
  - Attended meeting with Director of Human Resources and Interim VP for Academic Affairs on Grant Stipend.
  - Held meeting with the Director of Human Resources to discuss possible Audit areas.
- Department of Public Safety
  - Held meeting with the Chief Administrator for Dept. of Public Safety and FAS Project Manager to discuss the RCPSE Fees.
- Internal Auditor:
  - Attended meeting with Internal Auditor on Grant Special Project Report HEAL2/i3.
  - Attended meeting with Internal Auditor, Comptroller, Associate Comptroller, and Accounting Group Managers to review the Audit Report on the Fleet Fuel Card use.
- Institutional Equity:
  - Attended meeting with Institutional Equity Manager on the Title IX Report for Board.
  - Attended meeting with Institutional Equity Manager on the Comprehensive Plan.
  - Attended meeting with Institutional Equity Manager to review and discuss SACSCOC documentation.
  - Held meeting with Institutional Equity Manager to discuss the NCHERM Group Campus Visit.
  - Held meeting with Institutional Equity Manager, Digital Services Manager, Digital Services Developer, Graphic Designer, and Project Manager to discuss the website for FAS trainings and FAS Forms.
- Title IX Committee:
  - Attended meeting with Institutional Equity Manager on cases review.
  - Attended NCHERM Group Title IX training.
  - Held Title IX Committee Meeting, which included conference call with The NCHERM Group, LLC to discuss Title IX Complaint Procedures.
  - Held Title IX Meeting.
- Other Meetings:
  - Attended a Debrief event on Mexican Election/US Mexico Relations organized by RGV Partnership.
  - Attended conference call with Project Managers, Comptroller, Legal Counsel, and CPCC Representative on STC Enterprise Center.
  - Attended FLAC Training.
  - Attended meeting on S&P Global bond rating report review.
  - Attended meeting on Target Range Grant.
  - Attended meeting on Target Range Project Core Team.
  - Attended meeting with Associate Dean Ind Trng & Econ Dev and Dean of Cont Prof and Workforce Education on IIES agreement.

- Attended meeting with External Auditor.
- Attended meeting with FAS Project Manager, and Accountability and Compliance Manager on the RCPSE and Enterprise Center.
- Attended the ATD Coaches Visit.
- Attended the Bond Professional Services Procedures.
- Attended the FAS I.T. Projects with FAS Directors on outstanding projects.
- Attended the Search Committee meeting for the Institutional Equity Officer.
- Attended the Top Golf Pharr VIP Experience.
- Conference call with Legal Counsel on My Golden Years Adult Day Care.
- Held interviews for the temporary FAS Accountant position.
- Held interviews for the temporary FAS Support Specialist position.
- Held meeting with IT System Analysts regarding IT projects and software purchases.
- Held meeting with the Executive Officer for External Relations, Chief Administrator for DPS & RCPS, Director of Grant Management and Compliance, and Comptroller to discuss the RCPSE Business Plan.
- Held meetings with the Chief Administrator for DPS & RCPS, Police Compliance Coordinator, Dean for Business, Public Safety & Tech, Dean of Cont. Prof. and Workforce Ed, FAS Project Manager, Comptroller, and Financial Analyst to prepare the RCPSE Business Plan.
- Held Search Committee with the Director of Student Financial Services and FAS Support Specialist for the FAS Support Specialist position.
- Met with President to review the Time Keeping Audit Unexpected Plant Fund Budget and Tax Abatement Proposed options.

- Conferences/Workshops:
  - Attended the Higher Education Center ground opening dedication at Texas A&M.
  - Attended webcast on: Shorten Month End- Apply Lean Thinking to Your Month-End Closing Process.
  - Attended webcast on Surgent's Latest Developments in Government and Nonprofit Accounting and Auditing.
  - Attended webcast: Transforming Tuition Planning at the University of Kentucky.
  - Attended the SWOT Analysis Training.
  - Attended webinar on: The Medici Approach: Harnessing Difference to Drive Innovation.

PROJECTS IN PROGRESS:

- Budget
  - Worked on Banner Finance and HR Access Financial Manager Audits.
  - Worked on Banner Security Access process mapping.
  - Worked on Budget Strategies.
  - Worked on Comprehensive Plan Budget.
  - Worked on FY18 CAFR.
  - Worked on FY20 Budget.
  - Worked on Long Term Financial Plan.
  - Worked on Scholarship and Other Restricted Funds Report.
  - Worked on Student Activities Fee Guidelines.
  - Worked on Unexpended Plant Fund Projects and Budget.
  - Worked on Unpaid/drops process mapping.
  - Worked on Vending Revenue Analysis.
- Committee packets
  - Worked on Facilities Committee Agenda items.
  - Worked on Facilities Planning & Construction Projects Progress.
  - Worked on Finance Committee Agenda items.
- Construction
  - Worked on Facilities Use Policy
  - Worked on Facilities Planning and Construction Meeting Notes.
- Special Projects
  - Worked on Dashboard Presentation Software purchases and implementation.
  - Worked on Disposing of hazardous materials in designated bins.

- Worked on Electronic Board Packets.
- Worked on Electronic Personnel Action Forms-EPAF.
- Worked on Emergency Disaster Plan & Resources.
- Worked on Enterprise Center.
- Worked on Evacuation Procedures.
- Worked on FLAC implementation.
- Worked on Food and Food Related Expenditures FY17 and FY18.
- Worked on Food Services FY 19 Business Plan.
- Worked on Fraud Presentation Awareness.
- Worked on Fuel Card Audit Report.
- Worked on Insurance Request Form.
- Worked on Internal Control Awareness Presentation.
- Worked on International Insurance Coverage Matrix.
- Worked on Jimmy Carter Early College HS building signage update.
- Worked on Lean Travel Procedures.
- Worked on Legislative Appropriation Request.
- Worked on Mesteño Windpower Tax Abatement.
- Worked on MOU for STC Basic Peace Officer Certificate Program: STC, City of Pharr Police & PSJA ISD.
- Worked on New Online Move/Setup System.
- Worked on Nursing and Allied Health Campus Monument Sign along McColl update.
- Worked on O/T Benchmark.
- Worked on Pecan Campus – Athletic Field Fence Enclosure.
- Worked on Performance Measures by Department.
- Worked on Physical Inventory Certification Report.
- Worked on Policy Management Program.
- Worked on Possible Audit Areas: Faculty Credentials & Employee Stipend Payments.
- Worked on Preparation of FAS Division Department Icons with Graphic Designer.
- Worked on Professional Development Day Speakers and Resource Card.
- Worked on Red Flag Rule Policy and Guidelines.
- Worked on Reinstatement Report.
- Worked on Revision to Policy 4211: Nepotism.
- Worked on Revision to Policy 6320: Prohibition of Drugs and Alcohol on Campus.
- Worked on Revision to Policy 1700: Board Policies.
- Worked on Risk Assessment Agenda.
- Worked on SACSCOC Administrative/Executive Roster Validation Notice.
- Worked on Summer Pell process mapping.
- Worked on Supervisor & Employee Timecard Verification Manuals.
- Worked on Technology Campus Building E signage update.
- Worked on Travel Guidelines and Recommendations update.
- Worked on Update on Pecan Plaza Kinesiology space and storage space renovation, including restroom.
- Worked on Update on the Library Construction projects.
- Worked on Update on Volleyball Courts.
- Worked on Vendor File Policy.
- Worked on VIDA Update.
- Worked on VPFAS Office Staff Handbook.

- <u>Regional Center for Public Safety Excellence:</u>
  - Worked on Budget, Equipment and Facilities Fees.
  - Worked on Business Plan.
  - Worked on Target Range Lease and Insurance Requirements.
- <u>Title IX:</u>
  - Worked on NCHERM-Title IX Training Attendance List.
  - Worked on Title IX Procedures and Resources.

- Outstanding Tasks and Reminder to VPs:
  - Worked on Divisional Risk Assessment due to the office of Accountability.
  - Worked on Fixed Asset Inventory Compliance Reports.
  - Worked on O/T Compliance Reports.
  - Worked on Outstanding Risk Assessments by VP.
  - Worked on Review of the Fixed Asset Report.
  - Worked on Review of the Policy Management Guidelines.
  - Worked on Timecard Approval Compliance Reports.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounting Group Supervisor provided cash handling training to library staff.
- Attended Banner 9 Admin meeting.
- Attended Banner 9 Quikflow testing.
- Attended Cafeteria store Marketplace meeting.
- Attended DFS ShareDrives testing meeting.
- Attended FAS Director's meeting.
- Attended IT pending items meeting.
- Attended monthly conference call with financial manager for Carl Perkins grant.
- Attended payment strategy meeting.
- Attended President's Administrative Staff Meeting.
- Attended SWOT Analysis Training.
- Attended TCP Scheduler Demonstration.
- Attended the annual financial report review meeting.
- Attended the budget retreat.
- Attended the Emotional Resonance Focus Group meeting.
- Attended the monthly BUG's meeting.
- Attended the QEP Leadership meeting.
- Attended the Quality Enhancement Plan meeting.
- Attended the Strategic Planning Committee meeting.
- Attended TouchNet eRefund phone training.
- Conducted Accounting Assistant Interviews.
- Conducted an Argos training session for the business specialists.
- Conducted interviews for Accountant position in Accounts Payable Department.
- Conference call with Grants Specialist, Financial Manager, Compliance and Southwest Junior Technical College on Skills 25 invoicing.
- Conference call with ITED Regional Manager on revised Workforce invoice requested for High Demand grant.
- Interviewed candidates for the Accounting Assistant position.
- Met and brainstormed about Strategic Planning and Development initiatives.
- Met and discussed Allocation of Capitalized Interest.
- Met and discussed Audit Items Information for Net Position.
- Met and discussed the CFI information.
- Met and discussed the Fleet Fuel Card Audit Report.
- Met and discussed the internal IDT process.
- Met and discussed TRS Teams Items and Transfers.
- Met and discussed Upcoming Audit due dates.
- Met and reviewed the Investment Advisory Services RFQ.
- Met and reviewed the preliminary Comprehensive Annual Financial Report draft.

- Met to discuss Cash Flow Statement reconciliation.
- Met to discuss changes to Unexpended Fund 5 Years Comprehensive Plan.
- Met to discuss ChromeRiver questionnaire for implementation.
- Met to discuss fixed assets fund reconciling balance.
- Met to discuss hotel payment processing for transition of duties.
- Met to discuss journal entries for PSJA and NIP and Capitalize footnote.
- Met to discuss OCIP report.
- Met to discuss Regional Center Break-even point for the Business Analysis report.
- Met to discuss Regional Center budget and expenditures with VP FAS and FAS Project Manager.
- Met to discuss Schedule E&F and Lease note.
- Met to discuss the PSJA ISD lease obligation journal entries from the land and cash donation.
- Met to discuss Travel Committee Recommendations and Travel Lead Process.
- Met to discuss Unexpended construction projects.
- Met with AGM on management reports.
- Met with Compliance and Financial manager on initiation of new grant, and PI on Knapp Medical grant.
- Met with CPWE Dean and Director on new Region One proposed contract.
- Met with Ellucian Consultant and FLAC Testing Team.
- Met with External Auditor and discussed Audit Status and Federal Grants review.
- Met with Food services to discuss the IDT process.
- Met with General Accounting and Internal Auditor on AP Commercial Card review.
- Met with Grant Compliance and Financial manager on new EDA grant award.
- Met with internal auditor and discussed upcoming Banner access audit.
- Met with Internal Auditor to discuss commercial card reconciliation procedures.
- Met with Investment Advisor and selected Business Office staff to discuss Investment Report and Strategy.
- Met with Payroll and Human Resources on Workstudy Mentor grant.
- Met with Security to discuss Cashier surveillance.
- Met with staff on W-9 process.
- Met with the external auditor to discuss the new property tax allowance methodology.
- Met with Travel staff on end of year procedures.
- Participated in a Fixed Assets WebEx with Ellucian.
- Participated in the Gomer Share Drives meeting.
- Participated in the JagNet committee meeting.
- Participated on the SecureShare email training.
- Reviewed the Business Office handbook with new staff.
- <u>Trainings/Webinars:</u>
  - AP and Grants staff attended Secure email training at IT.
  - Attended COKALA Foreign Taxation Training.
  - Attended COMTEC-Kansas City, MO.
  - Attended FLAC Testing.
  - Attended Mandatory Title IX Training.
  - Attended Owner Insite Demonstration.
  - Attended the Budget Monitoring webinar.
  - Attended the Building a Better Budget Office webinar.
  - Attended the Tuition Planning webinar.
  - Cashiers' staff attended "Moving the Needle to Excellence" all day training.
- <u>Accounts Payable/Grants and Contracts:</u>
  - Completed Accounting Assistants Interview and Reference Checks.
  - Completed the Ellucian Chrome River Contact Information and the online questionnaire.
  - Participated with new Accounts Payable Assistant on Spendnet training.

- Reviewed Accounting Assistant Record Retention Applications.
- Updated the Travel Per Diem Calculator and the Travel Lean Process.
- Worked on first EDA grant report.
- Worked on revenue and expense report for CPWE and ITED.
- Worked with BBVA on upload issue for virtual cards.
- Worked with external auditors on review of requested samples.
- Checks as of November 2018:

Bank No.	18-Sep	18-Oct	18-Nov
01 E&G	371	553	728
01 Direct Deposit	83	148	255
03 Student	10,020	2,583	1,881
12 I&S Taxes	-	-	-
16 I&S Bond	-	-	-
17 Plant	17	12	17
31 Virtual Card	271	602	434
32 AP Card	23	28	5
37 Unexp-LT Bond Series 2015	7	9	7
38 Unexp-LT Bond Series 2014	-	-	-

- Property Tax/Budget & Reporting:
  - Answered questions from taxpayer regarding tax rate.
  - Discussed the tax levy calculation methodology with Starr County.
  - Downloaded fee detail reports requested by the external auditor.
  - Gathered information needed for the FY 2018 Integrated Financial Reporting System report.
  - Gathered information needed for the FY 2019 Texas Association on Community Colleges Local Revenue Survey.
  - Prepared and submitted items needed for the completion of the FY 2018 audit.
  - Prepared Budget Strategies for FY 2020.
  - Prepared the Auxiliary Fund Guidelines.
  - Prepared the budget amendment booklet for FY 2018.
  - Provided county detail information requested by the external auditor.
  - Provided fund transfer information and assumptions.
  - Provided responses to the external auditor's question regarding the Starr County tax levy calculation.
  - Provided supporting documentation for the Finance Committee meeting.
  - Provided supporting documentation for S&P rating meeting.
  - Provided tuition and fee detail information requested by the external auditor.
  - Provided updated information to the Legislative Budget Board regarding the Legislative Appropriation Request for Fiscal Years 2020 and 2021.
  - Reviewed items needed for the completion of the FY 2018 audit.
  - Reviewed the initial formula funding recommendation for Fiscal Years 2020 and 2021 submitted by the Texas Higher Education Coordinating Board.
  - Revised the Legislative Appropriation Request for Fiscal Years 2020 and 2021 and Administrator's Statement.
  - Revised the motion for the Mesteño tax abatement project.
  - Rolled budgets in preparation for the FY 2020 Budget Development process.
  - Submitted the FY 2019 budget and the FY 2018 Budget Amendment to external agencies.
  - Updated and submitted the FY 2019 Tax Roll motion and Allocated Cost motion.
  - Updated the Appraisal District Allocating Cost motion.
  - Updated the revenue and expenditure projections for the Comprehensive Plan.
- Cash Management/Special Projects/Office Support:
  - Attended Status Call with Auditor.
  - Completed Argos exception posting report.

- Completed beginning balance roll in production.
- Completed finance patches testing documentation and banner 9 upgrade for cashiers.
- Completed new NAH cafeteria store.
- Completed SAP Concur project intake for IT.
- Conducted reference checks for Accounting Assistant, Travel and Accountant candidates.
- Prepared Annual Report Finance Motion.
- Provided responses to additional questions from Internal Auditor pertaining to the commercial card audit.
- Researched and prepared the Management Discussion and Analysis.
- Reviewed and compared Unrelated Business Income Tax Seminars.
- Reviewed Audit Items.
- Reviewed the Comprehensive Annual Financial Report.
- Revised footnotes with updated information.
- Submitted audit items to the auditor.
- Trained Cash Management Manager on the Investment Report.
- Updated Cafeteria MarketPlace stores.
- Worked on banner security audit reports.
- Worked on Financial reports for grantors.
- Worked on making the Business Office access forms compatible with the accessibility guidelines on JagNet.

ACH Direct Deposit-payments to vendors, students & employees	12
Bank Transfers between Bank Accounts	17
Wire Transfers for Benefits	0

- <u>General Accounting/Construction/Fixed Assets:</u>
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 122 monthly reports during the month of October 2018.

Duties	
Bank Reconciliations	11
Cafeteria daily sales report	40
Cancelled checks provided to AP and/or verification and positive pay	47
Copies of booklets/journal entries requested	11
Deposits prepared	15
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	20
Returned mailed checks - Logged and Filed	34
Returned Mailed checks - Disbursement	102
Bond Checks printed and file for bank 12, 16 17, 37 & 38	361
Financial manager changes	13
FOAP created including activity codes	7
Hours Filing and organizing of Journal Entries and boxing	4.5
Hours used for scanning - estimated	20
Hours used to logged Scanned JE	8
Hours used to prepare documents for scanning	3
IDT's - telephone calls received	6

Duties	
Interdepartmental Transactions reviewed	13
Invoices and encumbrances reviewed	54
Journal entries prepared	67
Journal entries processed including FUPLOAD	1171
Journal entries- transactions processes	3488
Journal entries/documents scanned	1050
Journal Entries Logged	270
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	49
Positive Pay Exemption-Number of checks researched	6
Requisitions Approved	16
Requisitions prepared	1
Stale dated list prepared	3
Stale dated letters mailed	505
Stop payments processed (includes stale dated checks)	247
Transactions removed from bank reconciliation	12
Training - Title IX Workshop	4
Banner Testing hours/training - Hours used	3

General Journal Entry (Intra-Fund) (JE15)	145
General Journal Entry (Inter-Fund) (JE16)	128
Cash Receipts (CR05)	950
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	9
Misc. Receipt Payments (CA10)	2
General Journal Entry (STCJ)	0

- <u>The Cashiers/Accounts Receivable:</u>
  - Cashiers assisted students with emergency loan due date on November 26th and the $60 after deadline due date on November 30th.
  - Cashiers extended hours of operation to assist students with Fall 2018 Installment due date of October 17th.
  - Cashiers tested Banner 9 functionality on Sunday, October 21st prior to the "Go Live" date of October 22nd.
  - Planning Spring 2019 "Moving the Needle to Excellence" Bite Size Training scheduled for October 5, 2018.
  - Testing continued on tuition tables prior to activating them Friday, October 19th.
- <u>Payroll and Position Control Departments:</u>
  - Completed TimeClock Plus access request workflow.
  - Met and reviewed TRS and ERS Audit Items.
  - Prepared GASB 68 and GASB 75 Items.
  - Submitted TCP period verification project intake.
  - Worked on a new Payroll Argos report.

- Payroll processes for the month ending October 31, 2018:

Payroll Re-issue Processed	12
Payroll Cycles	9
Payroll Checks & Direct Deposit	3,300
TimeClock Plus Access Forms Processed	111
Number of Employees with OT reviewed for OT Memos	470
NOE's Approved	378
Salary Budget Transfer Forms Processed	16 with multiple transactions

- Business Office Performance Indicators – Payroll September 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	1882	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1119	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 10/16-10/31) SR21	554	Salaried	1
(Waged 11/01-11/15) SR22	569	Waged	6
(Salaried: November) MR11	3346		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	6
Approve NOE's	324		
		Replacement Checks Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	7	Waged	6
Salaried	373		
		Voided Direct Deposits/Checks	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	4	Waged	0
Waged	77		
		Salary Budget Transfer Forms Processed	18
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	24	**Hand Cut/PBK**	
Salaried-MR11	77	Salaried	0
(Additions, Deletions, Changes)		Wages	0
Waged	2		
		Checks Processed	
		Salaried	159
		Total Net	$ 277,353.43
Liabilities Processed		Waged	392
ORP	11	Total Net	$109,942.55
Annuity	11		
Student Loans	4	**Direct Deposit Processed**	
United Way	1	Salaried	2024
Child Support	2	Total Net	$ 5,654,698.56
IRS Levy	0		
Withholding & FICA	3	Waged	778

Number of Employee		Deposits Processed	
Met Life	1	Total Net	$ 239,384.95
Legal Judgement	1		
Social Security Administration	0		
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:

- Assisted in National Taco Day with all Student Activity Coordinators at every campus.
- Attended CHOC meeting at NAH for Harvest of Health event.
- Attended FAS Director's Meeting.
- Attended Food Services Creative meeting with members of PR and FAS graphics designer.
- Attended FY17-19 Food Services Mid-Biennium Report Meeting.
- Attended Mandatory Title IX Training.
- Attended President's Staff Meeting.
- Attended Review and Update meeting for IDT Process.
- Attended speech class for student project presentation about Food Service Department.
- Conducted Conference Call with Employee Relations Officer.
- Conducted Conference Call with IT in regards to getting POS terminal moved from PCN to STARR.
- Conducted Conference Call with PR Representative in regards to filming promo videos for food service department.
- Conducted Conference Call with TouchNet and South Texas College IT Department regarding issues with Mid Valley POS terminal/software issues.
- Conducted filming at NAH and MVC for Budget Video Project.
- Conducted Food Service Manager meeting at NAH.
- Conducted meeting with business office for creation of NAH delivery service on market place.
- Conducted meeting with FAS Accounts Assistant over September Reconciliation Reports.
- Conducted meeting with Food Service Department Accounts Assistant in regards to cashier end of day paper work.
- Conducted meeting with MVC Food Service Manager and Lead Cook.
- Conducted meeting with NAH Food Service Manager in regards to new staffing levels.
- Conducted meeting with NAH Lead Cook in regards to working assignment.
- Conducted meeting with PCN Food Service Manager in regards to new staffing levels.
- Conducted meeting with Pepsi vendor in regards to new ordering processes at MVC.
- Conducted meeting with PR concerning Food Service budget video project for VP FAS.
- Conducted meeting with students concerning their speech project about the Food Service Department.

PROJECTS IN PROGRESS:

- <u>Others:</u>
  - Adjusted NOEs for PCN direct wage staff members.
  - Collaborated with Business Office on the receiving dates of new mobile food carts for Pecan.
  - Coordinated with PR and began filming for Video Project.
  - Expanded Pecan Delivery Service to buildings A, X, D, and F.
  - Extended on-line training certification for PCN employee.
  - Extended the assignment of NAH temporary employees.

- Finalized Fall Festival Menu with Student Activities.
- Finalized filming schedule for Budget Video project.
- Finalized quote for National Taco Day for all campuses for Student Activities.
- Interviewed more work study applicants for the Pecan Campus.
- Participated at the Harvest of Health event at the NAH campus.
- Participated in Fall Festival at Technology Campus.
- Participated in Jerry's Winter Wonderland at Pecan.
- Requested information from HR in regards to employment extension for NAH Lead Cook.
- Requested new cashier for NAH from temp agency.
- Requested update on advertisement for Starr cafeteria employee.
- Requested work order for leaking pipes in NAH Cafeteria.
- Worked and finalized filming for Food Service Budget video project with FAS Graphics designer.
- Worked on acquiring a Special Events Permit from the City of McAllen for Jerry's Winter Wonderland event.
- Worked on adjustments to Pecan Delivery Menu.
- Worked on and finalized budget video dialogue to be presented at next meeting with PR.
- Worked on and finalized investigation regarding MVC employees with HR.
- Worked on and finalized NAH Delivery Service application for TouchNet.
- Worked on and finalized new MVC Order Guide with MVC Lead Cook.
- Worked on and submitted TouchNet software/tablet quotes for Pecan Food Cart POS terminals.
- Worked on assignment extension of MVC Temp agency employees.
- Worked on beverage inventory practices with MVC.
- Worked on Coffee quote for Stress Free Student Event with Student Activities.
- Worked on Fall Festival Menu for Pecan Campus.
- Worked on finalizing Holiday Luncheon quote for FAS Division.
- Worked on finalizing new event quote for La Joya ISD.
- Worked on Food Cost Comparison spreadsheet to benchmark Food Cost from FY18 to FY19.
- Worked on getting POs open for Starr Cafeteria.
- Worked on Market Place Questionnaire concerning the creation of the NAH Delivery Service.
- Worked on menu for Jerry's Winter Wonderland event.
- Worked on menu for promotional item video shoot with PR.
- Worked on moving mobile food carts to future operation sites.
- Worked on MVC staffing levels.
- Worked on new order guide for Mid Valley Campuses.
- Worked on quote for district wide catering for Facilities and Maintenance Department.
- Worked on quote for six week Saturday catering for La Joya ISD.
- Worked on requisition to acquire temporary employee from agency for Starr County Campus.
- Worked on reviewing rough draft versions of Food Service Department video project.
- Worked on Sales Trends Forecasting worksheet and sent out to all Food Service Department leaders.
- Worked on setting up interviews with possible Starr County Cafeteria Staff.
- Worked on staffing levels report for MVC and NAH.
- Worked on workstudy hiring packet for spring 19.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a Coordinated Operations Counsel meeting.
- Attended a meeting regarding McAllen PD request for Holiday Parade.
- Attended a meeting to determine common areas for PSJA students at the RCPSE.
- Attended a meeting to determine emergency equipment need for operations.
- Attended a meeting to determine fees for the RCPSE.

- Attended a meeting to discuss applicant recommendations with Human Resources.
- Attended a meeting to discuss community member concern.
- Attended a meeting to discuss course development at the RCPSE.
- Attended a meeting to discuss employee evaluation scoring.
- Attended a meeting to discuss equipment purchases.
- Attended a meeting to discuss notification of incidents involving students.
- Attended a meeting to discuss Office of Civil Rights case closure.
- Attended a meeting to discuss release of police reports.
- Attended a meeting to discuss reporting of student incidents to Student Services.
- Attended a meeting to discuss staff members concern about a temporary parking.
- Attended a meeting to discuss the CPR training program.
- Attended a meeting to discuss the interview of bus driver applicants.
- Attended a meeting to discuss the recommendation for hire of an AA.
- Attended a meeting to discuss travel expense authorization.
- Attended a meeting to identify payment procedures for RCPSE training.
- Attended a meeting to obtain funds for the updating of RCPSE simulators.
- Attended a meeting to present emergency management to new college instructors.
- Attended a meeting to provide security for a disciplinary hearing.
- Attended a meeting to review a student welfare check.
- Attended a meeting to review an incident.
- Attended a meeting to review applicants for security guard positions.
- Attended a meeting to review application for continuing education instructor.
- Attended a meeting to review ARMS cases.
- Attended a meeting to review bid results for security ATVs.
- Attended a meeting to review Board approval of proposed target range grant Phase I.
- Attended a meeting to review employee evaluations.
- Attended a meeting to review investigative findings on alleged threat.
- Attended a meeting to review police reports.
- Attended a meeting to review police training requests.
- Attended a meeting to review process for interviewing job applicants.
- Attended a meeting to review request for assistance from Human Resources.
- Attended a meeting to review requirements for TCOLE training at the RCPSE.
- Attended a meeting to review security for the McAllen Holiday parade.
- Attended a meeting to review surveillance cameras at emergency beacon locations.
- Attended a meeting to review target range grant proposal.
- Attended a meeting to review Title IX cases.
- Attended a meeting to revise the drug and alcohol policy.
- Attended a meeting to update the RCPSE business plan.
- Attended a presentation on Emergency Management for Professional Development.
- Attended a staff meeting to review upcoming issuance of a grant for a target range.
- Attended a yellow line shuttle bus meeting.
- Attended an employee assignment meeting.
- Attended ARMS police reports meeting.
- Attended Avigilon surveillance camera meeting.
- Attended Board Facilities Committee meeting.
- Attended Board of Trustees meeting.
- Attended ITSEC conference.
- Attended Lost and Found items meeting.

- Attended meeting discuss synopsis for upcoming RCPSE training.
- Attended meeting to determine space allocation at RCPSE.
- Attended meeting to discuss Customs Border Protection training.
- Attended meeting to discuss development of RCPSE courses.
- Attended meeting to discuss fall traffic projections for assignments.
- Attended meeting to discuss firearms simulator at the RCPSE.
- Attended meeting to discuss free parking at the Park and Ride.
- Attended meeting to discuss generator installation for the police building.
- Attended meeting to discuss Leadership training at the RCPSE.
- Attended meeting to discuss Legislative report for Campus Carry.
- Attended meeting to discuss mandatory report tracking.
- Attended meeting to discuss operations plan.
- Attended meeting to discuss request for surveillance cameras.
- Attended meeting to discuss requested extra patrol.
- Attended meeting to discuss state appropriation request for the RCPSE.
- Attended meeting to discuss the TCOLE pre-application for an academy license.
- Attended meeting to discuss Title IX case and investigations.
- Attended meeting to discuss training schedules at the RCPSE.
- Attended meeting to replace malfunctioning surveillance cameras.
- Attended meeting to research a Human Resources issue.
- Attended meeting with Border Patrol to discuss MOU for Leadership Training.
- Attended meeting with Director of Continuing Education regarding RCPSE courses.
- Attended meeting with Internal Auditor to discuss gas credit card procedures.
- Attended meeting with IT to review issues with surveillance camera installations.
- Attended meeting with new dispatch supervisor.
- Attended meeting with Planning & Construction on RCPSE substantial completion.
- Attended preparation of evacuation drill for Technology campus.
- Attended RCPSE Continuing Education course development meeting.
- Attended SWOT Analysis training.
- Attended Target Grant Award in the Texas State House.
- Attended Title IX Emergency meeting.
- Attended Transportation Services meeting.

PROJECTS IN PROGRESS:

- <u>Regional Center for Public Safety Excellence:</u>
  - Worked on a process for the scheduling of training at the RCPSE.
  - Worked on appropriation request for the RCPSE.
  - Worked on classroom assignments at the RCPSE.
  - Worked on continuing education, registration, and course payments at the RCPSE.
  - Worked on course development at the RCPSE.
  - Worked on developing goals of the RCPSE.
  - Worked on fees for facility usage at the RCPSE.
  - Worked on Institutional Effectiveness Plan for the RCPSE.
  - Worked on Leadership training at the RCPSE.
  - Worked on leased space cost and office assignments at the RCPSE.
  - Worked on payment procedures for RCPSE training.
  - Worked on portable building needs at the RCPSE.
  - Worked on RCPSE academy licensure.
  - Worked on RCPSE assignment of police sergeant.

- Worked on RCPSE Continuing Education course development.
- Worked on request for RCPSE operational funds.
- Worked on requirements for TCOLE training at the RCPSE.
- Worked to determine common areas for PSJA students at the RCPSE.
- Worked with area police chiefs to discuss training at the RCPSE.
- Worked with Director of Continuing Education on priority training and RCPSE courses.
- Worked with Educational Technologies to review the RCPSE audio-visual.
- Worked with Pharr PD & San Juan PD on instruction at the RCPSE.
- Worked with Planning and Construction on RCPSE opening.
- Worked with the Chair of the Public Safety and Fire Science at the RCPSE.
- Worked with UTRGV concerning RCPSE training.

- Title IX:
  - Worked on Department of Public Safety Title IX Case Report.
  - Worked on Title IX Case Report.
  - Worked on Title IX Emergency meeting presentation.
  - Worked on Title IX Investigation.
- Other Reports:
  - Reviewed ARMS case for release.
  - Worked employee evaluations.
  - Worked on an update to police procedure manual.
  - Worked on applicant recommendations with Human Resources.
  - Worked on applicant reviews for security guard positions.
  - Worked on application for continuing education instructor.
  - Worked on ARMS police reports.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on bid results for security ATVs.
  - Worked on Board approval of proposed target range grant Phase I.
  - Worked on Border Patrol training plan.
  - Worked on building responder location assignments.
  - Worked on campus evacuation drill after action meeting.
  - Worked on Campus Security Authority training.
  - Worked on community member concern.
  - Worked on Coordinated Operations Counsel meeting document.
  - Worked on critique of Pecan campus evacuation drill.
  - 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 equipment need for operations.
  - Worked on Emergency Management for Professional Development.
  - Worked on emergency management website and presentation to new college instructors.
  - Worked on employee evaluation scoring.
  - Worked on evacuation drill for Technology campus.
  - Worked on expenses for shuttle bus equipment.
  - Worked on Facilities Committee meeting document.
  - Worked on firearms qualification requirements.
  - Worked on Hidalgo County Sheriffs School Alert program.
  - Worked on Human Resources investigation.
  - Worked on installation of surveillance cameras on shuttle buses.
  - Worked on internal and external event security planning.
  - Worked on interview process of bus driver applicants.
  - Worked on investigation reviews.
  - Worked on McAllen PD request for Holiday Parade.

- Worked on operations plan.
- Worked on parking citation issuances and parking plans.
- Worked on People Admin to process recommendation for hire.
- Worked on personnel assignments.
- Worked on police academy training.
- Worked on police reports.
- Worked on position description of specialists with HR.
- Worked on procedure update.
- Worked on readiness for the first leadership training session.
- Worked on request for to hire temporary employees for data input.
- Worked on review of ARMS cases.
- Worked on reviewing police activity.
- Worked on revision of the drug and alcohol policy.
- Worked on security for a disciplinary hearing.
- Worked on security for the McAllen Holiday parade.
- Worked on shuttle bus maintenance.
- Worked on staff member concern about a temporary parking.
- Worked on Student Transportation Services operation.
- Worked on TCOLE application for an academy contract.
- Worked on the CPR training program.
- Worked on the drug testing procedure for police officers and dispatchers.
- Worked on the hiring of an additional temporary bus driver.
- Worked on the recommendation for hire of an AA.
- Worked on training issues at the police academy.
- Worked to prepare for Target Grant Award in the Texas State House.
- Worked with External Affairs and Public Relations re: Governor's visit.
- Worked with Human Resources on request for information.
- 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:

- Attended the following meetings: FAS Directors meeting, COC, and PAS.
- Attended the SWOT Analysis training for the FAS Division.
- Attended the Title IX training for supervisors.
- Conducted staff meetings to discuss safety related to receiving of packages or mail, Banner 9 upgrade, new IRS 2018 W9 form and open encumbrances.
- Participated in three (5) pre-proposal conferences with Facilities Planning and Construction.
- Review and negotiated changes to thirty three (53) vendor agreement/contracts.
- Reviewing and updating as needed Department procedures.

PROJECTS IN PROGRESS:

- The Purchasing Department processed seven hundred seven (797) purchase orders, approved five hundred fifty six (556) requisitions, disapproved two hundred twenty four (224) requisitions, processed change orders for goods and services, completed fifty three (53) travel authorizations, and one hundred ninety six(196) new/exiting vendor W-9 forms which were created or updated in Banner.
- Prepared the following Request for Proposals (RFQ/RFP):
  - RFP 18-19-1027 District Wide – Basketball Courts Repainting.
  - RFP 18-19-1028 Active Learning Classrooms Audiovisual Upgrades.
  - RFP 18-19-1029 Purchase of Motor Vehicles.
  - RFP 18-19-1033 Pecan Campus – Sand Volleyball Courts.

- RFP 18-19-1036 Food Service – Starr County Campus.
- RFQ 18-19-1031 Investment Advisory Services.
- RFQ 19-005 Firefighter Protective Clothing.
- RFQ 19-007 Sink Covers for Science Labs.
- RFQ 19-008 Data Cabling for Pecan Campus Building D.
- RFQ 18-19-1032 Statement of Qualifications for Architectural Services for Pecan Campus – Building M Office and Work Space Renovation.
- RFQ 18-19-1035 Statement of Qualifications for Civil Engineering Services for Nursing and Allied Health Campus – Resurface Parking Lot #1.

- Conducted Public Bid Openings for:
  - RFP 18-19-1021 Promotional Items for Student Outreach.
  - RFP 18-19-1022 Promotional T-Shirts for Student Outreach.
  - RFP 18-19-1023 Pecan Campus –Athletics Field Fence Enclosure.
  - RFP 18-19-1024 Catering Services.
  - RFP 18-19-1025 Business Skills Training Services.
  - RFP 18-19-1027 District Wide – Basketball Courts Repainting.
  - RFP 18-19-1028 Active Learning Classrooms Audiovisual Upgrades.
  - RFP 18-19-1029 Purchase of Motor Vehicles.
  - RFP 18-19-1033 Pecan Campus Sand Volleyball Courts.
  - RFP 18-19-1036 Food Service – Starr County Campus.
  - RFQ 18-19-1032 Architectural Services for Pecan Campus Building M Office and Work Space Renovation.
  - RFQ 18-19-1035 Request for Statement of Qualifications for Civil Engineering Services.
  - RFQ 19-006 Printing of Stationary.
- The Fixed Assets Department is currently reviewing all assets purchased since October 1, 2018. The asset review process is as follows:
  - Approved eighty one (81) assets through November 15, 2018.
  - Adjusted fifty (53) assets in Banner for the month of November.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete three hundred seventy four (374) deliveries (purchase orders and complimentary books) and five thousand ninety six (5,096) packages/boxes. Five hundred fifty (550) purchase orders were received and posted in Banner, seven thousand one hundred seventy four (7,174) assets and/or boxes were transferred/relocated as per move/set up request forms, and forty eight (48) faculty/staff moves were completed in November.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Academic Excellence - $947.37, Business Office – Cashiers - $275.15, President's Office - $189.78, Valley Scholars - $233.14, and Vice President of Student Services - $231.35.
  - BAT Program - $172.46, Financial Aid Office - $57.09, President's Office - $86.78, Starr County Campus - $113.40, and Vice President for Academic Affairs - $253.49.
  - A total of one hundred fifty thousand one hundred seventy eigty (150,178) copies were completed at the copy center for the month of November.
  - A total of ten thousand nine hundred forty (10,940) letters were mailed out and one hundred ninety four (194) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a meeting with HR and Faculty/Staffing on transcript procedures.
- Attended Banner testing for Banner 9.
- Attended Coordinated Operations Council meeting.
- Attended Finance and Administrative Services Director's Meeting.
- Attended FLAC recap meeting with Vice President for Finance and Administrative Services and Vice President for Academic Affairs.

- Attended IT email automation meeting.
- Attended JagNet Content Committee meeting.
- Attended kickoff teleconference meeting with Everfi for online training platform.
- Attended Lunch N' Learn Series – Top 10 workplace issues.
- Attended NABITA-National Behavioral Intervention Association annual conference in San Antonio.
- Attended Payroll and Systems meeting on Data Standards.
- Attended PeopleAdmin Quarterly Certified Administrators meeting.
- Attended Presidents Administrative Staff Meeting.
- Attended State Employees Charitable Campaign meeting.
- Attended SWOT Analysis Training presented by TMAC-UTRGV.
- Attended Texas Workforce Commission Telephone hearing on unemployment claims.
- Attended the Banner User's Group monthly meeting.
- Attended the Business, Public Safety and Technology Department Chair meeting.
- Attended the Faculty Load and Compensation (FLAC) training – Trip 3.
- Attended the Gomer Shares and Windows 10 PC meeting with IS&P staff.
- Attended the Planning and Development Council meeting for policy discussion.
- Attended the SACSCOC Compliance Writing Team meeting.
- Attended the Webinar on W4 meeting.
- Attended the Workstudy Texas Grant NOE meeting with Business Office staff.
- Attended TimeClock Plus Scheduler demonstration conducted by Business Office.
- Attended Title IX Meetings.
- Attended Title IX Training: Legal Updates for Title IX & Related Laws.
- Attended Veterans Job Fair hosted by Texas Workforce Solutions held at the Mission Events Center.
- Attended weekly HRIS/Staffing/Support/Systems and Records meeting.
- Attended weekly PeopleAdmin re-engineering meetings.
- Attended weekly training on JDXpert Job description software implementation.
- AttendedBanner Security access meeting.
- Conducted a training presentation on Notice of Employment processing for Adjunct and Overload.
- Conducted Culinary Arts credential audit – work in progress.
- Conducted demo with SkillSurvey for the applicant reference checks.
- Conducted interviews for vacant HR Employee Relations Specialist position.
- Conducted interviews for vacant Human Resources Administrative Assistant position.
- Conducted new hire orientation for direct wage/workstudy/staff and extended hours for Faculty.
- Conducted position control training for FLAC project implementation team.
- Conducted search committee interviews for vacant Records Technician.
- Conducted Title IX Presentation.
- Conducted training regarding adjunct NOE's at Nursing Allied Health campus.
- Hosted Lunch N' Learn Event Series: Top 10 Workplace Issues – All Campuses.
- Hosted Regional Center for Public Safety and Excellence/Continuing Education Job Fair.
- Hosted the Breast Cancer Awareness Lee Denim Day for departmental staff.
- Hosted the Health Wellness Fair at Pecan Campus.
- Human Resources staff volunteered for Thanksgiving for Troops coordinated by Student Affairs.
- Met with Assistant Director and Benefits and Payroll Manager regarding service recognition planning.
- 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 Comptroller and Vice President for Finance & Admin Services regarding faculty payment processing.
- Met with Counselors, Dean of Student Affairs, and legal counsel regarding personnel matters.
- Met with Dean of Nursing Allied Health and interim Vice President for Academic Affairs on personnel matters.

- Met with Director of Facilities Operations and Management regarding personnel matters.
- Met with Director of Grant Development, Management and Compliance regarding NOE process and grant effort reporting.
- Met with Dr. Brett Millan regarding discussion of faculty credential review process.
- Met with Employee Relations Officer regarding personnel matters.
- Met with Everfi for kickoff call of online trainings and project plan.
- Met with HR Staffing Specialists on internal procedures updates.
- Met with Internal Auditor for review of draft report regarding iHeal2 grant report.
- Met with IT Systems personnel for review of AppTrack project request.
- Met with search committee for review of Institutional Equity Officer applicants.
- Met with Staffing & Compensation Manager for review of TASB Survey for FY 2018-2019.
- Met with Staffing personnel regarding action plan for credentials audit in preparation for SACS.
- Met with Staffing personnel to review transcripts procedures and tracking.
- Met with Staffing Specialists to discuss the Trainers Guidelines/Procedures and Rates.
- Met with Staffing Support personnel for demo of SkillSurvey for review of automated reference checking.
- Met with State Employee Charitable Campaign Manager for United Way and Local Coordinators for South Texas College regarding review of new agreements.
- Met with Title IX team for mandatory training hosted by Saunie Schuster, ATIXA and NCHERM group.
- Met with Title IX team for scheduled conference call for discussion and review of Title IX procedures.
- Met with Title IX team for scheduled Title IX meeting.
- Met with Vice President for Finance and Administrative Services and interim Vice President for Academic Affairs, along with FLAC project leaders for update and status.
- Met with Vice President for Finance and Administrative Services and interim Vice President for Academic Affairs regarding grant funded special assignments and management responses.
- Met with Vice President for Finance and Administrative Services and Title IX team for conference call with NCHREM legal counsel.
- Met with Vice President for Finance and Administrative Services for FAS Director's Meeting.
- Met with Vice President for Finance and Administrative Services, Systems Analyst, Chief Information Officer and Vice President for Information Services, Strategic Initiatives, Performance and Planning for review and status of FAS IT projects.

PROJECTS IN PROGRESS:

- Others:
  - Reviewed and guidance for Distance Learning regarding memo for issuance of information security policies.
  - Reviewed and guidance on departmental handbook within Curriculum & Student Learning department.
  - Reviewed and update to education and experience for Police Dispatcher position.
  - Reviewed of new program development guidelines in collaboration with Academic Affairs.
  - Reviewed of Policy 4820 with legal counsel for research on non-exempt staff and adjunct duties.
  - Reviewed of Policy 6320 Prohibition of Drugs on Campus with legal counsel.
  - Reviewed of State Employee Charitable Campaign memorandum of understanding 2015 and 2016 campaigns.
  - Reviewed of survey satisfaction of highly favorable percentage of satisfaction for Human Resources at STC.
  - Updated Transcript tracking and procedures for the Internal Procedure Manual.
  - Worked on 2018-2019 TASB Compensation Survey preparation.
  - Worked on Adminstrative/Executive roster for upcoming publication on Human Resources website for SACS reaffirmation.
  - Worked on Case review of investigation files by Employee Relations Officer.
  - Worked on Compensation setting for educational increases per pay plan.

- Worked on Compensation setting for staff and faculty hiring proposals.
- Worked on Credentials audit for SACS visit preparation.
- Worked on Department of Motor vehicle records review for authorization to drive college-owned vehicles.
- Worked on EEO Report reviews.
- Worked on External auditor request for clarification of policies or procedures regarding incentive pay or bonuses.
- Worked on Faculty Credential Database updates in collaboration with IS&P.
- Worked on Faculty Credential Review peer survey.
- Worked on Faculty Hiring Manual scenarios.
- Worked on Faculty Load and Compensation set up requirements in preparation of October visit.
- Worked on Faculty Rosters load to Instructional Rosters on website for Fall semester in collaboration with Academic Affairs.
- Worked on Functional specs approval for Texas Connection Consortium voting regarding TRS Teams reporting functionality on Ellucian Banner.
- Worked on FY2018-2019 Adjunct/Overload rate information for Vice President for Finance & Administrative Services in regards to TACCBO list serve request.
- Worked on Notice to faculty/staff news regarding updated reference check forms.
- Worked on Policy 4211 Nepotism draft for Cabinet review.
- Worked on Policy 4901 Standards of Conduct draft for Cabinet review.
- Worked on Recognition Awards and Service Pins project meeting.
- Worked on SACS Reaffirmation compliance documentation for section 3 standards applicable to Human Resources.
- Worked on Sole source form for Idemia Identity Security for DPS contracted services.
- Worked on TCCTA Salary Survey for 2018.
- Worked on Texas Connection Consortium review of RTE 4145 Teams reporting.
- Worked on Vacancy report for Finance and Administrative Services division.

- IS&P Issues:
  - Opened 24 ticket.
  - Resolved 17 tickets.
- PeopleAdmin systems management:
  - Cases Opened: 1.
  - Cases Resolved: 1.
- Records management (Xtender scanning) project:
  - 469 personnel and transcript files were created for new hires, transfer and scanned/disposed personnel files for loose leaf documents and transcripts.
  - 1,135 termed personnel files were inventoried - 46 of the 1,135 were reviewed and inventoried.
  - 555 loose leaf documents were reviewed and filed.
  - November 2017 Adjunct applications moved to retention files.
- Report Development
  - Internal
    - 457 Report.
    - ACA Benefits Review Report.
    - Active Employees _ List of employee with A number, Name Classification, Organization, Department title, reports to position and title.
    - Benefits Report for the medical code CDH/BCH and the plan (B1, B2, B3).
    - ERS 1% Report.
    - ERS Retiree Medical Premium Report.
    - Faculty Vacancy Reports for Academic Affairs.
    - Fall 2018 Faculty Report for Dr. Millan, Assisting the Asst VP of AA.
    - FAS Division Leave Report.
    - Internal reports for FLAC reporting using SIAASGN/SIAINST forms.

- Legislative Budget Board Annual Administrative Accountability Report – Submitted to HR Director for final review.
- Monarch templates for Child Support Deductions - payroll audit.
- MR10 Oct Reconciliation Report.
- New Hires Report.
- Payroll Audit Reports.
- Report for active, terminated and scanned employee records for HR Records.
- Report for Adjunct hours eligibility for TRS.
- Report on Information regarding Staff Compensation for 2017 and 2018 website publication per TX Government statutes.
- Retirees Hours Report.
- Salary Report of Faculty and Staff in NAH provided to Grant Management and Compliance.
- Texas Community College Teachers Association- Original report was edited with new criteria for ranges as per TCCTA.
- Texas Saver Report.
- TRS Reporting – Additional days worked for October 2018.
- TRS/TRW Report from September register for Benefits Staff.

- External
  - 2018-2019 TASB Compensation Survey.
  - Legislative Budget Board Annual Administrative Accountability Report.
  - Report – Department of Labor employee count at the Pecan Campus in October.
  - TCCTA Annual Faculty Salary Survey.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	11
Search Committees assigned/forms requested	43 (Staff)
Hiring Proposals reviewed & approved	36 (Staff)
Job Offers	27 (Staff)/ 4(Faculty)
New Hire Notifications	26 (Staff)/ 20(DW)/ 4(F))
Vacancy Reports completed	2 (Faculty)
Educational Supplements	3 (Faculty)

Staffing & Faculty Staffing/Evaluation			
Positions Filled	21(Staff)	Positions Posted	4(F)
Resignations	22(Staff) 1(Faculty)	Positions Cancelled	
PeopleAdmin Sys. User Maintenance	22	Adjunct/Dual Credit Applications	10
Staff Email Accounts	10	Intent to Hire	
NOEs		*Adjunct*	20
Full Time Temporary	1	*Dual Credit*	5
Direct Wage	290	Lecturers	4
Trainer (PT)	84	Transcripts reviewed	230

Staffing & Faculty Staffing/Evaluation			
Application Processing		Transcripts entered on database	200
Applications		NOE's	
Staff		*Adjunct*	105
Faculty	20	*Overload*	348
Part Time (DW/PT/AD)		*Dual Credit*	0
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	1 (DW) 48(Staff) 2 (Fac)	*Request*	
		Replacements	
		Assignment Extensions	

System/Staffing Support			
Position Requests w/ Job Descriptions	25	New Hire (E-Verify)	53
Positions		Audits *Accepted*	175
Posted	26	Audits *Rejected*	
Re-Posted	0	Banner Updates (PEAEMPL)	59
Extended	8	Form I-9 Requests	
Cancelled	5	Financial Aid Workstudy review	
		E-Verify TNC cases	
		Name Changes on I-9	4
		Form I-9 review	
Records			
		Records(by page)	
		Files scanned & indexed	
		New Hire folders prepared	469
		Termed files prepared	
		Boxes to Record Retention	

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	300	74	TWC Claims	19	3
Fingerprints	107	38	Open Records Requests	7	2
DPS Driver Eligibility Checks	50	9			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations (FT/PT)	2/8	PDR Notifications	227
Internal Transfers	9	Direct Deposit Transactions	
Benefits Credits/Collections	1	*Full Time*	68
TRS Records reported	2371	*Direct Wage/Work Study*	40
TRS Prior Yrs of Svc Verifications	4	Resignations	
TexaSaver 457/403B Accounts	63	*Full Time*	3
Benefits Eligibility Review (ACA)	2	*Direct Wage/Work Study*	13
Faculty (Adjunct, Temporary)	1	Garnishments	
Staff (Direct Wage, Part Time)	4	TXOAG Reporting	91
Exits		Under Hours/DOC Worksheets	
Full Time	4	New Hires, Rehires, Transfers	54
Part Time	0	Name Changes	0
Retirees		Address Changes	6
FMLA Requests		Form W-4 Changes	8
New	8	Verification of Employment	
Closed	13	*Forms processed*	32
Workers Compensation Claims		*Letters sent*	2
New	4	*Phone Calls*	20
Closed	4	Cell Phone Stipends	5
Tuition Reimbursement Applications		Adjunct Leave Forms	6
Tuition Grant Applications		NOEs	
Employee	15	*Full TimeTemp*	
Dependent	9	*Lecturer*	
Sick Leave Pool		*Direct Wage*	40
Enrollment	0	*Work Study*	46
Termed	0	*Adjunct*	57
Donations	0	*Overload*	194
SECC-State Charitable Deductions		*Dual Credit*	346
Letter/Appointment FT Regular Staff		*Trainers*	123
NOE's Staff Full Time Temporary		*Special Assignments, Other*	2
		Fac. Salary Retro-Pay Adj	
Vacation Settlement worksheets		*Fac. Base Salary Pay-Off*	1
ERS Changes to enrollment	3	*Full-time Regular Faculty Pay-Off*	
		New Temporary Lecturers	

Benefits & Payroll			
		Substitute NOEs	
		Assistant Chairs	
		Dual Enrollment Faculty	
		Educational Increase	
		Mini-mesters	129
		Certification Stipend	
		PeopleAdmin Transactions	
		Approvals	11
		Hiring Proposals	21
		Payroll Worksheets	44
		Move Request Updates	48

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended 2018 LRGV-AIA Building Communities Conference.
- Attended a meeting with Active Learning Classroom Grant staff.
- Attended conference call for Bond Program progress update with Broaddus & Associates.
- Attended Coordinated Operations Council meeting.
- Attended Deferred Maintenance Meeting with Operations & Maintenance staff.
- Attended Facilities Operations Council meeting.
- Attended FAS Director's meeting.
- Attended FAS Facilities & Planning meetings.
- Attended FPC staff meetings.
- Attended meeting for Owner Insite Accounting and Budgeting training with Business Office staff.
- Attended meeting to review flooring products with Mannington Commercial representative.
- Attended meeting to review funding options for using a P3 process.
- Attended meeting to schedule and prioritize the FY1819 CIP and R&R projects.
- Attended meeting with Academic Affairs staff on current and upcoming projects.
- Attended meeting with Purchasing and IT to review construction projects to issue a RFP for data on-call services.
- Attended meeting with STC student to review a class assignment.
- Attended meetings with College staff to discuss pending items for Move/Setup Project Action Plan.
- Attended November Facilities Committee meeting.
- Attended PAS meeting to present Online Move/Setup.
- Attended Procore software presentation.
- Attended SWOT Analysis Training.
- Attended the Facilities Operation Council meeting.
- Attended the October Board meeting.
- Attended the October Facilities Committee Meeting.
- Attended Title IX training.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- Attended weekly meeting with FAS VP and staff to review Facilities Committee items and project updates.

- District Wide 2013 Bond M&O Equipment-attended meeting with staff to discuss proposed equipment/supply purchase.
- District Wide Additional M&O Equipment-attended meeting with Purchasing to discuss budget and departmental equipment lists.
- District Wide Basketball Court Repainting-attended and conducted the Pre-Proposal Conference.
- District Wide Bus Drop Off Areas-met with campus coordinators and staff to discuss bus shelter location.
- District Wide Outdoor Furniture-attended a pre-construction meeting for with the contractor for the installation of outdoor furniture.
- La Joya Higher Education Center-attended the monthly advisory committee meeting.
- Mid Valley Campus Building F and Thermal Plant Renovations-attended meeting with architect to review scope and request proposal.
- Mid Valley Campus Building F Renovation and Thermal Plant Repurposing-attended Request for Qualifications review.
- Mid Valley Campus Child Development Center Canopy Replacement-attended bid opening.
- Mid Valley Campus Covered Bus Drop Off Improvements-attended meeting with the Child Care Development Staff on concerns with the project scope.
- Mid Valley Campus Covered Bus Drop off-attended meeting with contractor to go over Architectural Supplemental Information for the project.
- Mid Valley Campus Drainage Evaluation-attended meeting with engineer to review scope of project.
- Nursing and Allied Health Campus Student Success Center Renovation-attended Kick-off meeting with architect and College staff.
- Nursing and Allied Health Campus-attended meeting to review the 4th floor uneven flooring with project team.
- Pecan Campus Athletic Field Fence Enclosure-attended a pre-proposal conference meeting.
- Pecan Campus Building D Renovation-reviewed proposed layout floor plan and provided comments back to Architect.
- Pecan Campus Building H Renovation-reviewed scope of work with staff and Architect on site.
- Pecan Campus Business and Science Building G-met with Physical Science staff to review proposed projects.
- Pecan Campus Demolition of Dr. Casso Property-attended meeting with engineer review scope of work and request proposal; attended meeting with testing lab representatives to review asbestos testing proposal.
- Pecan Campus Library-attended meeting with Library staff to discuss design options to renovate or expand existing facility.
- Pecan Campus Sand Volleyball Courts-attended a design review meeting with the architect and College staff.
- Pecan Campus Thermal Plant-met with contractor to provide a proposal to install handrails at ramp and stairs.
- Pecan Plaza Kinesiology Department-attended meeting with College staff to review existing interior facility conditions and project scope.
- Regional Center for Public Safety Excellence Target Range-attended meeting with Target Range Project Core Team on Phase Planning.
- Technology Campus Building B Domestic/Fire Sprinkler Replacement-met with contractor, engineer, fire marshal, and College staff to perform Substantial Completion Walkthrough; contractor was not ready.
- Technology Campus Fire Sprinkler Line Replacement-attended meeting with contractor, subcontractor and FPC staff to discuss current construction issues.
- Technology Campus Repair Concrete Floors at Mechanical Room-attended pre-construction meeting with contractor.

PROJECTS IN PROGRESS:

- District-Wide:
  - Assisted and worked on closing of project expenditures for FY17-18.
  - Conducted Online Move/Setup Training.
  - Conducted workstudy interview.
  - District Wide Basketball Court Resurfacing-evaluated construction proposals.
  - District Wide Building Letters-worked on submittal review.

- District Wide Bus Drop Off Areas-worked on project schedule, request for quotes, and site drawings.
- District Wide Marker Boards Replacement-visited site to verify marker board conditions and worked on drawings.
- District Wide Reprographic Services-participated in evaluation of vendor proposals.
- District Wide Wayfinding Signs-reviewed shop drawings for MV, NAH and Technology Campuses.
- Performed reference checks for new hire candidates.
- Received all the dedication building plaques for all 18 Bond projects and began installations.
- Reviewed and worked on pending FY2018 invoices from consultants.
- Reviewed Construction Material testing lab reports and invoices.
- Reviewed invoices and pay applications from various Architects, Engineers, and Contractors.
- Reviewed invoices, proposals, agreements, pay applications, and additional services from various Architects, Engineers, consultants, and CM@R companies.
- Worked on backup information for COC meeting.
- Worked on coordinating pending furniture items and punch lists with B&A.
- Worked on FY 2017-18 Annual Report.
- Worked on October and November Facilities Committee agenda and packet.
- Worked on reviewing applicants for FPC Vacant positions and updated job descriptions.
- Worked on Space Modification Requests and Move Requests.
- Worked on warranty requests for various bond projects.

- Mid Valley Campus:
  - Mid Valley Campus Child Care Development Canopy Replacement-participated in the evaluations of the RFP construction proposals.
  - Mid Valley Campus Covered Bus Drop off-performed site visits; reviewed submittals; worked on proposal request.
  - Mid Valley Campus Health Professions and Sciences Building-worked on evacuation plans.
  - Mid Valley Campus Library Building-worked on evacuation plans.
  - Mid Valley Campus Student Services Expansion Building-attended one-year warranty walk thru of the building.
- Pecan Campus:
  - Pecan Building A Renovation-performed site visit to verify status of furniture installation.
  - Pecan Campus Arbor Brick Columns–met with engineer to work on scope and proposal to repair and replace columns.
  - Pecan Campus Athletic Field Fence Enclosure-participated in evaluations of bids.
  - Pecan Campus Building A Renovation-performed site visit to observe construction status.
  - Pecan Campus Building D Renovation-performed site visit with Engineer and Maintenance.
  - Pecan Campus Building H Renovation-reviewed scope of work with staff and Architect on site.
  - Pecan Campus Building M Office and Work Space Renovation-evaluated Request for Qualifications proposals from A/E firms.
  - Pecan Campus Buildings V and Y Restroom Renovations–continued working with maintenance on requesting proposals.
  - Pecan Campus Demolition of Casso Property-participated in evaluation of civil engineer to recommend to Facilities Committee.
  - Pecan Campus Library-worked on existing and proposed space program.
  - Pecan Campus Sand Volleyball Courts-performed evaluations of construction proposals from contractors.
  - Pecan Campus Thermal Plant-received proposal to install pending handrails.
  - Pecan Campus-worked on quotes for pending exterior building letters.
- Pecan Plaza:
  - Pecan Plaza Emergency Generator-worked on substantial completion documentation.
  - Pecan Plaza Kinesiology Health and Wellness Center-provided Kinesiology department a proposed floor plan layout for review and comment.
  - Pecan Plaza Testing Center 2601-work completed and staff moved in.
  - Pecan Plaza Wellness Center-performed site visit to review existing interior facility conditions.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Target Range-reviewed final report prepared by Grant Development department and worked on construction cost estimate and land value estimate as requested by legal counsel.
  - Regional Center for Public Safety Excellence-requested a proposal to install upward lighting for monument sign.
- Technology Campus:
  - Technology Campus Building B Domestic/Fire Sprinkler Replacement-performed site visits to observe status of construction.
  - Technology Campus Fire Sprinkler Replacement-performed site visits to observe status of construction; provided additional as-built drawings to contractor.
  - Technology Campus Repair Concrete Floors at Mechanical Room-performed site visit to observe status of construction.
  - Technology Campus Shipping and Receiving Building D Office Renovation-worked on construction drawings.
- Nursing Allied Health:
  - NAH Campus CLE Conversion-reviewed schematic design from Architects.
  - NAH Campus Resurface Parking Lot #1-issued RFQ request for Engineer services.
  - NAH Campus Student Services Renovation-worked on RFQ.
  - NAH Campus Thermal Plant-worked on issue with existing HVAC equipment.
  - Nursing and Allied Health Campus Monument Sign-updated exterior building signage for COC presentation.
- Starr Campus:
  - Starr County Campus Emergency Generator-worked on substantial completion documents.
  - Starr County Campus Student Services Renovation-worked on RFQ.
  - Starr County Campus-conducted one-year warranty meeting with Contractor, Maintenance staff, and Project Management Team.
- Others:
  - Assisted and worked on closing of project expenditures for FY17-18.
  - Conducted interviews for FPC Accounts Assistant position.
  - Conducted interviews for FPC Space Management Technician position.
  - Conducted Online Move/Setup Training.
  - Conducted workstudy reference checks.
  - Higher Education Center at La Joya-updated exterior building signage for COC presentation.
  - La Joya Higher Education Center-performed site visit and worked on developing exterior signage.
  - Performed reference checks for new hire candidates.
  - Performed site visits to prepare punch lists of building plaques for all 18 Bond projects.
  - Received and reviewed tandem seating furniture in Pecan Campus STEM, General Academic Building, and North Academic Building.
  - Reviewed and worked on pending FY2018 invoices from consultants.
  - Worked on conference presentation report.
  - Worked on coordinating pending furniture items and punch lists with B&A.
  - Worked on developing as-built drawing of Feldman's building.
  - Worked on developing Online Move/Setup Training.
  - Worked on developing schematic layout of Feldman's building for use by FPC; worked on preliminary program of space for use by Distance Learning.
  - Worked on FPC Peer Review information.
  - Worked on FY 2017-18 Annual Report.
  - Worked on October and November Facilities Committee agenda.
  - Worked on October Board backup information.
  - Worked on Peer Review survey responses.
  - Worked on providing additional information for OCIP from contractors as requested.

- Worked on providing information to legal counsel for Pecan Campus Thermal Plant Fire Incident.
- Worked on PSJA CCTA lease renewal.
- Worked on reviewing applicants for FPC Vacant positions.
- Worked on SACSCO report update.
- Worked on schedules and prioritizing the FY1819 CIP and R&R projects.
- Worked on Space Modification Requests and Move Requests.
- Worked on time-lapse camera relocation.
- Worked on updating Comprehensive Plan Year Three Status Report.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended District Wide Outdoor Furniture Coordination Meeting.
  - Attended HVAC Meeting with Noble Texas Builders.
  - Attended MVC Building F Renovation Meeting.
  - Attended MVC Bus Shelter Location Meeting.
  - Attended MVC Child Care Development Center Fence Meeting.
  - Attended MVC North Academic Bldg G Plumbing Inspection.
  - Attended MVC Student Services Expansion 1yr Warranty Walk Through.
  - Attended NAH Door and Fire Alarm Inspection.
  - Attended Pecan Plaza Review of Wellness and Kinesiology Areas.
  - Attended Pecan Stem HVAC and Humidity Discussion.
  - Attended RCPSE Lawn Maintenance Meeting.
  - Attended Siemens Building Automation Systems Meeting.
  - Attended Tech Campus Welding Area Walk Through.
  - Conducted MVC and NAH Landscaping Inspection.
  - Conducted MVC and NAH Retention Pond Fencing Inspection.
  - Conducted RCPSE Landscaping Inspection.
- Other Meetings:
  - Attended a Culinary Dinner Event.
  - Attended a Starr Campus Meeting with the Environmental Health and Safety Manager.
  - Attended Board of Trustees Meeting.
  - Attended Coordinated Operations Council Meeting.
  - Attended Facilities Committee Meeting.
  - Attended FAS Director's Meeting.
  - Attended Finance Committee Meeting.
  - Attended HR Meeting with HR Specialist – Employee Relations.
  - Attended Pecan Chiller Fire Incident Meeting with Legal Counsel.
  - Attended SACS COC Compliance Writing Team Meeting.
  - Attended SWOT Analysis Training.
  - Attended the International Facility Management Association Conference in North Carolina.
  - Attended Title IX Training.
  - Held a meeting with Texas A&M University-Kingsville.
  - Held a SchoolDude Event Management Overview Conference Call.
  - Held Conference Call With College Bookstore Consultant Tom Byrne.
  - Held Facilities Operations Managers' Meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department
  - Pecan
    - Completed installation of fire alarm cellular communicators.

- Pharr
  - Completed walking track.
- Tech
  - Completed installation of fire alarm cellular communicators.
- Mid Valley
  - Received quotes for access controls from Safeguard, awaiting other proposals.
- Nursing Allied Health
  - Completed installation of fire alarm cellular communicators.
- District Wide
  - Approved Otis Elevator Amendment.
  - Approved Schindler Elevator Agreement.
  - Attended Texas Fire Marshal's Conference in Austin Texas.
  - Completed annual elevator inspections, awaiting report.
  - Completed typical pest control issues and equipment rentals.
  - Delivered and distributed poinsettia plants.
  - Initiated fire extinguisher inspections.
  - Initiated preparation of annual winter inspections.
  - Received quote for annual elevator and backflow inspections.
  - Scheduled alarm systems inspections.
  - Scheduled annual kitchen hood inspections.
  - Scheduled fire sprinkler systems inspections.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	225	$ 4,406.78
Electrical	149	$ 9,201.69
Energy Management	171	$ 4,024.39
HVAC	738	$ 6,285.00
Locksmith	187	$ 11,958.69
Painting	27	$ 1.190.35
Plumbing	183	$ 6,717.08
Plant Services	4	
Total Cost		**$ 43,784.03**
General Maintenance	13	
Total Work Orders	**1697**	

- Custodial Department

Set-Ups	355
Moves/Relocations	75

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended and assisted the move/set up training.
- Attended conference call with Ann Gamauf from National Shooting Sport Foundation regarding the type of research and analytics they perform.
- Attended conference call with Director of Grant Development, Management, and Compliance regarding gun range requirements.
- Attended conference call with VP-FAS, legal counsel, Comptroller, FAS Project Manager, and Kathy Drum regarding creation of CPCC Services Corporation.
- Attended hiring committee for Accounting Assistant – Records Retention position.

- Attended meeting with Accountability and Compliance Manager regarding Banner process map.
- Attended meeting with ARC Director regarding move/setup and Banner access gap analysis.
- Attended meeting with Comptroller and Account Manager to discuss travel project.
- Attended meeting with PowerDMS representative regarding status update on software.
- Attended meeting with Risk Management Consultant, VP-FAS, Legal Counsel, Chief Administrator of The Department of Public Safety, Director of Grants Development, and Risk Manager regarding Insurance for proposed gun range.
- Attended meeting with VPFAS to discuss various risk assessment items.
- Attended phone meeting with Risk Management Consultant regarding international insurance and other matters.
- Attended phone meeting with VPFAS regarding fraudulent impersonation/social engineering coverage and associated requirements.
- Attended President's Administrative Staff meeting.
- Attended search committee meeting and interviews for executive administrative assistant position.
- Attended the second move/setup second pilot session.
- Attended the Title IX workshop.
- Held conference call with Computer Services Analyst II regarding PowerDMS.
- Held conference call with MyPolicies in regards to software for policy development.
- Held conference call with PowerDMS/IT in regards to issues with author software.
- Held conference call with the Dean of Nursing Allied Health in regards to the STC Policy Inventory List.
- Held discussion with Accounting Assistant regarding move/setup second pilot session.
- Held discussion with Admin Specialist for Board relations regarding current process for new policies.
- Held discussion with Computer Services Analyst II regarding PowerDMS.
- Held discussion with Director of Purchasing regarding Records Retention.
- Held discussion with PowerDMS Regional Sales Manager regarding status of testing.
- Held discussions with Carlisle Insurance regarding insurance matters.
- Held discussions with Director of Facilities Operations & Maintenance regarding responses to open recommendations by The Hartford.
- Held discussions with FPC Director and Comptroller regarding OCIP insurance final audit visit.
- Held discussions with Maverick regarding placement of new bins and invoicing.
- Held discussions with Montalvo Insurance regarding various insurance matters.
- Held discussions with NJ Associates regarding final audit (OCIP).
- Held discussions with TASB regarding insurance matters.
- Held meeting with ARC Support Specialist regarding policy management, PowerDMS, and compliance procedures.
- Held meeting with Dean of Dual Credit Programs to discuss and review Policy 3232 (formatting).
- Held meeting with Director of FPC and Space Management Coordinator to discuss move/set up process.
- Held meeting with Director of Student Records and Registrar regarding the process of revoking Banner access.
- Held meeting with FAS Project Manager and Police Compliance Coordinator regarding the Regional Center for Public Safety Excellence.
- Held meeting with HR Business Systems Analyst regarding banner access.
- Held meeting with Purchasing department Buyer to discuss W-9 process.
- Held meeting with Risk Manager regarding Risk Assessment/ERM Committee.
- Held several discussions with Applications Analyst II regarding issues encountered during move/set up second pilot session, future hire move type, and items required for training.
- Held several discussions with Ed Tech Specialist regarding move/setup email notifications.
- Held several discussions with FPC Space Management Specialist regarding move/setup pilot session, upcoming training, and action plan.

- Held weekly department huddles.
- Met with Institutional Equity Manager regarding compliance procedures.
- Met with project manager from Freedonia Custom Research regarding proposal and sample report for gun range market study.
- Met with VP for FAS regarding options for shooting range market viability assessment.
- With Accountability and Compliance Manager regarding move/setup action plan.
- With Risk Management Assistant regarding move/setup pilot testing.
- With VPFAS and legal counsel to discuss various items regarding target range grant.
- Attended and assisted with FPC Move/Setup training.
- Attended conference call with PowerDMS Regional Sales Manager regarding status of testing results.
- Attended FAS Directors meeting.
- Attended FAS IT Projects meeting.
- Attended meeting with Applications Analyst II, FPC Space Management Specialist, and FPC Project Technician regarding the move/set up online system.
- Attended meeting with ARC Director regarding employee special assignments, employee stipends, faculty credentials.
- Attended meeting with FPC Director, FPC Space Management Specialist, FPC Construction Project Technician regarding move/setup training and enhancements.
- Attended meeting with Purchasing Director and Receiving and Distribution Manager regarding asset only move request.
- Attended meeting with VFPAS, Comptroller, and Bursar to discuss and review the reinstatement process.
- Attended meeting with VPFAS and FAS Project Manager regarding Attorney General Opinion regarding STC Enterprise Centers, IIES, and Target Range.
- Attended meeting with VPFAS to discuss various items and upcoming projects.
- Attended meeting with VPFAS, Purchasing Director, and ARC Director regarding Bond procedures.
- Attended the SWOT Analysis training.
- Held conference call with Freedonia Group to discuss pricing and timeline for completion of gun range feasibility study.
- Held conference call with National Shooting Sports Foundation regarding gun range research studies and services.
- Held conversation with Accounting Group Manager regarding restricted and unrestricted accounts per employee stipend assessment.
- Held conversation with Financial Analyst regarding special assignments and stipend data.
- Held conversation with FPC Space Management Specialist regarding access granted to participants for move/setup project.
- Held discussion with Applications Analyst II regarding the FM and Proxy report.
- Held discussion with Comptroller regarding employee stipends report.
- Held discussion with Computer Services Analyst II regarding status of testing performed on PowerDMS.
- Held discussions with faculty and staff regarding Maverick bin usage, console placement, and other matters.
- Held discussions with Montalvo Insurance, Carlisle Insurance and TASB regarding various insurance matters.
- Held discussions with NJ Associates regarding final audit (OCIP insurance).
- Held discussions with Risk Management Consultant regarding various insurance matters.
- Held discussions with VPFAS regarding Pharr Gun Club insurance policy.
- Held meeting with ARC Support Specialist regarding policy management, PowerDMS, compliance Procedures and faculty credentials.
- Held meeting with Maverick regarding console placement and other matters.
- Held meeting with Purchasing Director to discuss move/setup project.
- Held various meetings with FPC director and Accounting Supervisor regarding OCIP insurance audit.

PROJECTS IN PROGRESS:

- Insurances:
  - Reviewed insurance policies and certificate of liability insurance.
  - Worked on 2018 – 2019 Insurance RFP.
  - Worked on insurance application and associated items for General Liability Coverage – Pharr Gun Range.
  - Worked on insurance application as per Student Affairs and Enrollment Management request.
  - Worked on international insurance FAQ.
- Policies:
  - Assisted in formatting Policy 3232.
  - Assisted with research compilation for policy development from Colleges/Universities in Texas.
  - Created a list of items to be included in the policy report.
  - Followed up with FAS Executive Administrative Assistant regarding revisions notes on Policy 1010 and 1700.
  - Updated Policy Management Guidelines and included revised future state map.
  - Updated various policies per management's request.
  - Worked on policy acknowledgement form and policy request form.
  - Worked on the STC Policy Inventory List.
- Others:
  - Analyzed employee stipend and special assignment data.
  - Compared move/setup Argos report against move request numbers submitted by the participants.
  - Completed compliance assessment of the Handbook of Faculty Credential Requirements for Courses by Discipline/Program.
  - Completed draft of Banner Access procedures and Banner Access Request form.
  - Completed the Texas Legislative Update excel spreadsheet.
  - Completed Worker's Compensation final audit invoice.
  - Composed draft of hiring workflow recommendations; researched other institutions on their use of hiring committees.
  - Composed summary of services offered by Freedonia and NSSF regarding gun range market research study.
  - Contacted market research companies regarding the indoor gun range market viability assessment.
  - Continued testing the following within PowerDMS: workflows, recalls, administrator security privileges, PowerDMS app, editing documents, viewing revisions, ran reports, policy owner scenarios, downloadable data, removing users/documents, email notifications, and comments section tested.
  - Coordinated additional Maverick service date.
  - Coordinated final audit for Builder's Risk (OCIP).
  - Coordinated Records Retention processing and destruction with RCI.
  - Coordinated transfers of records boxes to Retention Center.
  - Created a project/tasks status spreadsheet.
  - Created draft business plan for the Regional Center for Public Safety Excellence.
  - Created risk assessment timeline.
  - Created test work matrix based on fiscal year 2019 Pay Plan and Faculty Handbook.
  - Developed draft reinstatement process map.
  - Evaluated applicants for hiring committee (Accounting Assistant – Records Retention).
  - Followed up with Director of Student Accounts and Bursar regarding process for revoking Banner access.
  - Monitored Banner Workflow for Records Management related requests.
  - Performed monthly account reconciliations of internal department accounts.
  - Researched and contacted market research companies regarding an indoor gun range business viability assessment.
  - Researched Banner access procedures and Banner access request forms used by other institutions of higher education.

- Researched employee stipends and special assignment procedures for fiscal year 2018 and compared to fiscal year 2019 procedures.
- Researched internal procedures for faculty credentials.
- Researched IRS accountable plan.
- Researched Records Management trainings.
- Researched safe car services in Reynosa, Mexico.
- Researched/contacted TABC in regards to regulations and rules pertaining to the use of alcohol for cooking purposes.
- Reviewed and filtered data special assignment and stipend data provided by the Business Office and selected a sample size.
- Reviewed Attorney General Opinion regarding STC Enterprise Center, IIES, and Target Range.
- Reviewed Banner Access and Security procedures.
- Reviewed data for employee stipends and created a data summary for restricted and unrestricted account.
- Reviewed HECA Matrix online for updates.
- Reviewed STC Enterprise Center email correspondence from legal counsel.
- Reviewed Texas Legislature alert notices in regards to higher education.
- Reviewed the Faculty Credential Guidelines from SACS.
- Reviewed the Higher Education Compliance Alliance (HECA) Matrix and completed the HECA spreadsheet for federal updates.
- Revised Banner access process map to include current state "pains/problems".
- Revised bond services and bond purchase procedures.
- Revised draft reinstatement process map.
- Revised move/set up manual.
- Revised the Records Management Procedures, Permanent Files section (draft).
- Updated action plan as per new completion dates provided by FPC department.
- Updated Maverick bin location list.
- Updated move/setup pilot testing spreadsheet to include FPC approval, FPC scheduled date, and completion notification.
- Updated project status spreadsheet.
- Updated risk assessment library and heat map.
- Updated the Emergency Preparedness website to include evacuation guidelines.
- Updated trial testing excel list on findings for PowerDMS.
- Visited/inspected Retention Center and reported.
- Worked on agenda for Annual College-wide Risk Assessment meeting.
- Worked on Compliance Procedures.
- Worked on Hidalgo County Tax Assessor bond renewal.
- Worked on loss runs for Business Office audit.
- Worked on revising account reconciliation procedures.
- Worked on Risk Assessment internal procedures, library and heat map.
- Worked on the planning phase of the faculty credentials assessment.
- Worked on the Worker's Compensation final audit invoice.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended SWOT Analysis workshop with UTRGV TMAC.
- Attended meeting with OPOD for system training.
- Attended Title IX Committee Meeting, emergency meeting to discuss case.
- Attended SACCOSC Compliance Writing Team meeting.
- Attended ATD Couches Visit, Discussion on Access and Equity.
- Attended Title IX Committee Meeting with The NCHERM Group, LLC to discuss case.

- Attended Title IX Committee Meeting.
- Held meeting with Web Designer on Title IX homepage.
- Attended meeting with VP FAS for Board Meeting presentation.
- Attended meeting with VP FAS for OIE Comprehensive Plan.

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 Title IX Committee meeting packets.
  - Worked on OPOD reports.
  - Worked on Title IX Action Plan items.
  - Submitted Title IX Pregnancy and Parenting Flyer to PR.
  - Worked on Title IX Retreat agenda and packets.
  - Worked on Title IX presentation for Board of Trustees.
- Institutional Equity
  - Comprehensive Pan.
  - Conducted research for programs.
- Other:
  - Processed purchase orders for memberships and renewal.
  - Process travel for January 2019.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	DECEMBER 6, 2018
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2018 THROUGH OCTOBER 31, 2018 AND NOVEMBER 1, 2018 THROUGH NOVEMBER 30, 2018

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Advisory Committee Meeting at La Joya Higher Education Center, Oct. 2
- Continuation of FLAC training with Consultant, Oct. 9 - 11
- Continue working on Pathway Project – Curriculum revisions for Meta Majors
- Continue working on the FLETC Partnership Agreements
- Facilitated a meeting for Delta Area Course Offerings, Oct. 15
- Worked with Delta Area to develop the Spring 2019 and Fall 2019 courses
- Finalizing the Faculty Spotlight for 2017-2018 Academic Year
- Held meeting to discuss the inquiry submitted through webpages, Oct. 15
- Held meeting with Division Deans, Worked on the list of programs for promotion, Oct. 3
- Held meeting with Faculty Senate Executive Committee, Oct. 12
- Presented at PDC – Dual Credit Program Success Data Report, Oct. 12
- Hosted Academic Council Meeting, Oct. 29
- Worked on Student Issues
- Updated the Program Accreditation List
- Worked on Academic Affairs Comprehensive Plans
- Worked on Annual Silver Tag Inventory Completion
- Worked on College Success options for Meta majors
- Continue working on Statement of Commitment Form for Special Assignments
- Worked on Dual Credit CTE Academy Consortium Model
- Worked on dual credit independent report (Summer and Fall data)
- Worked on EWDC Presentation – Math co-requisite
- Worked on faculty reports and facilities review
- Worked on Inventory list of all instructional areas and classroom usage report
- Worked on revising Dual Credit Policy #3232, stakeholder meeting, Oct. 9
- Worked on several HR issues
- Worked with each division to reduce the overall M&O Fund request for the Academic Affairs Division

- Worked on review of program outcomes and new program development of Action Plans for low enrollment
- Worked on Summer 2019 Camp Brochures
- Developed flyers for online programs and Bachelor programs
- Continuation of FLAC training with consultant, Nov. 6 - 8
- Attended Conference call meeting with Viridis, Nov. 6
- Screening for Manager of Curriculum and Student Learning, Nov. 8
- Hosted Dual Credit Programs CTE Summit, Nov. 8
- Participated in ATD Coaches visit and review of Guided Pathways– Executive team, Nov. 12
- Held meeting with Brenda Balderaz to discuss grant stipends, Nov. 12
- Attended Texas Pathways Institute #5, Nov. 14-16
- Attended meeting to review Hotel Management & Court Reporter, Nov. 26
- Attended Taskforce membership – Concourse, Nov. 26, 2018
- Attended meeting to discuss faculty requests and department split, Nov. 26
- Attended meeting with OPOD – Wrap Up Report, Nov. 27, 2018
- Attended Manager of Curriculum and Student learning interviews, Nov. 28
- Attended Feldman Building meeting, Nov. 29
- Attended Lunch meeting with Dr. McHatton, Nov. 29
- Attended Conference call with Director Christopher Holtzer and W, Nov. 29
- Attended Meeting with Faculty Senate Executive Committee to discuss Survey, Nov. 30

MAJOR EVENTS AND ACTIVITIES:

- A Night with the Stars Gala, Oct. 11
- Presentation for the Board of Trustees - Faculty Spotlight, Oct. 30
- EWDC Board Presentation - Developmental Math Co-Requisite Overview
- Dual Credit Programs - CTE Summit, Nov. 8
- Overview of Dual Credit Programs – presented at PDC, Oct. 12
- Organized Delta Area Information session, Nov. 2

MAJOR PROJECTS IN PROGRESS:

- Academic Affairs Comprehensive Plan
- Academic Affairs Taskforces – Charges and Action Plan
- Classroom Inventory Report and Classroom Usage Report
- Creating Evaluation and Criteria for Competency-Based courses
- Developing standardization template for Special Assignments and Stipends by category (including guidelines for backup documentation)
- Developing the Summer Camps program for Summer 2019
- Development of Partnership Agreement with FLETC, Border Patrol, and Field Operations
- Development of Program Profile for Cyber Security Program
- Dual Credit Portal for Course Development
- Finalizing NAH Handbook – Revised Student Discipline Process
- Guided Pathways Project
- Prior Learning Procedures Manual
- Program Review (Enrollment, Graduates, Placement, Licenses Pass Rates)
- Roster Review, Credential Database, and Minimum qualification handbook
- Updating all manuals and reports for the division
- Updating and documenting NOE Procedures and Process Workflows – (including revising guidelines for processing, due dates, and required backup documentation
- Updating Trainings for Distance Learning

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Attended the Coordinated Operations Council Meeting at Pecan Campus, Oct. 2
- Attended the Deans Meeting at Pecan Campus, Oct. 3
- Met with representative from Universidad Tamaulipeca to discuss second group of students attending South Texas College, Oct. 4
- Welcomed students to the AMT Manufacturing Day event from various school, Oct. 5
- Held the Business, Public Safety and Technology Chair meeting to discuss apprenticeships and programs with low enrollment, Oct. 5
- Attended the President's Administrative Staff meeting, Oct. 5
- Attended the RCPSE Business Plan meeting with Vice-President for Finance & Administrative Services, Oct. 11
- Attended the Universidad Tamaulipeca Cluster Internacional de Energía de Tamaulipas-Texas event "Encuentro para el Desarrollo Energético de Tamaulipas," Oct. 12
- Attended the RCPSE Business Plan held at Pecan Campus, Oct. 16
- Conducted a tour at the Regional Center for Public Safety Excellence to a group of students, Oct. 18
- Attended the Priority Tooling Ribbon Cutting Ceremony at the Foreign Trade Zone in McAllen, Oct. 18
- Participated in the Building H: 1st Floor Renovation meeting at Pecan Campus, Oct. 19
- Attended the Paralegal Advisory Committee meeting held, Oct. 23
- Attended Dean's Meeting held at Pecan Campus, Oct. 24
- Assistant Dean conducted the BPST Program Chair meeting, Oct. 26
- Attended the IT Sector Partnership Oct. meeting Lower Rio Grande Valley Development Council, Oct. 29
- Attended the Academic Council Meeting held at Pecan Campus, Oct. 29
- Attended meeting to discuss Phase II Master Plan with Executive Officer for Ext. Relations, External Affairs, Oct. 31
- Participated in the discussion of AAS Law Enforcement Changes, Nov. 1
- Held BPST Program Chair meeting to receive information from Workforce Solutions and discuss credit for prior learning options, Nov. 2
- Attended NIMS Board Meeting in Fairfax, VA from Nov. 4 - 6
- Attended the Dual Credit Programs CTE Summit, Nov. 8
- Attended the 1st Friday Breakfast at the Texas A&M Higher Education Center, Nov. 9
- Attended the Planning and Development Council Meeting at Pecan Campus, Nov. 9
- Met with Pharr Chief of Police to discuss the MOU, police academy and curriculum committee, Nov. 19
- Visited the RCPSE to get updates for the Program Chair, Nov. 19
- Visited Starr County Campus and La Joya welding labs to insure all equipment is secured properly, Nov. 20
- Attended a meeting at UTRGV to discuss articulation agreement for Hospitality Program, Nov. 26
- Attended a meeting to discuss Hotel Management & Court Reporter Program Development, Nov. 26
- Attended the Public Safety and First Responders Expo at RCPSE held, Nov. 27
- Attended meeting with PSJA administrators to discuss the Paralegal program, Nov. 28
- Attended the Target Range Grant Press Conference in Austin, Texas, Nov. 29

ASSISTANT DEAN:

- Attended Manufacturing Day Celebration in Pharr, Oct. 3
- Conducted STC tour for PSJA students, Oct. 3
- Participated in the Manufacturing Day Celebration at the Technology Campus, Oct. 5
- Continued planning for the National Conference of Standards Laboratories International (NCSLI) Meeting to be held Dec. 5

- Attended training on new CMM measuring machine, new software and machine will be implemented the upcoming Spring 2019 into the Precisions and Measurements class from Oct. 8-11
- Attended the Jet Grant Networking meeting between STC and the high school district partners, Oct. 12
- Attended the Planning and Development Council meeting at Pecan campus, Oct. 12
- Followed up on the NACEP accreditation committee and next steps to continue, will look into speakers for the January PD day for our Division, met with Dean to discuss possible speakers, Oct. 16
- Continued planning for the NCSLI fall meeting in December, have 3 confirmed presenters, Oct. 16
- Participated in interview committee for Technology Custodians, Oct. 17
- Attended Credit for Prior Learning committee meeting at Pecan Campus on Oct. 18. Interim Administrator for Curriculum & Student Learning will send information and meeting minutes on discussion
- Attended the QEP Leadership Committee meeting on Oct. 18 at Pecan campus with the rest of the team to move forward on possible topics, follow up meeting will be in Nov.
- Attended the Grand Opening for Priority Tooling Solutions at the Trade Zone, Oct. 18
- Attended the Manufacturing Day Celebration at Technology Campus, Oct. 19
- Attended the CTE Summit Logistics and Run Through meeting with the rest of the planning team, Oct. 19
- Attended meeting with the Rio South Texas Economic Council and provided tour for Navigator Consulting Team that visited us. Also provided insight on our Technology programs and what South Texas College has to offer for potential employers in our area, Oct. 19

- Met with representative from RGV Lead to discuss mentoring program initiative for young adults, partnership with workforce, Oct. 22
- Attended the STMA meeting in McAllen, met with General Manager from Universal Metal Products, and will forward some student resumes to him, Oct. 23
- Assisted with the planning for the CTE Summit, Oct. 23
- Met with Dean of Dual Credit Programs and School District Partnerships and her team regarding a possible Cybersecurity Academy, Oct. 24

- Attended the Mechatronics Advisory Committee meeting, committee did vote on a class update, Program Chair will submit changes, Oct. 25
- Attended the Texas A&M Higher Education Center Opening Ceremony, Oct. 25
- Attended and led the Program Chair meeting to discuss the various means of marketing for our programs and will forward to Dean and PR office, Oct. 26
- Attended the Real World Mentors Orientation at the Workforce office, I will let other program chairs and faculty know about it since more mentors are needed, Oct. 26
- Attended an engineering group gathering to network and learn about potential capstone opportunities for our students, Oct. 26

- Attended NACEP National Conference in San Antonio, TX from Nov. 4-6
- Attended the Opening Plenary and breakout sessions for the conference, Nov. 5
- Attended the Dual Credit Programs CTE Summit, Nov. 8
- Met with IT instructor to discuss the Women in Technology Event, Nov. 8
- Attended event by RGV Partnership, to listen to Duncan Wood at the McAllen Performance Arts Center, Nov. 9
- Attended the Planning and Development Council Committee meeting at Pecan Campus, Nov. 9

- Attended the QEP Leadership Team committee meeting at Pecan campus to discuss updates on topics and move forward with next steps, Nov. 26
- Attended the Public Safety and First Responders Expo at RCPSE, Nov. 27
- Attended Career Panel at Sharyland Pioneer High School to speak to students on possible careers in STEM and Technology Programs at South Texas College, Nov. 28

- Attended the Advanced Manufacturing Technology programs advisory committee meeting, Nov. 29
- Attended the COAT committee meeting at Pecan campus to continue discussion on JagPride and committee goals, Nov. 29
- Participated in the Tech Toys Walk/Run at Technology campus to support the department, Nov. 30
- Attended RGV Lead Search Committee meeting via phone conference to assist with the search of a new director for RGV Lead, Nov. 30
- Assisted in organizing and hosted a Young Women Huddle for young church ladies and visitors, Nov. 30

ADVANCE MANUFACTURING TECHNOLOGY:

- Instructor attended HESTEC at University of Texas Rio Grande Valley, Oct. 1
- Provided tours of AMT department for PSJA students as part of their MFG day celebration event, Oct. 3
- Attended MFG day event hosted by AMT department and led by two instructors. Nearly 200 students attended the event from various schools and participated in tours of General Electric and Priority Tooling Solutions, Oct. 5 & 19
- Attended the BPST Program Chair meeting held at the Technology Campus, Oct. 26
- Met with representative from Cinch to discuss Fanuc training and the possibility of student involvement with overflow activities from Cinch, Nov. 1
- Attended BPST Chair Meeting, Nov. 2
- Attended Dual Credit Programs CTE Summit, Nov. 7
- Met with General Manager of South Texas Canteen to discuss Mechatronics program update and welcomed him to the advisory committee. An overview of the program and tour of the facilities was provided, Nov. 9
- Attended PSJA Advisory Committee Meeting at Edinburg Renaissance Center. Participated in program/industry survey regarding our assistance with members of PSJA's manufacturing program. Highlights included PSJA faculty's participation in AMT's faculty learning community events, Nov. 13
- Attended chair meeting for division of Business, Public Safety & Technology and provided updates for Mechatronics program, Nov. 15
- Instructor Visited the Priority Tooling Solutions and Royal Technologies manufactures with the WISD students of the Manufacturing Material and Processes course, after the manufacturing tour they performed heat treatment and hardness test to work pieces, Nov. 15
- Met with AEDT Assistant Chair to discuss project for McAllen Chamber of Commerce's I&E program. AMT program will be taking over project for local inventor, Nov. 21

ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY:

- Attended HESTEC community event to promote the AEDT Program, Oct. 1
- Program Chair and faculty attended Family Reading Night at Mid Valley Campus, Oct. 17
- Assistant Chair's Architectural Photography students attended a photo session at Quinta Mazatlan.
- Met with TAMUK and Engineering Department regarding Articulation Agreement. Final decisions were made concerning courses to be offered, including objectives and projects, Oct. 29
- Final Project: Advanced Drafting students presented to Fire Science and Police Academy Program Chair, Oct. 31
- Instructors took students to Idea Construction site on Ware Rd., Thursday, Nov. 1
- Instructors took students to La Lomita church and park, for differential leveling practicum, Nov. 1

- Attended the Business, Public Safety, and Technology Program Chair meeting, Nov. 2
- Invited architect to present to students in the final project class regarding expectations in the workforce and how to get a job. This presentation was, Nov. 7
- Instructor took Intro to Civil Drafting students to Raba Kistner Engeering office for tour and material testing demonstrations, Nov. 7

- Hosted a table at the CTE Summit for counselors and administrators at the Technology Campus, Nov. 8
- Attended Terracon's Ribbon Cutting for the expansion of their office, Nov. 8
- Attended Autodesk University Conference, Nov. 12 – 16
- Attended meeting for She Persists campaign, Nov. 27
- Attended NACEP Workshop, Nov. 30
- Instructor participated in the Career Day Brown Jr. High, Nov. 30

AUTOMOTIVE AND DIESEL TECHNOLOGY:

- The Automotive Technology program hosted an Auto Expo; seventy-five (75) students from five (5) high schools attended the expo, Oct. 12
- Four Automotive instructors attended the International Association of General Motors Automotive Service Educational Programs Conference in Detroit, MI from Oct. 21-24
- Automotive hosted an Open House - Approximately 180 people were present including Advance Auto Parts, O'Rielly Auto Parts, NAPA Auto Parts and representatives from dealerships, Oct. 25
- Instructor attended the South Texas College Starr Campus Open House, Nov. 1
- Attended the BPST Program Chair meeting, Nov. 2
- Automotive and Diesel Technology will be having their photo shoot for the new brochures, Nov. 5
- Two Diesel instructors attended a Hydraulics Troubleshooting Training to view new technology and equipment that is used on Caterpillar machine systems in San Antonio, TX Nov. 5-9
- Two Automotive instructors attended a Led Alignment Training in Longmont, CO on Nov. 11-17

BUSINESS ADMINISTRATION ACADEMICS AND CAREERS:

- Attended the Council of Chairs meeting to discuss NACEP Accreditation and Academic Classifications, Oct 9
- Attended the HR Southwest Conference in Fort Worth, TX. To learn the most current HR topics including employment law, healthcare and talent management, Oct 15-16
- Attended the Texas State Guard Drill in Corpus Christi, Oct. 18
- Attended Program Chair Meeting at the Technology Campus, Oct. 26
- Attended the Texas A&M Higher Education Center at McAllen for their grand opening, Oct. 25
- Participated in the Starr campus Careers event at Starr Campus, Nov. 1
- Program Chairs attended the Council of Chairs meeting and presented along with another instructor a proposal on taking students abroad to learn about international business, Nov. 6
- Met with Operations Manager from Pueblo Tires to discuss on the making of a video for the different programs at the Technology Campus, Nov. 7
- Presented the Business Administration programs offered at STC to the 3 deans of each high school from the Rio Grande City ISD, Nov. 8
- Faculty participated in the CTE Summit Event at the Technology Campus on Nov. 8
- Attended the Veteran's Day Event at the Technology Campus, Nov. 9
- Attended the Planning and Development Council meeting at Pecan Campus, Nov. 9
- Held meeting with Pueblo Tires to help advertise the Business Administration programs, Nov. 16

COMPUTER & ADVANCED TECHNOLOGIES:

- Assistant Chair met with the Executive Director, Director of Operations and Technician from the Edinburg Housing Authority to provide assistance to the housing authority in their new initiative of Connect Edinburg Housing Authority with Home USA. The program they are starting is with aiding low-income families in closing the "digital divide in HUD assisted housing". In essence, the plan is to provide internet access to the residence currently living in HUD communities. We discussed issues with connectivity, hardware and technical support to the initiative. Suggestion from my part to the housing authority was to equip their tenants with a Raspberry Pi as the primary computer. They are excited about the prospect and low cost to these devices. More information will be forth coming, Oct. 9
- Inside Desktop Computers Workshop was held by an instructor at the Technology Campus, Oct. 23
- A Power Supply Testing Workshop was held by an instructor at the Technology Campus, Oct. 31
- Instructor attended the Open House and Outreach Event at Starr County, Nov. 1
- Instructor participated in the focused course review workshop to create and modify WECM courses related to Cloud Computing in Austin, Nov. 2
- Faculty have been conducting High School Faculty evaluations throughout the month of October and will be completing her final one, Nov. 2
- Computer & Advanced Technologies "Demo Day" Workshop was held on Wednesday, Nov. 7. Approximately 40 students from Edinburg High School participated in this event.
- Program Chair, faculty and staff participated in the CTE Summit Event at the Technology Campus, Nov. 8
- Assistant Chair presented a Cloud Computing workshop at the Technology Campus, Nov. 27
- Assistant Chair coordinated an Oracle Cloud Computing Workshop at the Technology Campus and presenter was Principal Product Manager from Oracle Cloud Infrastructure. Presented Cloud Computing with respects to Oracle business cloud services and Elastic cloud services, Nov. 28
- Instructor presented "Learning 3D Printing & Mobile Devices" at the Technology Campus, Nov. 29

CULINARY ARTS:

- Faculty attended career panel at Sharyland Pioneer High School. Approximately 80 students attended, Oct. 24
- Meeting between program chair and Dean of Student Affairs regarding food pantry fundraiser, Oct. 25
- Confirmed attendance on Friday, Oct. 26 at Sharyland High school panel discussion scheduled for Nov. 8
- Meeting and communication with faculty for Thanksgiving Buffet event scheduled for Nov. 13
- Thanksgiving Buffet Fundraiser for student food pantry raised $2300, Nov. 13
- Culinary Wars, Chopped and Iron Chef were held Nov. 15 - 16
- Faculty attended two college/career day events at Brown Elementary in McAllen, Nov. 17 - 18
- Culinary Wars (Pastry, Cake Decorating and Perfect Bite) were held Nov. 19 - 21

CYBERSECURITY:

- Program Chair (PC) met with Learning Outcomes Specialist to discuss the Cybersecurity Assessment Plans, Oct. 10
- PC attended the JET Networking meeting hosted by Dr. Champion at the Cooper Center, Oct. 12
- Met with reporter from Channel 4 for an interview in Cybersecurity, Oct. 30
- Participated in the IT Rocks event with 3 sessions in Cybersecurity, Nov. 2
- Met with Chief Photographer for a professional Photo Shoot to promote the new Cybersecurity program on, Nov. 6
- Met with Public Relations to discuss video shoot for cybersecurity, Nov. 28
- Program Chair attended the This is the Time: Industry Partnerships workshop at Pecan Campus, Nov. 30

DESIGN & BUILDING TECHNOLOGY:

- Attended HESTEC, Oct. 1
- Attended Edcouch Elsa's College Fair, Oct. 18
- The HVAC legal compliance and Regulations Symposium was held at the Technology Campus auditorium, Oct. 19
- Attended professional development for Legal Updates for Title IX & Related Laws, Oct. 19
- Faculty assisted HVAC Association Club during Fall Festival, Oct. 25

- Faculty attended NEFA Training Module (Tech Auditorium), Oct. 26
- Attended AEDT Articulation Agreement with Texas, A&M Kingsville meeting, Oct. 29
- Coordinated DBT faculty attendance of the Monte Alto Career Fair, Oct. 30
- Coordinated the implementation of the new HVACR Daikin Lab with Perry Mechanical and Daikin Education, Nov. 5-7
- Program Chair and DBT faculty attended South Texas College CTE Summit Event, Nov. 8

- Electrician students donated 58 turkeys to St. John de Baptist Catholic Church in San Juan, TX
- In Collaboration with Technology, Pecan, Star, Pharr, and Mid-Valley Campuses, we were able to get a truck full of canned food to Salvation Army. All Electrician students from all campuses participated.
- Program chair attended career panel at Sharyland Pioneer High School, Nov. 28
- Instructor participated at Pioneer High School career panel, Nov. 28
- Program chair attended NACEP 101 workshop regarding Dual Credit instructors, Nov. 30
- The Electrician Assistant students spent a day trimming a house for Habitat for Humanity on 800 South 27 ½, McAllen, TX. The students are implementing their electrical skills that they have learned in their electrical courses.

INFORMATION TECHNOLOGY:

- Instructor attended the College Night event sponsored by Pharr school district at Valley View, Oct. 2
- Faculty attended the Fall 2018 Lunch and Learn Business Seminar at the Old Winery in McAllen, Texas, where the topic was Best Practices for Your Website, Oct. 12
- Paralegal Instructor and IT Program Instructor attended a meeting at 398th Hidalgo County District Court to discuss Court Reporter Program, Oct. 12
- Planning and preparing for Tech 4 Toys event scheduled for Friday, Nov. 30
- Planning and preparing for IT Career Expo scheduled for Thursday, Feb. 21
- Assistant Chair attended the Open House and Outreach Event at Starr County, Nov. 1
- IT Faculty/staff sponsored our very first Rockin' IT Event, where we exposed about 140 middle school students from local school districts to STEM by holding various workshops in the areas of Cybersecurity, Coding, Web design, and Networking, Nov. 2
- IT Instructor attended the Rio Grande Valley Technology Association, Nov. 7

- IT Faculty and staff attended the CTE Summit event held at Technology campus, Nov. 8
- Assistant program chair attended and volunteered at the 13th Annual Turkey Trot on Nov. 17
- All IT faculty & staff participated in the Tech 4 Toys event held at the Technology Campus, Nov. 30
- Assistant program chair attended Now is the Time: Partnerships Workshop, Nov. 30
- Program chair attended NACEP 101 workshop, Nov. 30
- Assistant program chair attended 2018 Career Fair at Rosendo Benavides Elementary, Nov. 30

LAW ENFORCEMENT:

- 80 students from all Edinburg High School law enforcement/criminal justice clubs toured the RCPSE, Oct. 24
- Presented AAS Law Enforcement information to 131 personnel (80 peace officers) of Edinburg CISD Police Department, Oct. 24
- Public Safety and First Responders Expo at RCPSE event is scheduled for Nov. 27
- Fire truck and two units participated in Southwest High School Homecoming Parade, Nov. 8
- Future Heroes 5k Trail Run at RCPSE event was held, Nov. 10
- Public Safety and First Responders Expo at RCPSE, Nov. 27

OFFICE ADMINISTRATION:

- Conference call for the planning of the Business Professionals of America (BPA) to be held during the Spring semester
- Attended Cyber Security Workshop, Oct. 16
- Program Chair and faculty participated in the Family Reading Night at Mid-Valley Campus, Oct. 17
- Program Chair and faculty participated in the Edcouch/Elsa Career Fair, Oct. 18
- Attended Title IX Training at Pecan Campus, Oct. 19
- Attended Program Chair Meeting, Oct. 26

PARALEGAL:

- Attended College Night at Valley View High School. Met number of students interested in attending STC for the LGLA or other disciplines, Oct. 2
- Communicated with Associate Dean for the Office of Industry Training and Economic Development on having LGLA students participate in the new DOL's (Department of Labor) Apprentice grant

WELDING:

- Program Chair and faculty presented information about the welding career at Evangelina Garza Elementary to approximately 350 students, Nov. 7
- Students in the dual enrollment program participated in the Tulsa Welding School Torch Cutting competition held at the Rio Grande Valley Livestock Show Grounds. Students from Donna, Donna North, Weslaco Early College, Weslaco High Mission High School, Mission Veterans, Mission Early College, and PSJA participated in the annual contest. Students from as far away as Cotulla attended the contest, Nov. 7
- Faculty participated in the South Texas College CTE Update. The welding faculty was present to distribute information and answer question, Nov. 9

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

DIVISION DEAN'S REPORT:

- Psychological Science instructors attended the Valley Scholars Monthly Meeting at Starr County Campus. Instructors presented on the benefits of joining the Starr County Campus Psychology Club as a form of recruitment. Several Valley Scholars filled out the new member information form to officially join the Starr Psych Club. By joining, they will be able to do the community service hours that they also need to fulfill for Valley Scholars without the need to commute to McAllen for such volunteer opportunities, Oct. 5
- A coordinated Operations Council Meeting brought to light that the Kinesiology CIP renovations had been scheduled for 2022. This is not likely to be feasible, since some of the repairs need to be made right away. It was concluded that the original CIP needed to be revisited to identify urgent needs and needs that can be postponed until later. Planning and Development staff is helping greatly with the revisions. A meeting was held later the next week to discuss details of the different renovation needs.
- A Dean's meeting was held to discuss new programs, special stipend requests, and other urgent matters.
- A President's Administrative Staff meeting was held to discuss enrollment, marketing strategies, a review of the hiring manual, compliance concerns with our timekeeping system, economic consequences for the region, results of the SWOT from Professional Development Day and revenue projections for the coming year.

- The involved parties of co-requisite planning got together to make sure we were good for the Spring and preliminary calculations were made for Fall 2019.
- The Dean conducted several chair evaluations; fifteen will have to be done before the end of the year, some of which include a classroom or on-line evaluation. During the reviews, a self-evaluation is discussed together with the student evaluations, chair surveys, and any needs the chairs have. As always, LASS chair duties entail many aspects of leadership and their performance is impressive.

- The principle of Oxford (Reynosa) visited with a request for a dual enrollment program. General options for different core classes were discussed and Mr. Hebbard led the discussion for further follow up.
- A revised budget was due when the THECB reduced their payments from $100,000 to $75,000, which means that more funds need to be allocated to STC's shared cost. Once the completion funding comes through, though, we should be able to get the STC shared cost back.

- Several meetings were held to further discuss the NACEP application process. Chairs are well under way with the required documents. One concern that came up is that the mentoring program is not yet consistent and we need to come up with better rules concerning time spent and pay.
- The Dean traveled to the "Excellencia" award ceremony because Catch the Next had been nominated for their Ascender program. While the price did not go to them this time, it was a good get together with so many Hispanic Institutions achieving so much and having such innovative and effective programs.
- The CASP conference was held in El Paso this year and the Dean and Developmental Chair Florinda Rodriguez traveled there to present on Co-requisites at South Texas College and hear more about the College Readiness grant we were awarded. Disappointingly but not surprisingly, the completion funding was reduced to 25% for the first FY and 50% of the deserved amount for the next FY. Still, the completion funding will in the end even out any shared funding we had to put into the project, or, in the most favorable case, will get us some extra funding to get through the difficult 75% years.
- A meeting held with Ms. Pattie Ballinger to discuss progress in the creating of an Art History program. We decided to ask for a year postponement, not give the project up, and the Art Department will work on a good proposal, reflecting job opportunities and a feasible cost analysis.
- Senator Eddie Lucio came to South Texas College to educate our students on the importance of voting and, while he was there promised one of our students to help her fulfill her dream to become a Border Patrol. I was impressed

with how well prepared our student government was and appreciated their questions. As a highlight of the event, the Senator gave the student government body a gavel.

- Texas A&M opened their McAllen office with a great ceremony, flags were raised and Gov. Greg Abbott gave an encouraging speech, which mentioned South Texas College several times.
- A meeting took place to discuss the possible division of one of the big LASS departments to allow for better focus on individual discipline needs. In addition, justifications and an action plan was provided for low-enrolled programs. The good news was, deaf support specialist certificate, had 11 graduates on Saturday, Dec. 1, and will probably have no problems meeting the quotas next year.
- The Dean and Kinesiology Chair met with Rick de la Garza to approve the renovations of the Kinesiology department. We are still hoping that phase 1, which pertains to the bathroom renovations, can be tackled this academic year. The next step is a cost analysis.
- Mr. Alfonso Uribe, History faculty and co-requisite teacher visited the Dean to tell her how pleased he was with the co-requisite set-up. He claimed his students were doing much better in co-requisites than in his regular classes and they seemed more motivated.
- Two students interviewed the Dean to hear about her experiences as a professional female. This is part of a project for graduating History majors and meant to be archived in a special library section.
- There was an astounding musical recital by two male vocalists: Joseph Diehl and Vince Wallace, who sings for the lyric opera of Chicago. Both the repertoire and quality of singing was excellent and we enjoyed an evening of true artistic value.
- A meeting was held to better understand the events leading up to a stipend not being paid before the assignment started. Hopefully the matter on stipends being paid after the fact to ensure that activities are actually performed can be discussed soon.
- The Dean met with the two co-requisite faculty groups to get an update on how things are going. In general, the reports were very positive especially for those faculty teams that work closely with one another. Afterwards we talked to the four-student success specialists to get their input on needs and experiences.

DEPARTMENT OF PSYCHOLOGICAL SCIENCE:

- The Starr County Campus Psychology Club attended a mental health informational event organization by the STC Starr County Campus Counseling Department, Oct. 10
- Psychological Science instructors attended the South Texas College Valley Scholars *13th Annual A Night with the Stars Gala*. They were both honored and presented with the "Valley Scholars Program Distinguished Alumni Award," along with a few more STC faculty/staff who are Valley Scholars Alumni and who have worked at STC for over 10 years, Oct. 11
- The Starr County Campus Psychology Club volunteered at the 10 Annual Kids Fishing Day in Rio Grande City at Starr County Fairgrounds, Oct. 13
- The Starr County Campus Psychology Club attended Starr County's Domestic Violence Awareness Candlelight Vigil at the Rio Grande City CISD Ft. Ringgold Auditorium, Oct. 17
- Two Psychological Science faculty were feature on the South Texas College Faculty Spotlight 2017-2018 Magazine for acquiring the academic classification of Assistant Professor—distributed, Oct. 19
- The Starr County Campus Psychology Club participated at the 5th Annual Walk All Over Cancer in Roma, Texas for 5th consecutive year, Oct. 20
- The Starr County Campus Psychology Club presented certificates of appreciation to those members who sold five or more Starr Psych Club cancer awareness shirts on Wednesday, Oct. 24. The profit from the fundraiser was over $1,000. The members will sport the shirts at Relay for Life on Nov 3.

- The Starr County Campus Psychology Club wore orange shirts in support of Unity Day against Bullying. They also received a lecture on bullying, including how to help put a stop to it. The message was "Be United for Kindness, Acceptance and Inclusion." This is the 5th year the Starr Psych Club participates in Unity Day, Oct. 24

- South Texas College's Psi Beta Chapter inducted 8 new members into the national honor society in psychology for two-year colleges. The induction ceremony began with a brief welcome to inductees, faculty, and family. A brief history and mission of the Psi Beta National Honor Society. In a symbolic candlelight ceremony in which all inductees took the stage and pledged their commitment to upholding the mission of Psi Beta. Inductees were presented with their membership certificate and were pinned with a Psi Beta membership pin as witnessed by their fellow inductees, family, and the college.

- The Starr County Campus Psychology Club participated at South Texas College Starr County Campus Fall Festival, Oct. 25
- The Starr County Campus Psychology Club volunteered at Rio Grande City's Unexplained Mysteries Conference and Festival, Oct. 27

- The Starr County Campus Psychology Club had guest speakers from Casa de Esperanza, Molina Healthcare, and Crime Victims Unit, Nov. 28
- An instructor from the Psychological Science department received the "Outstanding Leadership in Extension Education Programming Award" by Texas A&M Agrilife Extension, Nov. 28
- The Starr County Campus Psychology Club participated in its 6th Adopt-A-Highway Trash Pick-Up, Nov. 30

DEPARTMENT OF CRIMINAL JUSTICE SOCIAL SCIENCES:

- CRIJ had Dallas and Houston PD recruiters on campus the week of Oct. 1. Victor Valdez from STC Police Academy visited several classes so students could learn about careers in the Law Enforcement fields.
- The department has also been invited to La Joya School District Career Day and Jesse L. Jensen Elementary School Career Day.
- Chair and assistants actively work to streamline and finalize Metamajors pathways.

- KGBT Channel 4 news invited Assistant Professor Wendy Branwell to speak about Tarot cards and valley-wide hierberias. Date and time have yet to be set for the event.
- A Sociology Instructor helped to facilitate, organize and coordinate Family Reading Night at MidValley Campus. Twelve students assisted instructor with the event. Sociology instructor spoke to an audience of 40 people as a member of a Reader's Panel. Further, over 100 students attended weeklong events such as Family Reading Night at the library, a Mexican-American literature event and a Local Authors' Event, Oct. 17

- A Criminal Justice instructor McMillan attended a Sharyland High School Law Enforcement event, Oct. 18
- Department Chair and Criminal Justice Instructors attended the SWACJ (Southwestern Association of Criminal Justice) Conference in San Antonio, Texas, Oct. 18

- Two Sociology Instructors hosted a Sociology Club Fundraiser selling hot coffee and snacks to weary students in the T-building foyer.
- Sociology Instructor Dr. Rolando Longoria and his students produced a stunning art altar to protest violence in the Rio Grande Valley.
- Social work faculty are working with Social Work Club members on developing future fundraisers.
- CJ/SS department faculty met to discuss Spring 2019 registration, review classification portfolio, adjunct observations, and college success classes on degree plans, and Pathways Meta-Majors, Oct. 26

- CJ/SS department faculty met to discuss College Success/Learning Framework classes, end of semester documentation, graduation, program metrics, Core Objective Breakout Sessions on Professional Development Day.

- Anthropology instructors met to discuss contacting the Texas Historic Commission to provide a student workshop on grave cleaning at Valley cemeteries.
- Criminal Justice instructor promoted STC's Criminal Justice program at Rattlers Sharyland High School on Nov. 16
- Sociology Club hosted a fundraiser selling hot coffee and snacks to weary students in the T-building foyer and the Sociology Department produced inspiring posters promoting the joy of engaging in the civic duty of voting!
- CJ/SS instructors helped over 20 students to prepare proposals of their research projects for the 1st Annual STC Research Symposium. Some dual enrollment students from Edcouch-Elsa presented.
- South Texas College Research Symposium was held on Wednesday, Nov. 28. Eight undergraduate students presented their research, multiple roundtable sessions were held, and three prizes were granted to the top poster presenters. Dr. Fernando Chapa, Dean, also attended the event as did STC's music faculty, capping a stunning success for faculty, students and our institution.

DEPARTMENT OF COMMUNICATION ARTS:

- The Radio & Television Field of Study Advisory Committee met to consider the courses that should be included in a Field of Study (FOS) curriculum that prepares transfer students for undergraduate Radio & Television degrees. The committee decided on 12 transfer credit hours and has submitted a ballot for public discussion. The ballot will be presented at the board meeting in Nov. for review and a vote. If passed, the proposed coursework will become law, and higher education institutions in Texas will be required to use the proposed FOS in their Radio & Television degree plans, Oct. 9 & 10

- This summer, Amazon reached out to South Texas College faculty to recommend students for an internship opportunity with Amazon Prime. Two Communication Majors in our Advertising/Public Relations track were interviewed and received the internship opportunity. The students were trained in Seattle, Washington, at an all-expense paid orientation and training with Amazon Prime Student Ambassadors from across the country. The interns networked with students from colleges and universities across the U.S., and have brought back invaluable experience to our department and student body. They currently have a weekly table in the cafeteria and around campus where they host activities, events, and giveaways to promote the Amazon Prime products as part of their internship. The students have recently been one of the few in the ambassador program chosen to receive a Calvin Klein wardrobe endorsement to promote the "Amazon Fashion" feature.

- The Advertising Club has officially welcomed 10 members to their team. The club has been engaged in research for our client, Weinershnitzel, for the upcoming 2019 National Student Advertising Competition. The American Advertising Federation with which students are officially members hosts the competition.

- Students in the Advertising Club volunteered at the American Advertising Federation – Deep Shift Conference that was held in McAllen, TX at the Embassy Suites Conference Center.
- Students heard from speakers and attended panels with creative, marketing, and advertising directors from Texas Monthly, Lamar Outdoor Advertising, Amazon, and Adobe. The information about the advertising industry presented at the conference greatly influenced the students. A specific "student panel" was also created for the students where they were able to directly interact with speakers and ask questions. Students greatly benefited from the knowledge shared, and from the networking opportunities that were presented at the conference.

ASSISTANT DEAN'S REPORT - HUMANITIES:

- The Chair of Developmental Reading and Writing finalized the co-requisite pairings of Integrated Reading and Writing classes with English 1301 and History 1301 classes, for the Spring 2019 semester, and the classes were linked in the enrollment system prior to the opening of registration by the good folks in the Office of Curriculum and Student Learning
- The History Department hosted guest speaker Dawson Barrett, who gave a talk on "The Defiant," or "the current political scene with attention to the responses from activists, scholars, students, and workers"

- The Philosophy Program hosted guest speaker Steve Scalet, who gave a talk on the Moral Foundations of Corporations, to an audience comprised of students and faculty from a variety of disciplines, as well as members of the local business community
- The Assistant Dean of Humanities, along with the Chair of the Department of History and Philosophy, and the Program Coordinator for Mexican American Studies, met with the Mexican American Studies Program Chair at UTRGV to discuss the design of a revamped 2+2 style articulation agreement, with a follow up meeting scheduled for this Friday
- The Assistant Dean of Humanities met with the Assistant Dean for Bachelors Programs and the Director of Distance Learning to put the finishing touches on the newly designed Competency Based Course Approval form
- The Assistant Dean of Humanities set the agenda for the coming semester for the College Wide Academic Classification Committee, including review and revision of: Professor Emeritus recommendation procedures, procedures for hiring faculty with academic classification, faculty procedures for academic classification, and sabbatical application recommendation procedures
- Working with the Chairs and Assistant Chairs of Developmental Reading and Writing, and English, the Assistant Dean of Humanities and the Dean for the Liberal Arts and Social Sciences continued developing plans for strategically staffing co-requisite course offerings in the Spring 2019 semester
- The Assistant Dean of Humanities continued to assist Meta-Major team leads as they routed curriculum change proposals back to individual programs for discussions and votes this month (the first batch of which are scheduled to be considered at this week's College Wide Curriculum Committee meeting)
- The Assistant Dean of Humanities, the Chair of the Department of History and Philosophy, and the Coordinator for the Mexican American Studies Program, met again with lead representatives from the Mexican American Studies Program at UTRGV to continue developing a seamless 2+2 style articulation agreement, coordinated promotional materials, and a peer mentoring program
- The Assistant Dean of Humanities participated in a kick-off meeting for the new Concourse syllabus management software – construction scheduled for this semester, early piloting in the Spring semester and Summer sessions, and full implementation in Fall 2019
- The Assistant Dean of Humanities represented the LASS Division at the meeting of the Credit for Prior Learning Task Force, and it appears that we have a nearly completed rough draft for a set of comprehensive procedures
- A faculty member in the History Department was awarded a MADISSAR Grant to implement an innovative "supplemental instruction" style initiative for dual credit students taking History courses in the high schools – if successful, the initiative could be scaled to virtually any other discipline.

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

DIVISION DEAN'S REPORT:

- Dean, Assistant Dean for Bachelor Programs, TMGT Program Chair, MHSM Program Chair, and Director for Career Services met to discuss the first ever Bachelor Job Fair to be held in Spring 2019, Oct. 4
- Presented at Science, Technology, Engineering, and Mathematics (STEM) Summit, Oct. 5

- Attended Senior Leap Day at McAllen High Schools to promote the Bachelor Programs to juniors and seniors
- Held Division Chair meeting to discuss activity and cabinet reports, NOE submission policies, Spring schedule issues, Fall enrollment findings, Special Assignment procedures, and Professional Development for Spring 2019, Oct. 11
- Attended meeting at Sail Center in Edcouch Elsa to discuss the upcoming Spring 2019 semester courses and plan for Fall 2019 semester at Delta Area, Oct. 15
- Met with staff at Austin Community College to promote the Bachelor programs, Oct. 17 – 19
- Attended the American Chemical Society Live Webinar, Voyage to Mars, Red Planet Chemistry hosted by STC Chemistry Department. Approximately 100 students attended., Oct. 23
- Attended Catch the Next Seminar in Austin, TX. This organization provides financial support to help low socioeconomic students to achieve their academic goals, Oct. 24
- Attended the IT sector meeting in Weslaco. As the result of our commitment to help the IT business and industries in our region and support from our STEM Regional STEM Accelerator Grant, we provide support which helped the creation of Rio Grande Valley Technology Association., Oct. 29

- Attended the Healthcare Sector Partnership meeting in Weslaco, Oct. 30
- Attended lunch meeting with Dr. Bob Paxton president of National American University Online, to discuss partnership opportunities to grow enrollment in Bachelor programs, Oct. 31
- Attended Open house at Starr County Campus, Nov. 1
- Attended Ribbon Cutting at Port of Brownsville, Nov. 2
- Participated in the Course Review Committee to review the MHSM course redesign to Competency-Base progress, Nov. 2
- Attended meeting to discuss SWOT Findings for the Math, Science, and Bachelor Programs with Dean and Program Manager of Institutional Research and Effectiveness, Nov. 6
- Participated in RAND/Viridis Conference call, Nov. 6
- Attended RGV-Technology Association first general meeting at McAllen County Club, Nov. 7
- Attended Dual Credit Programs CTE Summit at the Technolgy Campus, Nov. 8
- Participated in Webinar regarding Financial Aid Analytics to overcome Enrollment Challenges, Nov. 8
- Attended Dining Etiquette/Job Fair for Bachelor Programs, Nov. 8
- Attended MSB Division Chair Meeting; Items of discussion included, SWOT Analysis, Spring Convocation, Graduation, Spring NOEs NACEP, FLAC, Concourse, and Special Assignment Compensation, Nov. 8
- Attended Veteran's Day Celebration at the Pecan Campus, Nov. 9
- Met with Physical Science Chair and Assistant Dean for Math and Science to discuss grant opportunities, Nov. 19
- Evaluated Division staff for Fiscal Year 17-18, Nov. 19 - 20
- Participated in Fast Track to Success conference call, Nov. 19

- Met with Interim Vice-President of Academic Affairs, Physical Science Department Chair, Assistant Dean for Math and Science, and Interim Administrator for Curriculum to discuss Associates of Science in Environmental Science, Nov. 20
- Attended the Texas A&M Graduate School programs meeting, Nov. 29
- Participated in the Medical and Health Services Management program Graduation Celebration, Nov. 29

ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Provided Competency-Based Education Training for a new MHSM faculty course designer, Oct. 9
- Faculty presented at the McAllen High School Juniors and Seniors, to promote the program, Oct. 10
- Participated in the Concourse Kick-Off Transition to Onboard meeting, Oct. 15
- Conducted orientation for an Upper-Level faculty regarding Capstones, Oct. 17
- Conducted Orientation for the new BASOL students, Oct. 17
- Conducted the Competency-Based Education (CBE) Course Debriefing, Oct. 18
- Conducted orientation for an Upper-Level faculty regarding Competency-Based, Oct. 19
- Attended the Distance Learning & Bachelor program meeting, Oct. 22
- Held a Live Collaborate session with Dr. Blanco regarding Capstones, Oct. 23
- Faculty participated in the City of Mission Health Fair to promote the Bachelor programs, Oct. 30
- Participated in the Concourse (new online syllabus program) meeting, Oct. 31
- Faculty participated in the Starr County Fall Open House to promote the Bachelor programs, Nov. 1
- Participated in the Course Review Committee to review the MHSM course redesign to Competency-Base progress, Nov. 2
- Participated in the Fast-Track to Success Steering Committee Meeting, Nov. 19
- Participated in the BASOL Advisory Board Meeting, Nov. 20
- Participated in the Porfolium webinar meeting, Nov. 26
- Attended the UTRGV Graduate School programs meeting, Nov. 27
- Participated as co-chair of the committee in the 1st Annual STC Research Symposium, Nov. 28
- Attended the Texas A&M Graduate School programs meeting, Nov. 29
- Participated in the Medical and Health Services Management program Graduation Celebration, Nov. 29

COMPUTER & INFORMATION TECHNOLGY:

- Academic Coach presented at McAllen High School to 120 high school seniors. Computer Science/CITP Instructor went to McAllen Memorial High School to give a presentation to the students during the Senior Leap Day event, Oct. 10
- Program Chair and Academic Coach met with Austin Community College prospective students to promote the program, Oct. 17 – 19
- Faculty attended the ACET 2018 Conference in Waco, TX, Oct. 18 – 21
- Faculty attended the UTRGV Cyber Security Expo, Brownsville, TX, Oct. 25
- Attended the IT Sector Partnership Meeting and Sustainability Training Part 2 at the Lower Rio Grande Valley Development Council in Weslaco, Oct. 29
- Participated in the Starr County Fall Open House to promote the Bachelor programs, Nov. 1
- Participated in the Texas Regional STEM Now is the Time: Partnerships, Nov. 30
- Participated in the department chair and Academic Coach meeting, Nov. 30

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Program Chair attended the McAllen Memorial High School to High School Seniors, including some Dual Enrollment students to promote the program, Oct. 10
- Program Chair attended the Dual Enrollment Students interested in the health care field at the STC Starr County Campus, Oct. 12
- Program Chair met with Austin Community College prospective students to promote the program, Oct. 17 – 19

- Program Chair participated in the Starr County Fall Open House to promote the Bachelor programs, Nov. 1
- Participated in the Course Review Committee to review the MHSM course redesign to Competency-Base progress, Nov. 2
- Program Chair participated in the Edcouch-Elsa Community Fall Festival to promote the program, Nov. 2
- Attended the UTRGV Graduate School programs meeting, Nov. 27
- Participated in the MHSM course review, Nov. 27
- Participated in the Medical and Health Services Management program Graduation Celebration, Nov. 29

TECHNOLGY MANAGEMENT:

- Faculty attended the Association of Supply Chain Management Conference in Chicago, Illinois, September 30 – Oct. 2
- Faculty participated in Senior Leap Day of McAllen Independent School District James "Nikki" Rowe High School, Oct. 10
- Faculty met with Austin Community College prospective students to promote the program, Oct. 17 – 19
- Participated in the City of Mission Health Fair to promote the Bachelor programs, Oct. 30
- Participated in the Starr County Fall Open House to promote the Bachelor programs, Nov. 1
- Participated in Bachelor Programs Presentation at Mission CISD, Nov. 8
- Attended Dinning Etiquette/Job Fair for Bachelor Programs meeting coordinated by Executive Etiquette and Leadership training, Nov. 8
- Attended Vanguard Academy Bachelor Programs Presentation at Vanguard Academy Rembrandt Charter School's Community Outreach for senior high-school students and parents, Nov. 8
- Faculty participated in the Delta Area Fall Festival to promote the Bachelor programs, Nov. 2
- Participated in the Medical and Health Services Management program Graduation Celebration, Nov. 29
- Participated in the Texas Regional STEM Now is the Time: Partnerships, Nov. 30

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Hosted STEM Summit, an outreach/orientation event for the Math and Science majors. Approximately eighty-nine (89) STC students attended the STEM Summit, which included two keynote speakers as well as breakout sessions related to Medical, Research, and Industry topics. The students also had the opportunity to learn about STEM clubs and receive one on one advising. Medical Presenters, Oct. 5
- Held Math, Science, and Engineering Meta-Major committee meeting and reviewed the recommendations for degree plans and course sequence; developed course sequence for Biology, Chemistry, and Physics. Engineering Coordinator, Math Department Chair, and Physical Science Department Chairs will develop the course sequence for Engineering, Math, and Pre-Pharmacy programs, respectively, Oct. 3
- Met with High School Programs and Services Project Manager to review items discussed at the NACEP Accreditation Steering Committee held on Oct. 10. Provided feedback on College Service Proposal form and Evaluation Process, Oct. 11
- Attended Pre-pharmacy Degree Plan discussion meeting with Dean of Distance Education programs and Physical Science Program Chair, Oct. 12
- Researched Augmented Reality and Virtual Reality Technology and how it is used for STEM education; Oct. 9 - 14
- Met with Math Assistant Chair/COAT representative to discuss and modify the Empirical and Quantitative Skills College Rubric. The duties and responsibilities of Assistant Chairs were also discussed, Oct. 25
- Met with MSE Meta Majors committee to review progress in submitting changes to degree plan sequences for Nov. Division Mission, Nov. 2
- Met with UTRGV faculty Dr. Michael Persans to discuss a partnership with a grant from Department of Defense to create Algae Biotechnology certificate, Nov. 2
- Attended NACEP National Meeting in San Antonio. Learned the steps needed for accreditation and met with Dean of Dual Credit Programs and NACEP Coach to get further clarification of expectations, Nov. 3 - Nov. 6

- Attended Math and Science and Bachelor Programs Chair Meeting. The participants discussed SWOT analysis, Spring Convocation, Commencement, FLAC, NACEP accreditation, FLAC, and other issues, Nov. 8
- Met with Physical Science Program Chair and Assistant Chair and discussed NACEP accreditation requirements, policies, and the recommendation documentation for obtaining NACEP accreditation, Nov. 9
- Worked with Dual Credit Office Project Manager to write the cover pages for F2 and F3 as part of the NACEP pre-application, Nov. 15
- Worked with Physical Science Department Chair, Grant Office Personnel, and the Dean's office to complete the budget, state of work, and the letters of support for the NSF SHIP2GEOPATH grant proposal collaboration with UTRGV, Nov. 17 to Nov. 19
- Met with Interim Vice-President of Academic Affairs, Physical Science Department Chair, Dean of Math, Science, & Bachelor Programs, and Interim Administrator for Curriculum to discuss Associates of Science in Environmental Science, Nov. 20
- Met with Physical Science Program Chair, Interim Administrator for Curriculum Office, and Curriculum & Scheduling Coordinator to discuss the proposal for a new Associate of Science program in Environmental Science, Nov. 26
- Attended and presented the statement of equivalency at the OPOD NACEP Workshop #101813: NACEP 101. This workshop provided insight on NACEP's Standards, the range of acceptable practices, frequently asked questions about the Standards, and required documentation that needs to be submitted by each department, Nov. 30

BIOLOGY:

- Worked with Grants Department to plan the submission of a nutrition grant with the Robert Wood Johnson Nutrition Grant, Oct. 3
- Participated in the Stem Summit Event on Oct. 5
- The Biology Club members volunteered their time to attend to their garden at the National Butterfly Center. Many of the members/students learned about these gardens and plants that were planted in their garden as well as others that are being studied on the grounds.
- Faculty hosted Educate your Appetite event. They discussed the nutritional values of the food and discussed different types of meals as well as taste testing for vegetarian diets, Oct. 7
- Biology faculty member attended the PSJA College for All conference held at the McAllen, Convention Center, Oct. 11-12
- Biology Faculty Grants Committee met to complete the SEA-PHAGE grant application, Oct. 12
- Presented on LightBoard technology to the Council of Chairs, Oct. 9
- Biology club members attended the Butterfly center to upkeep the Garden bed currently adopted by the Biology club on Oct. 6
- Biology Faculty attended the Powerful Strategies for Powerful Learning workshop designed to improve student engagement using small changes in the classroom, Oct. 19 .
- Biology Department faculty sponsored the Blood Drive at the Pecan Campus, Oct. 22 – 25
- Starr Biology Club and other Biology Faculty helped at the Starr Fall Festival. This is an annual event designed to open doors to the community and to serve as a fund raising event for clubs and student organizations from Starr County Campus. This year the Biology club participated with a mechanical bull ride, selling hot-dogs, and with a haunted house, Oct. 25
- Biology Faculty Member presented to STC Trustees during their meeting with regard to Teaching on Oct. 30
- Biology Faculty Member attended a Concourse Meeting planning committee on action topics, Oct. 31
- Biology Department initiated the first field trip for students in Biol1407 to Quinta Mazatlan Nature Center, Nov. 2 – 3
- Met with UTRGV faculty Dr. Michael Persans to discuss a partnership with a grant from Department of Defense to create Algae Biotechnology certificate, Nov. 2
- Biology club hosted a "Carecrow" at the club's adopted butterfly garden with hands on activities at the 23rd Annual Texas Butterfly Festival Community Day at the National Butterfly Center, Mission, Nov. 3
- Biology faculty from the Grants committee officially submitted a SEA PHAGE partnership application, Nov. 9
- Biology club held a fundraiser to raise funds it needs to renew the adoption of the butterfly garden the club had adopted last Spring, Nov. 27

- Department Chair met with principal and assistant principal of Hidalgo regarding their JET grant and the possible collaboration with the biology faculty on Nov. 27

COMPUTER SCIENCE:

- Computer Science instructors attended the *"Take Control of Your Technology SuperPowers!*, Oct. 5
- Computer Science Instructors attended the Photoshop Part II workshop., Oct. 5
- Computer Science faculty attended Emergency Preparedness Training sponsored by the STC police department, Oct. 12

- Computer Science Faculty attended the ACET 2018 Conference 2018 in Waco, TX, Oct. 19 – 21
- Computer Science Faculty and Lab Assistant III attended a Career Day at Harlingen High School to promote the Computer Science and BAT in CIT degrees., Oct. 19
- Lab Assistant II from Computer Science Department promoted the Computer Science, Computer Information Systems, and BAT in Computer & Information Technologies degrees at Rio Grande High School, Oct. 22 and Grulla High School, Oct. 23
- Attended the Save The Date: IT Sector Partnership Meeting and Sustainability Training Part 2 at Lower Rio Grande Valley Development Council in Weslaco, TX. We discussed about Rio Grande Valley Technology Association's statement and goal. Mr. John Melville gave a sustainability training especially designed for IT, Oct. 29

- Participated in the Starr County Campus Open House event hosted by STC Student Activities Department, Nov. 1
- Promoted Computer Science, Computer Information Systems and the BAT in Computer and Information Technologies at Grulla High School., Nov. 6

- Attended the NACEP 101 Accreditation meeting. In preparation for the NACEP Accreditation process for the dual-credit programs, information pertaining to the first set of standards that must be adhered to, particularly focusing on the Assessment and Curriculum standards was presented. Each discipline is required to submit a plan detailing how to meet standards by no later than March 1, 2019. The Chemistry Department provided a sample statement to use as reference., Nov. 30

DEVELOPMENTAL MATH:

- Attended the Bridge/Boot Camp Course to discuss possible camps for the upcoming semesters, Oct. 2
- Attended RAND Grant Budget Meeting with Academic Grants Project Officer and Grant Management and Compliance Officer, Oct. 8
- Attended and presented the Developmental Math Co- Requisite Overview presentation at the Education and Workforce Development Committee (EWDC) meeting, Oct. 8
- Attended QEP Leadership Meeting with Project Manager of Institutional Research and Effectiveness and Interim Administrator of Curriculum, Oct. 18
- Department Representative attended Meta-Majors Meeting, Nov. 2
- Attended Strategic Planning Committee meeting, Nov. 2

MATHEMATICS:

- Attended a 2 hour FOCI (Focused Online Collaborative Interactions) Training organized by the Dana Center. The topic of Discussion was 'Establishing and Maintaining a Learning Culture', Oct. 2
- Math faculty participated in a Math & Science meeting to discuss meta-majors and propose changes to relevant degree plans for ease of transferability, Oct. 3
- Mathematics faculty participated in the Math & Science IE Plan Report Writing workshop to complete the 2017-19 Mid-Biennium Report, Oct. 4
- Participated in the STEM Summit. Math faculty were on-hand to support STEM presentations as well as talk with and advise students in attendance, Oct. 5
- Presented to the STC Board of Trustees' Education, Workforce and Development Committee (EWDC) regarding the state of Co-Requisite design, instruction and data for Mathematics classes, Oct. 9
- Met with Oxford Education Principal, Dr. Timothy Ryder regarding the possibility of offering STC classes at their campus in Reynosa, Tamualipas, Mexico, Oct. 9

- Presented at Guided Pathways Institute #5 Planning Session regarding a Mathematics survey that is to be submitted prior to the Institute meeting in Nov., Oct. 10
- Represented the Mathematics department at Noche de Familia as a part of the ASCENDer program, Oct. 17
- Three Mathematics faculty attended the ASCENDer/Catch the Next Fall Conference, Oct. 24 – 26
- Assisted with the South Texas College Fall Festival as part of the Ascender Math Club, Oct. 30
- Attended various Competency-Based Education meetings to represent relative Mathematics courses as contribute to overall program design, including providing expert guidance on online course shell design
- Hosted information table at Starr Co. campus to inform students of Mathematics course offerings for Spring 2019 as well as provide general advisement regarding relevant Mathematics courses for various degree plans; Nov. 1
- Mathematics faculty represented South Texas College at the 53rd Annual Rio Grande Valley Council of Teachers of Mathematics Conference held on the UTRGV campus. The Mathematics Program Chair serves as a Board member of the RGVCTM regional affiliate of the National Council of Teachers of Mathematics (NCTM), Nov. 10

PHYSICAL SCIENCE:

- Engineering Coordinator served on Sharyland ISD Advisory Committee to review the schools Project Lead the Way program. Oct. 5

- Chair, Engineering, Chemistry, and Pharmacy clubs and their advisors, and the Faculty Advisors participated in the STEM Summit, an outreach/orientation event for the Math and Science majors, Oct. 5
- Chair and faculty reviewed the proposed Capital Investment Proposal to remodel G Building laboratory rooms into Physics, Geology, and Engineering laboratory rooms. Oct. 10

- Attended Pre-pharmacy Degree Plan discussion meeting, Oct. 12
- Chemistry faculty attended OPOD Workshop #89553—Small Changes, Big Returns: Engaging Video Lectures with Playposit, Oct. 12
- Chemistry Club and the Director of Science Olympiad attended the 31st Annual RGVSA Fall Conference to promote and recruit teams for the Regional Science Olympiad, 2018. Oct. 6
- Chemistry Instructor organized an American Chemical Society (ACS) webinar for students titled "Voyage to Mars", the webinar reviewed/discussed the chemistry of the red planet, Oct. 23
- Renewed the Portable XRF Radiation Safety Officer licensing registration with the Department of State Health Services Regulatory Licensing department, Oct. 25
- Attended Core Objective Assessment Taskforce meeting. During the meeting the task force discussed Core Assessment User Guide, Professional Development Schedule, COAT Timeline, JagPride updates, Core Assessment template, and Data Report needs were discussed., Nov. 1
- Physical Science and Chemistry faculty presented and promoted the department programs in Physics, Chemistry, Engineering, and Pre-Pharmacy at the Starr County Campus Open House., Nov. 1
- Physical Science faculty attended meta-majors committee meeting. During the meeting, the committee discussed the details of updated degree plans., Nov. 2
- Department Chair, Physics faculty, and Engineering faculty met with the Division Dean and presented Capital Investment Proposal to remodel some of the existing chemistry/biology lab rooms of G building into Physics and Engineering laboratory rooms. Nov. 7
- Met with Physics faculty and discussed the needs of Physics Dual Enrollment and Adjunct faculty. Delineated agenda items for the Physics Dual Enrollment and Adjunct faculty Professional Development workshop. Nov. 2 to 6
- Attended Math and Science and Bachelor Programs Chair Meeting. The participants discussed SWOT analysis, Spring Convocation, Commencement, FLAC, NACEP accreditation, FLAC, and other issues. Nov. 8
- Met with Assistant Dean and Assistant Chair and discussed NACEP accreditation requirements. The meeting discussions focused on the policies and the documentation that are recommended for obtaining NACEP accreditation. Nov. 9
- Physics faculty, Department Chair, Assistant Dean, and the STC Grants Officer completed the Sub-Award application forms of NSF- GP-EXTRA: Stimulating Hispanic Participation in the Geosciences program in collaboration with UTRGV. Nov. 19

- Presented the proposal for a new Associate of Science program in Environmental Science to the 5-member panel Chaired by the Vice-President of Academic Affairs. During the meeting the student demand, enrollment management plan, transfer, and the proposed degree plan were evaluated. Nov. 20
- Presented the updated degree plans of Engineering, Chemistry, and Physics programs and the proposed degree plan of the new Associate of Science program in Environmental Science to the College-wide Curriculum committee. Nov. 20
- Department Chair and Physics faculty reviewed the PLO assessment methodology, updated the assessment assignment. Nov. 20
- Presented the proposal for a new Associate of Science program in Environmental Science to the Curriculum Office representatives and the Assistant Dean of M&S. During the meeting the proposed degree plan and student transfer opportunities were re-evaluated., Nov. 26
- Attended the meeting of Core Objectives Assessment Taskforce meeting. The discussion topics included the schedule of breakout sessions on College-wide Professional Development day, February 15, 2019, JAGPRIDe updates and Training, COAT Assessment Template draft, Direct National Assessment. Nov. 29
- Attended OPOD Workshop #101813: NACEP 101. This workshop provided insight on NACEP's Standards, the range of acceptable practices, frequently asked questions about the Standards, and required documentation that needs to be submitted by each department., Nov. 30

UNIVERSITY RELATIONS:

- Attended the Texas State University and UTSA Counselor Update at Casa De Palmas, Oct. 2
- Held our semiannual College Fairs on the Pecan Campus, Mid Valley Campus and Starr County Campus, Oct. 15-17
- Coordinated with the Patient Care Collaboration Leads of the Healthcare Sector Partnership regarding deliverables for the next meeting, Oct. 18
- Met with Dr. Gina Garza-Reyna and Dr. Steven Bain from Texas A&M University – Kingsville's Teacher and Bilingual Education Department regarding the 2+2 Agreement, Oct. 19
- Presented to the College Advisors Training about the services of the University Relations, Transfer and Articulation Center, Oct. 24
- Attended the Grand Opening and Dedication of the Texas A&M University Higher Education Center at McAllen, Oct. 25
- Conducted the IT Sector Partnership and Healthcare Sector Partnership Meetings, Oct. 29 and Oct. 30
- Attended a conference call with representatives from McGraw-Hill Publishing Companies on the ALEKS platform, Oct. 31
- Conducted a meeting with Dr. Bob Paxton, and member of the South Texas College Administrative team about some opportunities that are available for South Texas College to partner with other institutions, Oct. 31
- Prepared the Texas A&M University-Kingsville MOU and Texas A&M University College of Nursing Renewal Agreement to be signed, Nov. 1
- Met with the Dean for Nursing and Allied Health, the Dean of Institutional Research, Effectiveness and Strategic Planning and the Vice President for Information Services, Planning, Performance and Strategic Initiatives about the application for the BSN degree application, Nov. 5
- Met with the Marketing team from the Office of Public Relations and Marketing about the Spring 2019 College Fairs and a larger marketing campaign about the articulation agreement and the hashtag, "Start Here, Go Anywhere", Nov. 6
- Attended the first General Meeting of the RGV Information Technology Association, which was born from the Texas Regional STEM Degree Accelerator grant, Nov. 7
- Met with a representative from the Sociology Department about partnering with four-year institutions to create a certificate in Health in Sociology, Nov. 7
- Met with the Digital Services Developer about the new University Relations website which has now gone live (on Nov. 8), Nov. 8
- Attended an information session conducted by the Social Work program at Texas A&M University-Kingsville to learn more about their special program for students from the Rio Grande Valley, Oct. 9
- Met with Dr. Luzelma Canales, Dr. Laura Saenz, and Dr. Arjun Singh from UTRGV and Dean of Business, Public Safety and Technology about possibility of an articulation agreement between the business and culinary programs at South Texas College and the new bachelor's degree in hospitality at UTRGV, Nov. 26

- Met with Dr. Luzelma Canales, Dr. Laura Saenz, Betty John, Dr. Sharon Radzyminski and Dr. Bea Nieto from UTRGV and the Vice President of Information Services, Planning, Performance and Strategic Initiatives about renewing the articulation agreement for the nursing program, which is needed as part of our application for the Bachelor of Science in Nursing program, Nov. 26
- Participated in a conference call with John Melville from Collaborative Economics and the Professional Development Manager and the Office of Professional and Organizational Development Instructional Coach about the workshop scheduled for Nov. 30 entitled "Now is the Time: Partnerships", Nov. 26
- Participated in a meeting with Dr. Parwinder Grewal and Angelica Gonzalez from the UTRGV Graduate College and the chairs of the bachelor degree programs about new initiatives from the Graduate College and ways to partner together to help students learn about the programs at UTRGV, Nov. 27
- Met with Dr. Natalya Delcoure and Dr. Jesus Carmona from the Texas A&M University-Kingsville College of Business and the Dean of Math, Science and Bachelor Programs and the Assistant Dean of Bachelor Programs about new initiatives within the college and ways that we can partner together so that South Texas College students can learn about their programs, Nov. 29
- Hosted the final event from the Texas Regional STEM Degree Accelerator grant, a workshop entitled "Partnerships: Now is the Time", Nov. 30
- Met with John Melville from Collaborative Economics about sustaining our Health Care Sector Partnership and developing a team for the NextGen Sector Partnership Academy in February, Nov. 30
- Completed the first draft of the final Texas Regional STEM Degree Accelerator final report, Nov. 30

DR. JAYSON VALERIO
DEAN – NURSING & ALLIED HEALTH

DEAN'S REPORT:

- Met with the Grants office to continue conversations regarding compliance for the JET Grant.
- Discussed with ADN leadership team regarding the HEAL2 grant budget expenses.
- Attended the Texas Deans and Directors Meeting in Austin Texas to represent the NAH-STC division.
- Continued work with the BSN application.
- Met with the Grants office to continue conversations regarding compliance for the JET Grant.
- Discussed with ADN leadership team regarding the HEAL2 grant budget expenses.
- Continued work with the BSN application.
- Attended Dual Credit Programs CTE Summit.
- Attended KCCF Grant Meeting
- Attended FOCUS Academy Graduation Luncheon
- Attended College-Wide Curriculum Committee

PROJECT MANAGER'S REPORT:

- Participated with the logistics of the Annual Harvest of Health where there was a diverse of activities from balloon art, face painting, puppet show, treasure compounding, and simulation hospital tours for all NAH Students and their families.
- Met with community partners from different ISDs in the valley to continue compliance with the KNAPP Grant targeting to increase knowledge of diabetes and nutrition.
- Collaborated with IT regarding the discussion to increase simulation-debriefing rooms to align with the increase of enrollment for these programs.
- Participated with the FLAC (Faculty Load and Compensation) Project to be introduced in the Spring Semester; online for all of the Academic Affairs Division.
- Participated with the logistics of the Annual Harvest of Health where there was a diverse of activities from balloon art, face painting, puppet show, treasure compounding, and simulation hospital tours for all NAH Students and their families. Nov. 15

- Attended the Move/Set up request training as a representative for the NAH Division.
- Held meeting with HR and NAH secretaries to learn how to fill out NOEs.
- Attended meeting with Planning and Construction to review floor plan for the new Academic Student Success Center.
- Met with Simulation and IT department regarding the discussion to increase simulation-debriefing rooms to align with the increase of enrollment for these programs.
- Created NAH Division Program Celebrations, a cheat sheet for all outside departments that assist with marketing or outreach efforts in the community.
- Collaborated with PR and Interact for the development of an article to highlight the intercollaboration between all NAH departments.
- Attended NAH College Connections Fall Analysis for Spring Planning.
- Reviewed the need to modify facilities for building A to meet increase of enrollment.

SOUTH TEXAS COLLEGE

Office of Public Relations and Marketing
3201 W. Pecan Blvd. • McAllen, Texas 78501

Press Release

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For Immediate Release
Nov. 15, 2018

Teaming Up for Success: STC's Nursing and Allied Health Division

Participants Will Gain Hands-On Experience in Interdisciplinary Simulation
Providing survey-based training for variety of prospective areas in allied healthcare practices.

MCALLEN, TEXAS (Nov. 15, 2018) When most people think of healthcare, they think of individual doctors, with the specified treatments they provide. But the truth is, the healthcare system is a team effort, with all playing an important role in keeping us healthy.

That's why, in addition to offering specialized programs in 12 different nursing and allied health fields, South Texas College's Nursing and Allied Health faculty also teaches students how to work in effective ways. Hands-on work is an actual focus.

"Collaboration is a critical part of our profession, ethically, it has to be an important part of the way we work," says Respiratory Therapy Program Chair Gilbert Peña. "It's important for students, patient outcomes almost always depend on the expertise of many different healthcare professionals all working together towards the same goal."

Our collaboration of the venue can't be nearly as a coincidence. Fortunately, the new Nursing and Allied Health experience was designed with this purpose in mind. Started in 2015, the new facility complex includes a new library, as well as state-of-the-art equipment, as 400 Pyxis Medstations, an infusion station, and automated medication dispensing system, and an office at Nursing Building M that can simulate a range of meteorological and physiological symptoms.

Together, these additions make up a state-of-the-art environment inspired where students will come to be nurses or experience working with other healthcare professionals in a multidisciplinary, "real-world" scenario.

MEDICAL ASSISTANT TECHNOLOGY PROGRAM:

- In honor of Breast Cancer Awareness, the MAT students in Pharmacology were given a lesson in Breast Self-Examination by their instructor. Students were taught the proper timing for self-screening and proper techniques. Students were instructed and provided simulation over normal and suspicious findings, and were reminded that early detection is the key to long-term survival.

ASSOCIATE DEGREE NURSING:

- ADN Clinical group presented a topic about Obesity at the palm view community center. The group did amazing on their English and Spanish presentation. The instructional material used are poster, pamphlet and Bingo. The participants were receptive and the group answered questions clearly. Nov. 21
- Saturday clinical group had our community project at Cosas Del Ayer Adult Day Care in Mission, Texas this morning. This was the students first ever community project and it was a great learning experience for all of us. Their topic was on Diabetes care, diet, and foot care. The clients were very receptive and engaging during the activity.

EMERGENCY MEDICAL TECHNOLOGY PROGRAM:

- EMT Faculty attended and participated in the Starr County Campus Fall Open House on Nov. 1.
- Two EMT Faculty completed the Focus Academy.
- EMT Department participated in the 2018 Harvest of Health.
- Three EMT Faculty completed the National Association of EMS Education Level I Instructor course during the Texas EMS Conference.
- The EMT Department invited Air Evac Life Team to contact a helicopter landing zone class with the EMT students (all levels).
- EMT Program Faculty, EMT Interim Program Chair & Faculty attended and participation in the Public Safety Expo – STC Regional Center for Public Safety Campus - Pharr Texas. Recruited students from various ISD's within STC service area.

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- Outside organizations set up information booths for students to offer services, information and job opportunities.
    - Annual Weslaco Clean Sweep Event based at MVC in which local volunteers worked to keep their community beautiful by disposing of hazardous materials between the area East of Border Ave to Illinois Ave. and Los Torritos to Frontage Rd., Oct. 20
- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
    - Access Esperanza Clinic
    - UTRGV-One Stop Shop Registration, Nov. 1
    - TAMUK Education Department Recruitment and Advising, Nov. 1
    - United Blood Services Mobile Unit Drive, Nov. 6 & 7

ENROLLMENT ACTIVITIES:

- College Connections and Dual2 Degree Departments collaborated with local school districts to schedule campus tours for students interested STC.
    - Weslaco ISD AVID Program, Oct. 3
    - South Palms Garden High School, Oct. 18
- STC Departments promote courses and answer questions regarding degree plans.
    - Priority Registration was held to register students in the LASS, Business, Public Safety and Technology Departments for Spring 2019 Semester, Oct. 8 – 12
- College Connections and Dual2 Degree Departments collaborate with local school districts to schedule campus tours for students interested STC.
    - Mercedes ECHS Fast Track, Nov. 9
    - PSJA Memorial ECHS Fast Track, Nov. 12
    - Edcouch-Elsa ECHS Fast Track, Nov. 13
    - Weslaco CTE ECHS Fast Track, Nov. 16
- STC Departments promote courses and answer questions regarding degree plans.
    - Public Administration Info Table, Nov. 7
    - Academic Math Outreach Information Table, Nov. 15

CAMPUS EVENTS:

- MVC Faculty Advisory Meeting was held to discuss campus updates, issues of concern and events that are upcoming, Oct. 23
- STC Departments hosted various events to promote student engagement and to provide services and information.
    - Psychology Department hosted a "Meet and Greet" for Psychology majors, Oct. 2
- Jaguar Academy Campus Tour, Nov. 15
- STC Faculty String Recital, Nov. 15

HIGHLIGHTS:

- MVC Reading Committee hosted Reading Week that included various events throughout the week to promote involvement and reading to students and the local community, Oct 15 – 18

Monday, October 15, 2018
Opening Ceremony
Poster Contest
Tuesday, October 16, 2018
Six Word Story Contest
Philosophy and Psychology Club Discussion:
Reader's Panel
Wednesday, October 17, 2017
Author's Panel
Family Reading Night

Thursday, October 18
Mexican American Literature Class Display
Reader's Theatre Night

- Weslaco EDC presented STC with a $100,000 grant for the college to provide customized training for small business in retail, manufacturing and logistics.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

COMMUNITY ENGAGEMENT:

- Continued seeking additional space for Campus Catholic Ministries volunteer weekly events
- Cleaned vacated space for reuse in NAH programs building E
- Continued seeking approval from Valley Metro to enhance rout 60 from Roma HS to South Texas College-Starr County Campus
- Reached out to Roma ISD to participate in their Halloween event to be held on October 31.
- Continued preparation for Fall Festival on campus in new facilities
- Prepared for Veterans Day celebration distributing calendar date.
- Highlighted Roma ISD Color Guard with special recognition on Veterans Day.
- Looked for responses from recruiters and outreach employees on UTRGV Dual Credit increases and effects on campus.
- Prepared collection drives for Holiday season gifts to community organizations.
- Prepared for new Student Activities mural presentation from ART Department.

- Attended annual State of the School District RGCCISD in October.
- Finalized Veterans Day Ceremony for community on Nov. 8
- Confirmed guest speaker for Veterans Day WWII veteran
- Prepared for Fall Festival new Courtyard area on campus and cafeteria for haunted house.
- Continued support for Starr County Coalition group member
- Fall 2018 Open House event first time to be held on campus invitation to ISD and community
- Sponsored Starr County Head Start school for holiday gifts
- Continued reaching out to invite community to Veterans Day event.
- Coordinated for guest speaker WWII veteran for event.
- Prepared gift and recognition Roma ISD ROTC.
- Reached out to community for volunteers serve students in J building.
- Completed event Roma ISD Halloween Bash 7-9pm successful.
- Roma ISD Community Event for Thanksgiving Day preparation in progress.
- Continued work with local and internal food bank on campus and community.
- Continued preparations for Veterans Day ceremony community invited
- Successful Fall Open House event in event center school districts and community involvement.
- Special gifts for Roma ISD ROTC for Color Guard participation.
- Food drive initiatives on campus to benefit the Food Pantry on campus.
- Catholic Campus Ministries continued volunteering on campus to serve students.
- Reached out to county Workforce Solutions for more promotional activities for students.
- Attended local ISD holiday luncheon Nov. 22.
- Reached out to VFW community in support of veterans on campus
- Worked with local ISD library services to coordinate functions on campus for both community & college.
- Continued work with Community Coalition to educate the public on drugs & alcohol in the community and on campus

ENROLLMENT ACTIVITIES:

- Promoted additional GOVT section for Political Science majors for Spring 2019.
- Gathered roster of students online for recruiting purposes Spring 2019
- Began priority registration for Developmental Students recruiting for Spring 2019
- Building schedule for registration of all regular sections for recruiting Spring 2019.
- Requests submitted for flyers, newsprint, and posters for Spring 2019 recruiting
- Coordinated with ART instructor for art exhibits across campus.
- Began Priority Registration with Developmental Students.
- Prepared schedule for Priority Registration for general population.
- Faculty meeting was held for Fall 2018 semester
- Presentations by Student Services to faculty with information and services across campus
- Continued to work on food services for faculty, staff, and students.
- Catholic Campus Ministries will continue serving students in J building once per week.
- Promoted new program technology architectural design to begin Spring 2019
- Encouraged faculty to promote programs at Fall 2018 Open House for School districts and community
- Priority Registration in full swing for developmental students via Student Success specialist
- Began general registration for academic core classes via Student Success Specialist
- Planned for registration for evening classes to begin in Nov. for Spring 2019
- Mail outs to 2018 graduating seniors register now message.
- Presented to each class in person register now message.
- Email blast to all students currently enrolled register now message.
- Reached out to former students register now message.
- Developmental students all registered for Spring 2019.
- Continued registration for developmental students corequisites Reading & Writing.
- Continued registration for developmental students corequisites Math.
- Approved draft flyer for Fall 2019 enrollment.

CAMPUS EVENTS:

- College Connections "Explore STC/Fall Open House," Oct. 1
- Advised "Student Mentor Training," Oct. 2
- Office of professional and organizational development "Customized Training," Oct. 2
- Computer Science Department "Recruiting," Oct. 2
- Biology Club Meeting, Oct. 3
- Office of Students Rights/ Fall 2018, Oct. 5
- Study Abroad Program in Spain Informational Meeting, Oct. 8
- United States Department of Agriculture Meeting, Oct. 9-10
- Mayors Men's Prayer, Oct. 9
- Artist Lecture by Guest Artist, Iliana Rodriguez, Oct. 10
- Student Government Association, Oct. 10
- Sociology Club Meeting, Oct. 22
- Math Department Recruitment, Oct. 23
- Domestic Violence is in October, Oct. 24
- Texas A&M University Kingsville Education Majors, Oct. 24
- Starr County Fall Festival, Oct. 25

- Priority Registration, Oct. 29-30
- Department of Psychological Science Faculty Profile, Oct. 30
- Phi Theta Kappa "Recyclable Good Zumbathon," Oct. 31
- Texas Department of Public Safety, Oct. 5
- Electrician Technology Department "Can Food Drive," Oct. 5
- Sociology Club Meeting, Oct. 5
- Texas A&M university Kingsville Education, Oct. 7
- Veterans Day Ceremony, Oct. 8
- Human Resources Luncheon, Oct. 9
- Ascenders Fundraiser Brisket Plate Sale, Oct. 9
- Got Stress? Use it to your Advantage, Nov. 26
- Student Activities and Wellness "National Cake Day," Nov. 26
- Math Department Recruitment, Nov. 27
- College Connections Ramiro Barrera School Tour, Nov. 27
- Texas Agrilife Extension Service
- Winter Wonderland, Nov. 29
- Avengers Movie Night, Nov. 29

DR. RENE ZUNIGA
SITE COORDINATOR – LA JOYA HIGHER EDUCATION CENTER

SITE COORDINATOR REPORT:

- Coordinator met with La Joya Higher Education Center Advisory Committee to report on the Open House event, marketing plan, action plan, recruitment activities planned for Spring 2019 and to elicit suggestions on enrollment, Oct. 02
- Coordinator met with Mr. Vela, LJISD, Blanca Cantu, LJISD, and Daniel Ramirez, STC, to brainstorm ideas in marketing the education center in order to increase enrollment, Oct. 11

- Coordinator met with Dr. Larry Barroso, to discuss details of the Spring 2019 Registration Round Up, Oct. 16
- La Joya HEC clerk, Veronica Ochoa, conducted a tour of the La Joya Higher Education Center for Peña Elementary third grade students and teachers. Students toured the facilities and participated in hands-on activities, Oct. 26
- The Higher Education Center at La Joya participated in the La Joya ISD Family and Community Engagement event. Parents and the community had the opportunity to learn about the different course offerings, departments and services at the Higher Education Center at La Joya, Nov. 12-13, 2018.

- The South Texas College Higher Education Center at La Joya held Registration/Open House event on Nov. 13, 2018. Student services, advising, registration and financial aid specialists were available to assist attendees. Clerk, Veronica Ochoa, and Dr. Zuniga distributed files in the community for this event*.

***Fliers were posted in the following locations**:
La Joya City Hall
Sullivan City Hall
Dollar General in Sullivan City
Stripes in Sullivan City
Dollar General in La Joya
Whataburger in La Joya
Children's Education Station in Penitas
Dollar General in Penitas
Penitas City Hall
Penitas Library
City of Palmview offices

ANA 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: 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.
- Reviewed degrees and certificates to select programs that have 50% of the courses offer online, Oct. 4
- 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, Oct. 3
- Created handbook for Distance Learning Department: Information Security Policies and Acknowledgment form that was given to each staff member, Oct. 17
- Worked on the references used for the SACSCOC Compliance Writing Team, Oct. 19
- Blackboard Student Services After Hours:Met with account representative to get access to helpdesk knowledgebase in order to cross train Distance Learning staff.
- Hiring Committee:
    - Advertise Student Success Specialist position, created committee and met to select the interview candidates.
    - Started workflow in PeopleAdmin.

PROJECTS:

- Course Development
    - Distance Learning Staff and the Office of Professional and Organizational Development continue working with the design and development of the new SPARK I/II trainings.
    - The Distance Learning Staff continue 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.

- National Distance Learning Week
  - Distance Learning Staff began the organization and designated duties for each staff member for the upcoming National Distance Learning Week Events.
- Quality Matters Facilitator
  - Distance Learning Staff began working on Quality Matters Rubric Face-to-Face Recertification, in order to continue to offer Online Teaching Certification to faculty/staff.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month of September
    - Students/Faculty Chats: 166
    - Students/Faculty Tickets: 238
    - Helpdesk Phone Calls: 398
    - **Total**
- **Distance Learning Helpdesk- Afterhours**
  - Numbers for the month of September
    - Students/Faculty Chats: 18
    - Students/Faculty Calls: 21
    - **Total** **39**
- **Trainings/Workshops**
  - Trainings
    - Blackboard Fundamentals
      - 19 faculty certified
    - Blackboard Certification
      - 17 faculty certified
    - Online Teaching Certification
      - 18 faculty certified
    - Blackboard Re-Certification
      - 14 faculty trained
  - Workshops
    - Promoting Distance Learning Department
      - 2018 Pecan Campus Fall Festival
      - 2018 Disability Awareness Day (Oct. 10)
  - Webinars
    - Participated at the Blackboard Webinar - Top 10 Features You Might Not Know Are In Blackboard Learn, Oct. 26
    - Distance Learning Staff participated in a Blackboard Innovative Teaching Series Webinar "E-Hybrid model: Service Learning in Distance Learning Course" and was presented with new tools being used to increase student engagement and retention methods, Oct. 24
  - Professional Development
    - Distance Learning Staff participated in Information Security Policies meeting and received a presentation from the IT Security Manager where acceptable use of information resources policies, data classification, email security and online safety at work were presented to the department and an acknowledgement was provided to each staff member, Oct. 18
    - Distance Learning Staff participated in an Onsite Blackboard reviewed where current and future Blackboard features were presented such as the Blackboard attendance tool, retention center and performance dashboard, Oct. 11
    - 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, Sep. 30 – Oct. 3
- **Student Success Activities:**
  - Below is a breakdown of student contacts and advisement activities for the period.

Type of Service	Number of Students

- General Advising: 769
- Distance Learning Walk-Ins: 4
- Telephone Contacts: 138
- Virtual Campus Advising Email: 281
- Registration Emails 12,490

Total: ***13,682***

DISTANCE LEARNING MEETINGS:

- Met with Project Manager of OSI, Office of Strategic Initiatives to begin developing a student life cycle for online students by journey mapping, Oct. 2
- Participated in the Strategic Planning Committee and discussed timeline, team roles and responsibilities, review documents and brainstorm general strategic directors to develop strategize new goals, Oct. 4
- Participated in the Jagnet Content Committee to review content that needs to be in portal, Oct. 3
- Participated at the Banner User's Group committee to discuss all the downtimes, Oct. 23
- Distance Learning Staff met with Academic Excellence Programs Officer to discuss Master of Ceremonies Role for upcoming event of "A Night with the Stars", Oct. 3
- Participated at the President's Administrative Staff Meeting, Oct. 5
- Participated in SACSCOC Compliance Writing Team to discuss the OneDrive Account, review documents, updates on templates with documentation and issues of non-compliance, Oct. 5
- Participated in the Strategic Planning Committee review documents and created general strategic directors to develop strategize new goals, Oct. 16
- Met with ECHS department to discuss the possibility of hosting the ECHS Advising module in Blackboard, Oct. 16
- Participated at the CBE course debriefing to address questions or concerns from the faculty for Distance Learning department addressing course design, layout or feedback, Oct. 18
- Distance Learning Staff presented information regarding Distance Learning Online Programs to the South Texas College Advisor training Program, Oct. 23
- Distance Learning Staff began working on Help Desk Manual in order to assist in creating a course for Students and Faculty Help Desk.
- Met with Project Manager of OSI, Office of Strategic Initiatives and began developing a student life cycle for online students by journey mapping, Oct. 17
- Participated in the workshop for Legal Updates for Title IX & Related Laws, Oct. 19
- Participated at the Texas A&M University - Grand Opening & Dedication, Oct. 25
- Participated at the Academic Council for Academic Affairs, Oct. 29
- Met with taskforce for the Distance Learning Student Online Experience to start the drawing mapping phase, Oct. 30
- Participated at the Concourse kickoff meeting to identify primary implementation team, Oct. 31

JESSICA SANDOVAL GARCIA
ACADEMIC EXCELLENCE PROGRAM OFFICER

VALLEY SCHOLARS PROGRAM:

- Fundraising – Met with "A Night with the Stars" entertainers on Oct. 1 to coordinate sound requirements for the event. Held the 13th Annual "A Night with the Stars" scholarship fundraiser on Oct. 11. During this Tribute to Star Supporters of Education, the program recognized 11 Valley Scholars alumni who have worked at STC for 10 years or more. STC Marketing Manager, Shalimar Madrigal, served as the Valley Scholars Alumni Guest Speaker. Entertainment was provided by the STC Jazz Ensemble and Edcouch-Elsa High School Mariachi Juvenil Azteca. STC Music faculty, Dr. Joseph Diehl performed and desserts were provided by the STC Culinary Arts Program. Valley Scholar students volunteered at the event and helped escort sponsors during the evening. The Valley Scholars Program raised over $116,000 in monetary and in-kind sponsorships. Additional funds were raised through the silent auction, ticket sales, and one-time donations. Net proceeds raised from the event totaled approximately $78,244 for student scholarships. After the event, the Program followed up with all sponsors pending payment.
- Retention – Held Valley Scholars Meetings at the Starr, Mid-Valley and Pecan Campuses on Oct. 5 to go over upcoming events and program information. VS students participated in the Pecan Campus Student Academy on Oct. 12, Mid-Valley Student Academy on Oct. 19, and Starr Campus Student Academy on Oct. 26. Valley Scholars students participated in the Mid-Valley Fall Festival on Oct. 23, Starr Campus Fall Festival on Oct. 25, and the Pecan Fall Festival on Oct. 30. Current VS students met with the Student Success Specialist for Spring 2019 enrollment.
- Recruitment – Promoted Valley Scholars Program at annual scholarship fundraiser "A Night with the Stars" and STC Fall Festivals. Presented information about the program at the College Advisor Training Program on Oct. 24.
- Volunteer/Community Service – Valley Scholars students participated in the STC Fall Festivals.
- Administrative – Academic Excellence Programs Officer attended Title IX training on Oct. 19 and Academic Council Meeting on Oct. 20. Submitted Mid-Biennium IE findings for Valley Scholars Program 2017-2019 IE Plan. Academic Excellence Programs Officer presented a report on the 13th Annual "A Night with the Stars" at the Oct. Regular Board Meeting on Oct. 30.
- Fundraising – Continued sending invoices to all sponsors pending payment. Mailed thank you letters, event program booklets, and thank you cards from Valley Scholars students to sponsors of the 13th Annual ANWTS. Finalized Holiday cards for Valley Scholars Program supporters.
- Retention – Current VS students met with the Student Success Specialist for Spring 2019 enrollment. Held Valley Scholars meetings at the Starr, Mid-Valley, and Pecan Campuses on Nov. 2 to go over upcoming events and program information. Valley Scholars Program Bachelor Program students submitted their Mentorship Activity Reports describing their experience mentoring Valley Scholars Program associate degree students.
- Recruitment – Promoted Valley Scholars Program at the "Texas Recycles Event" on Nov. 17. Reviewed Valley Scholars Applications for Cohort 23.
- Volunteer/Community Service – Valley Scholars students volunteered at the HEB Feast of Sharing on Sunday, Nov. 11 2018 at the McAllen Convention Center. VS students also volunteered at the Keep McAllen Beautiful event "Texas Recycles Day" at the McAllen Recycling Center on Nov. 17.
- Graduation – Worked with graduating students to ensure they met all requirements to participate in ceremony and encouraged them to apply for the UTRGV Valley Scholars Transfer Scholarship.
- Administrative – Student Success Specialist attended TACROA conference from Nov. 5 – 7 to enhance recruitment and retention strategies.

PHI THETA KAPPA:

- Meetings – General Meeting held on Oct. 29. Officers met to continue research for HiA project.
- Recruitment – Answered emails, phone calls, and met with students to provide information about the benefits of joining PTK. Sent reminder email to eligible students about the PTK membership deadline. Mailed recruitment cards and PTK brochure to eligible students to increase recruitment. Held PTK New Member Information Session on Oct. 18 for prospective members. Members participated in the Mid-Valley Fall Festival on Oct. 23.
- Hallmark Awards – Chapter held Recyclable Goods Zumbathon at the Pecan Campus on Oct. 30 and Starr Campus on Oct. 21 to collect recyclable goods for the PTK Honors in Action project and to promote the honor society.
- Service – Chapter members participated in the Mid-Valley Fall Festival on Oct. 23.

- Administrative - Submitted Mid-Biennium IE findings for PTK 2017-2019 IE Plan.
- Meetings – Held the Fall 2018 Induction Ceremony for new Phi Theta Kappa members on Nov. 15. New students were inducted and STC Sociology instructor, Jenny Chamberlain, served as the guest speaker. General Meeting was held on Nov. 29. Six PTK Officers and one advisor attended the PTK District V Meeting in Austin, TX on Nov. 11 to participate in workshops and network with PTK members from across Central and South Texas.
- Recruitment – Answered emails, phone calls, and met with students to provide information about the benefits of joining PTK. Chapter members and advisor promoted PTK and STC at the "Texas Recycles Day" event on Nov. 17.
- Hallmark Awards – PTK officers met with Art Department Chair, Charles Neumann, to discuss and seek advice on their Honors in Action recyclable art project. Students met on Nov. 30 to start working on their art project.
- Service – PTK students volunteered at the HEB Feast of Sharing event on Sunday, Nov. 11 2018 at the McAllen Convention Center. PTK students also volunteered at the Keep McAllen Beautiful "Texas Recycles Day" event at the McAllen Recycling Center on Nov. 17.
- Administrative - Held PTK Scholarship committee to select STC nominees for the All-USA/Coca-Cola scholarship.

HONORS PROGRAM:

- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger.
- Submitted Mid-Biennium IE findings for Honors Program 2017-2019 IE Plan.
- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger.
- Submitted Honors Faculty NOEs to Human Resources

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- iPASS Grant (Starfish):
  - The following are the results from the first Progress Survey (Week 4 – 6):
    Total Regular Semester Non-Dual Courses: 3,021
    Total Actually Submitted: 2,662
    Percent Submitted: 88%
    Percent not submitted: 12%
  - Progress Survey 2 (Weeks 10 – 12) will launch in four weeks.
- CAEL Grant (Adult Learner 350 Academy):
  - Ongoing - working with the Department of Institutional Effectiveness and Assessment on this project;
  - Surveys were developed, which were sent to students, faculty, and staff to identify areas for improving services to adult learners at the college; surveys were sent out on the week of the 8.
  - The information collected will be used to develop actionable strategies to develop plans to improve services for the Latino adult learner.
- Perkins:
  - Ongoing – working with the grants office (at my request) to offer Perkins presentations/trainings for deans, faculty and staff;
  - An outline was developed and submitted to the grants office for review and feedback.
  - Received response from Grants office regarding the outline.
- RAND Grant:
  - Ongoing – collaboratively worked with Developmental Math to finalize the grant report required by THECB;
  - Contacted the grants office to schedule a meeting to review and discuss the grant budget; the meeting was scheduled for **Oct. 9**.
  - The grant report was finalized and submitted;
  - Met with the Grants office and Developmental Math on Oct. 9 to review the budget.
  - A budget draft was developed;

- The Grants office asked that a Financial Manager and Principle Investigator be designated for the grant; the Chair for Developmental Math will serve as both; Developmental Math Program Chair has been assigned the roles of Financial Manager and Principle Investigator for the grant.
- Summer Camps (Developmental Math Bridge Courses and Math TSI Boot Camp) Have been developed and will be offered during summer 2019.

- TRSDA Grant:
  - Ongoing – The IT Sector Partnership meeting and Sustainability Trainings are scheduled for **Oct. 29 and 30**;
  - Received inquiry from the Administrative Assistant for University Relations asking about allowable expenditures.

MEETINGS:

- QEP Leadership Meeting:
  - Ongoing – Actively working with the QEP committee and actively participating in meetings;
  - Attended a meeting scheduled for Oct. 18. During the meeting, the committee discussed the following topics:
    - Data: SWOT Analysis, KPIs, and CCSSE survey
    - Student participation and recruitment efforts;
    - Strategies for collecting stakeholder feedback (i.e. students, faculty, staff, community, and board feedback);
    - Reviewed possible QEP topics and existing initiatives;
    - Committee will identify areas for improvement, which will be shared at the next meeting; and next steps.
  - The next meeting is scheduled for Nov. 19
- Guided Pathways Institute #5 – Advance work Planning sessions:
  - Attended the planning session scheduled, September 26 to review and provide feedback for upcoming institute.

ONGOING PROJECTS & ACTIVITIES:

- THECB's Developmental Education Program Survey (DEPS):
  - Sent out a doodle poll to respective staff/faculty requesting available dates and times to meet and review the survey; a meeting was scheduled for Oct. 8;
  - The deadline to submit the Survey is Oct. 15.
  - Met with Development program chairs, Deans, Curriculum & Instruction, Enrollment, and RAS to review the survey and answer questions;
  - The survey was submitted on Oct. 9, well before the deadline of Oct. 15.
- Guided Pathways Institute #5 – Advance work Planning sessions:
  - Ongoing – participated in the planning session which was scheduled for Oct. 10.
- IE Biannual Report:
  - Ongoing – information was collected from respective areas.
  - Information has been entered in the report;
  - Pending feedback from the IE Department as well as additional data/information needed for the report.
  - Met with BASOL Program Chair to review and edit the IE report for its respective program;
- Miscellaneous:
  - Chaired the Academic Affairs Division – Administrative Assistant position interview committee. Emails were sent to the five candidates who were selected for interviews by the committee. Of the five, only three confirmed and two declined. Interviews were scheduled for Monday, Oct. 8.
  - Sent email reminders to Division Deans and Assistant Deans with proposal submission information for the League of Innovation conferences, reminding them to share with their respective departments.
  - Attended the Excelencia bi-annual meeting and ALASS Conference from Oct. 10-12.
  - Attended the Special Announcement, which was by invitation only
    - Excelencia announced its "*Seal of Excelencia*" – an award which will be given to colleges and universities as a recognition and accountability for Latino Student Success;
    - The Seal will facilitate institutional change to close equity gaps and increase Latino student completion;
    - The Seal signals that an institution has developed a comprehensive and systemic approach to accelerating Latino student success;
    - Seeks to raise the bar by which institutions are evaluated with regard to serving Latino students;

- Intended outcomes of the Seal are to:
  - Significantly increase the percentage of Latino students who persist and attain degrees by 2030;]
  - Increase the number of institutions that achieve the Seal of Excelencia by showing improved ability to help Latino students to succeed;
  - Raise awareness and action among and action among institutions of higher education to accelerate Latino student success;
  - Influence policy discussions about how to help institutions of higher education serve Latino students;
  - Build consumer demand within the Latino community to enroll institutions that demonstrate success in serving Latino students.
- How Does the Seal Work:
  - The Seal is a voluntary system focused on changing institutional focus and practice;
  - Designed to create demand in the higher education market for improving Latino student success;
  - Colleges and universities will earn the Seal of Excelencia once they demonstrate consistent success in helping Latin students graduate;
  - Institutions will demonstrate they have reached benchmarks in the three core areas that Excelencia has determined are more likely to lead to Latino student success: Data, Practice, and Leadership.
- Attended Vanguard Academy's Press Conference – announcement of $10.8M Grant awarded by the Department of Education for the GEAR-Up program.
- Attended Texas A&M University's Grant Opening and Dedication ceremony.

YOLONDA JARAMILLO
PROJECT DIRECTOR – HSI GRANT

TITLE V GRANT & PROJECTS:

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with Purchasing, ET, and Maintenance Departments to upgrade the following classrooms:
    - Upgrade NAH 3.422 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade Mid-Valley G174 from a standard classroom to a Tier 2 ALC. Collaboration with the IVPAA and VPIS to reallocate ALC C111 furnishings to MVC G174, as C111 will return to accommodate the CLE Campus to Campus livestream tutoring initiatives.
    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC; The AV Bid is scheduled for December Boards' approval.
- **FOCUS Academy**
  - Delivered FOCUS Academy Sessions 4&5 at NAH Campus.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Continued collaboration 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. NOEs have been prefilled and will be routed for signatures upon completion of the corresponding tracking records.
  - Collaborated with the Coordinator of Faculty Advising to receive a list of students who received advising during Year 4. Upon receipt, the list will be shared with the Department of Research and Analytical Services to begin evaluation plan data reports.

Component 3

- **Enhancement of Technology Infrastructure**
  - Confirmed spring 2019 NAH course offerings to Starr County Campus. The offerings are as follows:

    1) EMSP 1371 – EMS Documentation 2)EMSP 1208 – Emergency Vehicle Operations
    3) PTHA 1409 – Introductory to Physical Therapy 4) MDCA 1343-Medical Insurance
    5) OTHA 1305 – Principles of Occupational Therapy 6) HITT 1305 Medical Terminology I

7) MDCA 1321 – Administrative Procedures

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with Purchasing, ET, and Maintenance Departments to upgrade the following classrooms:
    - Upgrade NAH 3.422 from a Tier 1 ALC to a Tier 2 (AV expansion)
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    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC; The AV Bid is scheduled for December Boards' approval.

  The AV Bid has been postponed to December 4, 2018 for board approval. Depending on availability of items, this may delay installations.
- **FOCUS Academy**
  - Prepared and delivered Session 7 of FOCUS Academy on Technology and the Reflective Educator. This included the FOCUS Academy Graduation Luncheon, Nov. 14

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Conducted the last Degree Works Workshop for the Welding, HVAC, Construction Supervision and Electrician Technology Departments.

Component 3

- Assisted NAH PTA faculty with coordination of Move Request of HSI Grant funded PTA equipment.
- Assisted NAH PTA faculty coordinate Starr Campus PTA lab space assignment.

South Texas College

- Coordinated all stipend paperwork for the Lead Faculty Advisors, FOCUS Academy graduates and the Remote Delivery Recruiter. Documentation has been submitted to the Office of Human Resources.

HIGHLIGHTS:

- Year 5 began - October 1, 2018-September 30, 2019 (final year of Title V-HSI Grant)
- A new chapter in this success was awarded by the Department of Education in the form of a $115, 722 supplemental DHSI grant dedicated to developing and implementing interactive student financial literacy workshops at each campus.
- FOCUS Academy Graduation, Nov. 14
- Tech Faculty Advising Training, Nov. 30

DR. MURAD ODEH

INTERIM ADMINISTRATOR - CURRICULUM AND STUDENT LEARNING

ADMINISTRATOR'S REPORT:

- Met with the Director of Research & Analytical Services to discuss SACSCOC Compliance report and attended the SACSCOC Compliance Writing Team meeting.
- Met with Director of Institutional Research & Effectiveness, discussed the Core Objectives Assessment standards, and outlined plans for addressing these standards.
- Continued collecting more information regarding End-of-Class Student evaluations, collaborated with VP of Academic Affairs, Assistant Dean of Humanities and the VPAA Designee and created an action plan with timeline to have these evaluations posted to the college website. The goal is to comply with THECB Standards and College Transparency. As well as discussion on identifying a suitable model to have Faculty Evaluation accessible by the Public in compliance with House Bill 2504.
- Worked on Credit for Prior Learning, created a chart to sum up the different options STC may offer.
- Attended the NACEP Accreditation Steering Committee.
- Attended the Core Objective Assessment Taskforce meeting, discussed the direct and indirect assessments and shared with members, the Texas Core Curriculum Assessment report components.

- Organized and coordinated a Kick-off meeting with Intellidemia' s Senior Representative and Client Manager regarding next steps in implementation of the Syllabus Management System-Concourse.
- Continued working on finalizing the required documentations needed from College-Wide compliance team in preparation for the 10th Year Reaffirmation report.
- Finalized working on Texas Pathways Project Institute 5 – Guided Pathways Advance work with the Director of Comprehensive Advising.
- Attended College-Wide Curriculum meeting, revisions to some program curricula in response to implementation of Meta-Majors fall 2018. Approval was obtained for the AAS-Diagnostics Medical Sonography for implementation fall 2019.
- Organized and held a conference call/meeting with our vendor Courseleaf Catalog to discuss the impact of Meta-Majors on our Degreeworks, Student Evaluation Plans and format of the catalog. In addition, flexibility of Courseleaf to produce a one page printer friendly degree plan was discussed that would help and assist prospective students in getting familiar with prospective curricula.
- Attended QEP Leadership meeting. Several topics were introduced as potential choices and SWOT Analysis Survey was shared with team members.
- Attended Workshop #101275: Legal updates for Title IX & Related Laws.
- Attended the THECB Liaison Meeting in Austin Oct. 22-23. Policy changes and updates were discussed and shared regarding: Dual Credit, Improving Student transfer, Programs of Study, Core Curriculum Components, WECM updates and Compliance Monitoring.
- Collaborated with Public Relations/Marketing staff and Curriculum Staff regarding our options of redesigning the college webpage in alignments for the Meta-majors implementation fall 2049 and impacts on course catalog format.
- Met with Director for Academic assessment for updates and provided feedback regarding Jagpride readiness fall 2018 to all faculty.
- Finalized Credit for Prior Learning Chart to be presented to Academic Council, Oct. 29
- Completed creating a presentation regarding Texas Core Curriculum to be presented to Academic Council, Oct. 2
- Presented at the Academic Council meeting on the following:
    - Texas Core Curriculum
    - Updates for Credit for Prior Learning
    - Syllabus management System Updated
    - Activities Timeline of Guided Pathways Spring 2019
    - Associate of Applied Sciences – Diagnostic Medical Sonography
- Attended the Catalog Steering Committee meeting.
- Held a Concourse Action Plan meeting to discuss key team membership, programs for pilot in the Spring and to review information needed for implementation.
- Met with VPAA Designee for discussion of DMSO packet and future DMSO plans.
- Attended the Core Objective Assessment Taskforce meeting.
- Held a Concourse Action Plan meeting to discuss key team membership, programs for pilot in the Spring and to review information needed for implementation.
- Attended the National Alliance of Concurrent Enrollment Partnership Conference in San Antonio, Nov. 3 - 6
- Held a Concourse Team meeting to work on a proposed timeline for the Concourse Implementation and prepared for the initial conference call with Intellidemia, scheduled for Nov. 13
- Met with Interim VP of Academic Affairs for review of the Manager of Curriculum & Scheduling applicants.
- Attended the Planning and Development Council meeting and presented on the AAS-DMS.
- Attended meeting for Guided Pathways ATD Coached to review work and discuss progress of FTIC mandatory advising for Meta Majors.
- Attended the Texas Pathways Project Institute #5 in Dallas, Nov. 13 - 16
- Attended the College-wide Curriculum Committee meeting discussed the Engineering program and the new proposed award for Associate of Science in Environmental Science.
- Met with IT department, Director of Academic Assessment and LO Specialists to request JagPRIDE Landing page content.
- Met with VP of Academic Affairs, Dean on BPST to discuss the Hotel Management & Court Reporter Program.
- Discussed with VP of Academic Affairs the Taskforce Membership of the Concourse team & the Guided Pathways.
- Discussed with Qualitative Researcher, Research and Analytical Services the Hotel Management and Court Report employee surveys.

- Met with the Dean of Dual Credit and Project Manager - Academic Affairs, HS Programs and Services to discuss NACEP Accreditation Pre-Application for the 2019-2020 Cycle and drafting the cover sheet needed for standards pertaining to Curriculum.
- Presented at the Faculty Senate on Nov. 27 "End of Course Student Evaluations" in compliance with HB2504 and shared possible models to be implemented fall 2019.
- Held interviews for the Manager of Curriculum & Student Learning, Nov. 28
- Attended the Texas Higher Education Leadership Conference in Austin, Nov. 29 - 30

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a meeting with the University Relations Office to discuss transferability of Core Curriculum requirements.
- Created new department code for Cybersecurity and currently working on providing SmartEvals access for new program chair for designated courses.
- Assisted Director of Distance Learning with assessment of curriculum to compile report of programs offering 50% or more of online course work.
- Coordinating a meeting with the catalog vendor for the purposes of discussing implementation of pathways within the college catalog for Fall 2019.
- Attended Faculty Load and Compensation training with on-site consultant from Oct. 9-11
- Attended THECB DEP Survey meeting to discuss HB2223 co-requisite courses and assist with providing responses.
- Attended Banner User Group meeting to inform committee about the creation of a new Cybersecurity department and the impact on reporting, if any.
- Assisted with section count report for Pecan Campus at the request of the VPAA's Office.
- Attended the 2018 Emergency Response training for professional development as a building responder.
- Attended conference call with SmartEvals support to provide training on how to identify shared course codes among multiple departments and discuss email grouping.
- Met with IT and PR Web team to discuss HB 2504 and provide information regarding student evaluations.
- Attended College -Wide Curriculum Committee meeting.
- Attended Course Lead Catalog Conference call to discuss degree plans and pathways for the upcoming 2019-2020 catalog.
- Met with VPAA Project Manager to discuss and review ono-instructional assignment codes in preparation for FLAC.
- Attended the Banner User Group meeting to discuss/review institutional downtimes for Banner 9 and all related applications, including Degree Works.
- Audited the academic courses in the HB 2223 co-requisite model for Fall 2018 in preparation for CBM reporting.
- Met with Interim VPAA and VPFAS to discuss the progress with the Banner Faculty Load and Compensation module and obtain clarification on next steps in the project.
- Met with Interim Administrator for Curriculum & Student Learning to discuss pathways and the impact on the 2019-2020 online catalog in preparation for the upcoming Catalog Steering Committee meeting.
- Attended Part I of the Blackboard Certification training.
- Presented at the College Advisor Training Program on the functions of the Curriculum & Student Learning department, new programs development and the online catalog.
- Attended the One Drive Workshop to learn about using OneDrive for sharing files and folders with various colleagues and as part of our risk assessment plan.
- Met with IT Applications Manager, Interim Administrator of Curriculum & Student Learning to discuss compliance with HB 2504 and the availability of student evaluation data on the STC page.
- Attended the Academic Council on Oct. 29 in support of the CSL department presenting on the proposed AAS in Diagnostic Medical Sonography.
- Attended the Catalog Steering Committee to discuss 2019-2020 catalog review deadlines, content guidelines and go-live date for Spring 2019.
- Attended the SACSCOC Compliance Writing Committee meeting and discussed the upload of documentation for each standard.
- Attended the Faculty Load and Compensation (FLAC) Banner training with the consultant to walk through the scheduling and compensation process and test records in preparation for the Spring 2019 pilot implementation.
- Updated Courseleaf Catalog Manual for Content Owners in preparation for the online catalog updates.

- Attended the College-Wide Curriculum Committee meeting where revisions were reviewed and minutes of the meeting were taken on Nov. 20.
- Started working on the Curriculum Updates for Online Catalog 2019-2020.
- Coordinated with the Office of Human Resource to conduct a training on position control in preparation for the Faculty Load and Compensation (FLAC) module schedule for a pilot implementation Spring 2019.
- Reviewed the proposed curriculum for the Bachelors of Nursing: RN to BSN degree and provided corrections and recommendation in preparation for committee approvals.
- Worked on the curriculum revisions for the 2019-2020 catalog.
- Complied the Fall 2019 draft schedules to send to the Deans and Program Chairs for updates and review.

YOLONDA JARAMILLO – ACADEMIC ASSESSMENT DIRECTOR:

DIRECTOR'S REPORT:

- Facilitated Department meeting with Human Resources to discuss and coordinate and review additional questions pertaining to the department handbook was reviewed and discussed to review additional questions pertaining to the department handbook and had a follow up meeting with Human resources and the Coordinator of Curriculum & Scheduling.
- Met with Learning Outcomes Specialist to review 2016-2018 core objective reports for SACSCOC reaffirmation and attended reaffirmation meeting with director of IE reviewed Principles of Accreditation and supporting documentation for student achievement. Follow up with IT to obtain raw data.
- Met with the Chair of Language and Cultural Studies and Learning Outcome Specialists to review and assist with completion of the 2017-2018 AY PLO report and new PLO assessment plan for Fall 2018. Errors in the JagPRIDE assessment plan submission needed to be addressed to allow chair full access to data and the ability to complete the AY PLO report.
- Met with Interim Administrator to review status of projects and research HEIghten Outcomes Assessment Suite. This comprehensive tool may be an option for the direct national normed assessment of the following core objectives; Critical Thinking, Communication, and Empirical & Quantitative Skills.
- Met with the SACSCOC Compliance Writing Team to review compliance certification, cross-walks and expectations for upcoming 10th year affirmation.
- Co-facilitated the COAT meeting and drafted a summary with links to HEIghten Outcomes Assessment samples, webinar and sample summary reports.
- Met with Interim Administrator and Institutional Effectiveness Analyst to review and update the 2017-2018 Mid-Biennium report. Updated Xitracs for the 2017-2018 Mid-Biennium Institutional Effectiveness Plan for Curriculum and Student Learning.
- Assisted Fourteen Program Chairs with their submissions of 2017-2018 PLO reports. Provided suggestions to finalize their 17-18 PLO reports.
- Attended mandatory Title IX training: Legal Updates for the Title V and Related Laws.
- Collaborated with the Empirical Quantitative Rubric Team to reduce the criteria from four to three elements.
- Attended and participated in Assessing and Evaluating Student Learning training facilitated by UTRGV's Center for Teaching Excellence and hosted by OPOD, Oct. 26
- Attended and participated in JagPRIDE Rewrite meeting: Project Team meeting to review updates, next phases, and clarify items on project charter.
- Met with Academic Assessment Director & Learning Outcomes Specialist to discuss JagPRIDE Phase II Timeline, AY PLO Reports & Fall 2018 Assessment Plans.
- Met with OPOD to coordinate Core Assessment Lead afternoon breakout sessions for College-Wide.
- Worked on development of the JagPRIDE Core Assessment module, in collaboration with IT. Revisions were made to the Faculty Signature, Chair Signature, Completion by Course, Data Analysis and Aggregate Completion. The revisions to the Empirical Quantitative Rubric will be shared with IT and COAT.
- Met with Learning Outcome Specialists to review and implement training schedules for PLO and Core Assessment data entry due December 17. Also reviewed status of Fall 2018 assessment plans and 2017-2018 AY PLO reporting.
- Met with the following Chairs to provide assistance with assessment plan and 2017-2018 AY PLO reports; Cybersecurity, Mathematics, Information Technology and Construction Supervision.
- Facilitated Department JagPRIDE trainings for Math, Communication Arts and Physical Science faculty with a follow up email to include all pertinent rubrics and link to the testing site was shared with faculty.

- Coordinated Open Lab JagPRIDE trainings for PLO and Core Objective data entry for Nov. 30 and Dec. 7
- Met with High School Programs and Services Project Manager to assist with NACEP reporting for learning outcomes.
- Met with SACSCOC Reaffirmation Writing Tram to review status updates and documentation sharing via OneDrive.
- Attended a meeting with LO Specialist, Director and Web Team to review and correct data in JagPRIDE for the PMTD program. Tested of JagPRIDE CO pages; updated rubric criteria spreadsheets and sent to the web team for upload.
- JagPRIDE Core Assessment pilot training Nov. 15-30

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

DEAN'S REPORT:

- Dean, along with the Director for Early College High School and a Coordinator for Academies and High School Projects, attended NACADA The Global Community for Academic Advising in Phoenix, Arizona. The sessions attended focused on various advising models to support student completion while attending an institution of higher education and insight on working with high school students and their transition to a college and/or four-year institution. Sunday, September 30, 2018 - October 3, 2018.
- Dean held a meeting with Starr County Memorial Hospital staff to discuss the summer 2018 summer internship which was held for ten DEMSA students to provide hands-on learning outside the classroom environment. Students shared their experience and took a group photo for a STC Public Relations release. In addition, our partnership is scheduled to continue in summer 2019 with Starr County Memorial Hospital.

- Dean presented at the PSJA College for All Conference with PSJA ISD representatives. The first presentation included the Process for Credential Faculty and Professional Development which was presented by the Dean, Administrator for Dual Credit Instructional Pathways and PSJA ISD Assistant Superintendent for Human Resources. The second presentation titled, Dual Credit Program Success Metrics was presented by the Dean and PSJA ISD Director of College Readiness, Oct. 11
- Dual Credit Programs hosted a La Joya ISD Student Success Metrics Workshop for approximately 20 administrators, principals and counselors. The Workshop included presentations on South Texas College, Dual Credit Programs and the 2017-2018 La Joya ISD data, Oct. 18
- Dean met with the Interim Vice President of Academic Affairs and Director of Early College High Schools
- Dean met with San Isidro ISD Superintendent, October 29 and received the signed Memorandum of Understanding for Dual Credit Programs.
- Dual Credit Programs hosted a Mission CISD Student Success Metrics Workshop for approximately 15 administrators, principals and counselors. The Workshop included presentations on South Texas College, Dual Credit Programs and the 2017-2018 Mission CISD data, Oct. 31
- Dual Credit Programs Leadership Team attended the National Alliance Concurrent Enrollment Accreditation Institute on in San Antonio, Texas. The Pre-Conference Workshop, Accreditation Institute, was attended on Nov. 4 which highlighted the application standards and requirements for the 2019-2020 Cycle. Conference from Nov. 4 - 6, 2018.
- Dual Credit Programs hosted a CTE Summit at the Technology Campus which included 55 Administrators and Counselors from 12 of our partnering school districts. The agenda included Workforce Program updates, expansion of Dual Credit CTE options, Continuing Education Program, and Cultivating Mutually Beneficial Partnerships Through Grants, Nov. 8
- Dean met with the Dual Credit Programs Leadership Team to begin the Pre-Application for the NACEP Accreditation with a submission deadline of January 21, 2019. In addition, Professional Development Session, NACEP 101 for approximately forty Faculty Chairs, Nov. 30
- Dean attended the Guided Pathways Institute #5 in Dallas, Texas. The institute provided additional insight into student support and how to enhance the current state of advising, Nov. 14 - 16

- Dual Credit ISD Public Information Officers Meeting was in collaboration with the Public Relations & Marketing Team. The event provided the requirements and expectations when marketing the College and Dual Credit Programs in instances such as Graduation, Nov. 13

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff held recruitment presentations, throughout the month of October, for two thousand six hundred ninety-four (2,694) students throughout twenty-nine (29) high schools. Recruitment visit to high schools consists of providing a presentation of available programs, outlining the application and process, as well as distributing and collecting interest forms from students so that they may begin their application.
- Staff attended the HESTEC STEM Expo exhibit at UTRGV along with 184 TexPrep Program students from Hidalgo, PSJA, Roma, and Weslaco ISDs. The STEM Expo featured exhibits, hands-on activities and demonstrations, networking with industry leaders and other middle school students, and a college tour of the UTRGV campus. Among the exhibitors were the United States Air Force, Workforce Solutions-Rio Grande Valley, Magic Valley Electric Company, and the Traveler Augmented 3D Reality Experience. TexPrep is focused on STEM concepts; therefore, HESTEC activities directly tie into the overall program, Oct. 4
- Staff attended the annual National Academic Advising Association (NACADA) Conference in Phoenix, Arizona, on September 30 - October 3, 2018.
- Staff coordinated the Dual Enrollment Academy Programs annual college tours for Dual Enrollment Business Administration Academy (DEBAA) and Dual Enrollment Criminal Justice Academy (DECJA) students. Thirty-two (32) students that participated in the two-day tour visited Texas A&M Corpus Christi, the University of Texas San Antonio, the University of Texas at Austin, and Texas State University on October 18 - 19, 2018.
- Academy staff conducted degree audits and completed registration for eighty-four (130) Dual Enrollment Academy Programs and School to Career Academy Dual in Enrollment (SCADE) students.
- Staff held case Management with students flagged as in danger of failing or any academic concerns.
- Staff attended a Starfish Mapping session at the Pecan Campus on October 15, 2018.
- Academy staff attended a Banner training on October 16, 2018.
- Staff provided an informational presentation for the College Advisor Training Program on October 24, 2018.
- Staff attended meeting with Information Technology Department to discuss possible Cyber Security Academy on October 24, 2018.
- Staff attended the Mission CISD Metrics workshop at Mission Central Office on October 31, 2018.
- Academy staff submitted student information provided on the interest forms collected from recruitment presentations throughout the month of October. Upon entering each student's information, staff sent students a link to the online Dual Enrollment Academy Program's application. Staff then produce reports using the Hobson Radius System, to generate reports that are used to track application progress and they are provided to high school counselors to assist students with pending application requirements.
- Staff held the following Recruitment Parent meetings at the following campuses:
    - Vanguard Rembrandt Academy, Oct. 2
    - McAllen Memorial HS, Oct. 4
    - Academy Health Science Professsionals, Oct. 15
    - Vanguard Rembrandt Academy, Oct. 15
    - Vanguard Mozart Academy, Oct. 17
- The Dual Enrollment Academy Programs held educational enrichment workshops on Oct. 19, 2018:
    - Starr County Campus: Twenty-three (23) DEMSA juniors and seniors attended Bachelor of Medical and Health Services Management presentation.
    - Mid Valley Campus: Forty (40) juniors participated in the Student Leadership Academy hosted by Student Activities Staff.
    - Mid Valley Campus: Thirty-nine (39) seniors a presentation by Texas A&M University-College of Nursing.
    - Pecan Campus: One hundred sixteen (116) juniors attended a University Transfer presentation and Dual Enrollment Academy Robotics Club (DEARC) provided an information session.
    - Pecan Campus: Forty-five seniors attended a Financial Literacy Workshop hosted by South Texas College Business Administration Faculty Fifty-four (44) seniors participated in a FAFSA Drive. Students were provided information about the application process and one-on-one assistance with completion of their FAFSA.
- The Dual Enrollment Academy Programs held its annual college tours for forty-one (41) Engineering and Computer Science Academy students. Students visited Texas A&M University at Kingsville, the University of Texas at San Antonio, Texas A&M University at College Station, and Texas State University, Nov. 1-2

- Academy staff finalized degree audits and registration of three hundred eighteen (318) Academy students from across the Pecan, Mid Valley, and Starr County Campuses.
- Staff finalized the Dual Enrollment Academy Programs spring 2019 textbook list and distributed to forty-one (41) participating high schools. This includes a comprehensive textbook list, with a separate list that includes what textbooks/course materials each individual student requires for all their spring courses.
- Academy staff attended the Dual Credit CTE Program Event at the Technology Campus and assisted by providing program information at the tabling portion of the event, Nov. 8
- Staff conducted one hundred five (105) academic progress meetings (case management) with students that were flagged in the Starfish System by faculty as having an academic concern.
- Academy staff held a meeting with Hobsons Radius Consultants to develop email campaigns and to begin the new phase of refinements associated with the Dual Enrollment Academy Program's Online Application, such as integration of TSI scores and high school transcripts.
- Staff held a meeting with representative of Premier High School in Mission to discuss Academy Program opportunities for students on their campus. Meeting was held, Nov. 28
- Staff held the following Recruitment meetings at the following campuses:

Date	Location	Student Count
Nov. 1st	J. Economedes High School	112
Nov. 7th	Palmview High School	120
Nov. 7th	Monte Alto EC High School	46
Nov. 12th	Donna North High School	50
Nov. 15th	Valley View High School	40
Nov. 25th & 26th	Donna North High School	490
Nov. 27th	McAllen High School	60
Nov. 28th	PSJA Southwest ECHS	38
Nov. 28th	Nikki Rowe High School	50
Nov. 29th	McAllen Memorial HS	65
Nov. 30th	PSJA EC High School	100

- Academy staff submitted student information provided on the interest forms collected from recruitment presentations throughout the month of Nov.. Upon entering each student's information, staff sent students a link to the online Dual Enrollment Academy Program's application.
- Staff held the following Recruitment Parent meetings at the following campuses:

Date	Location
Nov. 7th	La Joya High School
Nov. 8th	McAllen High School

- The Dual Enrollment Academy Programs held workshops at the Pecan Campus, Nov. 2:
    - One hundred forty-two Academy Juniors and Seniors attended presentations provided by motivational speaker, headmaster of a Christian school, inspirational coach who helps couples, families and others, pastor, part time marathon runner and TEDx Speaker. He helped students understand the difference between a growth and fixed mindset, students were able to participate in a small activity answering questions that pertained to their personalities (introverted vs extroverted).
- The Dual Enrollment Academy Programs held workshops at the following campuses, Nov. 9:
    - Pecan Campus: One hundred fifty-five (155) Academy Juniors and Seniors attended a workshop hosted by Career and Employer Services and Texas A&M University-College of Nursing presentation.

    - Mid Valley Campus: Thirty-five (35) Academy Juniors attended the Student Leadership Academy hosted by Student Activities Staff; Forty (40) Academy Seniors attended a workshop hosted by Academy Program's staff, which focused college admission applications and scholarship.
- The Dual Enrollment Academy Programs held workshops at the following campuses, Nov. 16:
    - Pecan Campus: One hundred fifty-five (155) Academy Juniors and Seniors attended a workshop that provided them semester updates, Starfish Early Alert System reminders, and scheduling of case management sessions.
    - Mid Valley Campus: Twenty-three (23) Academy Juniors attended a Texas A&M University-Kingsville RGV Engineering Initiative presentation.
    - Starr County Campus: Twenty-three (23) Academy Juniors and Seniors attended a workshop hosted by Texas A&M University-College of Nursing; Eleven (11) Academy Juniors attended a Student Leadership Academy Workshop hosted by Student Activities Staff.

PROJECT MANAGER'S REPORT: CAROL WOODS, APRIL CASTANEDA:

- Coordinating the continuing assessment by the NACEP Self-Study Steering Committee on the implementation of National Alliance of Concurrent Enrollment Partnerships (NACEP) standards, the collection of evidence for the application for accreditation of the Dual Credit Programs (DCP), and informing College instructional leaders.
    - Attending the NACEP Accreditation Institute and annual NACEP Conference in San Antonio, TX. Nov. 4-6, 2018.
    - Working with DCP&SDP Dean to develop an informational session (NACEP 101) to provide Chairs with more details on the accreditation process, implementation of practices, and documentation requirements that focus on dual credit faculty. Scheduled for Nov. 30, 2018.
    - Developing responses for the NACEP accreditation pre-application that is due January 21, 2019.
- Finalizing preparations for the Dual Credit Task Force meeting scheduled for Nov. 13, 2018.
- Working with Office of Organizational & Professional Development to discuss the agenda, departmental meetings, and breakout sessions for the Dual Credit Faculty and Adjunct Faculty Professional Development Day. Scheduled for January 19, 2019
- Assist with coordinating the following events by providing logistical support and/or artwork
    - CTE Summit, SA3 Parent Session, Dual Credit PIO Meeting
- Assist ECHS with the creation of the Advising Module for Blackboard
- Create and compile information for the Summer 2019 Summer Camps booklet (artwork and program development)
- Create and compile information for a CTE Programs Booklet (artwork and program development)
- Compile data information for the Mission CISD Metrics workshop
- Coordinate and develop an action plan for the Dual Credit Websites merger
- Assist OVPAA with the following projects
    - Delta Area course offerings flyer and registration round-up event
    - Comprehensive Plan FY1819 – FY2021
    - Program Development Packet for Curriculum & Student Learning
    - Student Inquires online submission
    - Programmatic Accreditation List
    - Industry Based Certifications per STC CTE program
- Coordinating the continuing assessment by the NACEP Self-Study Steering Committee on the implementation of National Alliance of Concurrent Enrollment Partnerships (NACEP) standards, the collection of evidence for the application for accreditation of the Dual Credit Programs (DCP), and informing College instructional leaders.
- Coordinated updates and preparations for the Dual Credit Task Force meeting. Nov. 13, 2018.
- Working with Office of Organizational & Professional Development to develop the agenda, departmental meetings, and breakout sessions for the Dual Credit Faculty and Adjunct Faculty Professional Development Day.
- Create and compiled information for the Summer 2019 Summer Camps booklet (artwork and program development)
- Finalize the creation of the CTE Programs Booklet (artwork and program development)
- Coordinate and develop an action plan for the Dual Credit Websites merger

NICOLAS GONZALEZ – DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS ADMINISTRATOR:

- There are 709 sections (does not include Academies) for the spring term where manual enrollment of students must be done.
- Called counselors and principals in response to instructor/student issues with grading or attendance, which all got resolved.
- The department IE Plan has been reviewed and finalized for the round.
- Worked with programmers to run prerequisite EOC scores on all spring S sections for easier enrollment.
- Interview committee of 14 people at McAllen ISD for what will be the selection of an Assistant Superintendent of Finance.
- The spring dual credit schedule of sections with new students, will be sent to the D2D department and schools requesting it, as agreed and scheduled by Nov. 2.
- The total number of contact hours generated by all dual students for the fall term since 2015, is as showing that is been very stable. Fall 2018 all hours 1,956,976 compared to Fall 2018 all hours total 1,1965,744.
- 339 NOE's for Dual Credit Faculty submitted to Human Resources office, Oct. 2
- Finalized the recovery programs schedule. (only 2 school district participating for Fall 2018)
- Attended the Texas AT&M new campus on north McAllen, Oct. 3
- We have 207 STC faculty teaching 213 dual sections with an average per class of 16.87 students.
- With the Academies, this fall we have a total of 1,572 dual credit "S" sections.
- We will pay approximately $359,100 in stipends to the DCF in December.
- We will collect over 2 Million this semesters in charges to the school districts. Last year, we collect a little over 1.7 Million.
- All the Principal's Agreement for 68 sites have been signed and collected. We have these in a folder as preparation for the NACEP application.
- We have also collected all the MOUs for this year. These too will be part of the NACEP application.
- The rollover schedule that will enroll students with at least a "C" or better into the subsequent spring section has been completed and sent to IT for review before scheduling it into production. 1,027 sections are scheduled to run on December 20, and again on first day back, January 2.
- Not on the rollover are 711 sections (plus 77 for the Academies), which will have new students who will have to be manually enrolled, either by the schools or the students themselves.
- Meeting set up with Vanguard Mozart. Vanguard Mozart interested in applying for ECHS designation and meeting SACS-COC requirements for that site as they expand their dual offering.
- Meeting with Mid-Valley Academy (Charter school) on becoming dual credit partners with MOU after being off for three years. The recommendation is to wait for the fall for a new MOU that needs to be redone.
- Conference call with Gear Up of Region One for information on what schools have been designated as Gear Up schools and possible dual credit program enrollment in the future.
- There are 709 sections (does not include Academies) for the spring term where manual enrollment of students must be done.

ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

- Attended and facilitated meetings with South Texas College's external stakeholders valley-wide and across South Texas College Campuses.
    - One-on-One Degree Audits at 16 ECHS, with 753 students
    - Senior and Junior HS Meetings at 4 ECHS, with 396 students
    - Parent Meetings and College Nights at 2 ECHS, with 100 parents
    - Texas Education Agency CCRSM at 4 ECHS
    - ECHS Partnership Meetings at 7 ECHS
    - Dual Credit Course Agreement Retrieval at 5 HS partners
    - NACADA Conference
    - PSJA College for All Conference – presented Best Practices for DC Advising, Oct. 11, 2018
- Attended and facilitated meetings with South Texas College's internal stakeholders campus-wide and across STC divisions.
    - ECHS Redistribution Meeting
    - ECHS Specialist Interviews

- ECHS Staff Attended and facilitated meetings with South Texas College's external stakeholders valley-wide and across South Texas College Campuses.

	External Visit	External Visit Purpose	Early College High Schools	Attendance
ECHS Student Involvement	**Early College One-on-One Degree Audits**	ECHS Degree Audit Sessions were held at the campuses of our ISD Partners to promote successful ECHS program completion.	*5 Early College High Schools*	*160 ECHS Students*
	Dual2Degree ECHS Fast Track Events	Facilitated the Early College High School Advising Sessions for the Dual2Degree Fast Track Events held throughout our STC Campuses and on-site at PSJA ISD.	*20 Early College High Schools*	*940 ECHS Students*
ECHS Parent Involvement	**College Knowledge Night**	Hosted a College Knowledge Night for parents and students to learn more about the ECHS program, financial aid, career services and the South Texas College Campus.	*Sharyland Advanced Academic Academy*	*9th-12th ECHS Parents and Students*
	ECHS Parent Presentation	Participated in parent presentations to Early College High School parents that span the 9th-12th grade student populations.	*4 Early College High Schools*	*100 ECHS Parents*
ECHS School District Involvement	**Texas Education Agency *CCRSM* Meetings**	TEA Coaching sessions with ECHS Administration and STC ECHS Departmental Support to review CCRSM metrics.	*3 Early College High Schools*	
	ECHS Partnership Meetings	ECHS department facilitates meetings with our ISD partners to review ECHS concerns.	*11 Early College High Schools*	
	Dual Credit Course Agreement Retrieval	The collection of our DCC Agreements across our Dual Credit Partnerships.	*9 Dual Credit Programs HS Partners*	

- ECHS Staff attended and facilitated meetings with South Texas College's internal stakeholders campus-wide and across STC divisions.

Internal Meeting	South Texas College Departments		Purpose
Dual Credit Advisory Committee Assembly	*Academic Affairs*	Early College High Schools	Discussed recruitment for a Dual Credit Advisory Committee that would be comprised of our Secondary School District High School partners, administrators and counselors.
ECHS Department Retreat	*Academic Affairs*	Early College High Schools	Discussed the current degree audit process and revamped the Degreeworks protocol.

ERIKA LEAL

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Dept. Meeting – staff met to discuss and plan upcoming meetings, trainings for specified departments. Also discussed upcoming Faculty PD Week scheduled for January 14-18, Adjunct/Dual Credit PD Day scheduled for January 19, 2019 and College Wide PD Day, scheduled for February 15, 2019, Oct. 16
- OPOD Advisory Committee Meeting – met with representatives from the different academic departments and campuses. Items of discussions for upcoming OPOD sessions, trainings and meetings were the following: Faculty Needs Assessment, Customized Workshops, PD System, Academies, Upcoming Events such as Faculty PD Week, Adjunct/Dual Credit PD Day, College Wide PD Days and Ongoing Offerings, Oct. 19
- SPARK 1 Meeting – HSI Instructional Coach met with Distance Learning to develop the content for the SPARK 1 course, Oct. 22, 24 & 25
- Psychological Science Meeting — met with Dept. chair for Psychological Science to discuss, prepare and set up trainings during Spring 2019 for department faculty, Nov. 1
- Council of Chairs Meeting– OPOD presented on the difference workshops, trainings and seminars that our office offers and can customize to their specific needs - Nov. 6
- Texas Regional STEM Degree Meeting - OPOD met with Director to collaborate and assist on an action plan to help promote and market their event scheduled for Nov. 30- Nov. 6
- Adjunct & Dual Credit PD Day Planning Session Meeting - met with the VPAA Project Manager to discuss planning session for upcoming Adjunct/Dual Credit PD scheduled for January 19, 2019, Nov. 12

ACADEMIES AND TRAININGS:

- Jaguar Academy Kick-Off – approximately 18 new STC employees attended the Jaguar Academy Kick-off. This Academy will focus on providing guidance, support and instill confidence in new employees as they adapt to their roles at the College. Session started with *Building Our Networks: Onboarding for Success* followed by a tour of the Pecan Campus, Oct. 4
- Photoshop for Beginners Part B: approximately 11 STC faculty and staff attended Part B of the workshop, which 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, Oct. 5
- Small Changes, Big Returns – Approximately 21 participants attended the workshop where they explores the best practices and small changes that instructor can incorporate to make lectures more student-centered and engaging, Oct. 5 & 12
- Take Control of Your Technology Superpowers! – 15 participants attended the session, participants were trained with the tools and skills needed to create flyers and videos for any event. Oct. 5
- DELTA Session 5&6- The purpose of Week 5 is to become familiar with resources for faculty and students at South Texas College, including library services, the Student Information Center, the Centers for Learning Excellence, Student Rights and Responsibilities, the Office of Disability Support Services, Distance Learning, OPOD, Educational Technologies, the Faculty Handbook, and Degree Works, and to discuss how these resources can support teaching effectiveness - Oct. 8,15
- FOCUS ACADEMY Session 4 &5– participants learned about "Collaborative Group Work and Interactive Technologies for Student Engagement" and – participants learned about *"Writing to Learn and Literacy Strategies"*, Oct 10 & 24
- Jaguar Academy Session 2 – 30 new STC employees attended the Jaguar Academy. This session focused on *Customer Service and Business Etiquette*.– Oct. 11
- Teaching and Learning Academy (TLA) – 30 new STC faculty an attended the Blackboard Certification Part II, which prepares faculty to web-enhance, allowing instructors to supplement their face-to-face courses through online interactivity. This course also prepares faculty to design and deliver a Hybrid course, Oct. 12 & 26
- Jaguar Academy Session 3 – Dr. Reed presented *"Points of Pride"* presentation to 23 new STC staff - Oct. 18
- Small Changes, Big Returns: *Powerful Strategies for Powerful Learning* – 24 participants attended this session. Participants examined some of the reasons students have a false perception of how well they understand what they

are learning. In addition they also looked at some strategies instructors can incorporate in their teaching to help their students improve their metacognition and study skills - Oct. 19

- Microsoft Office Online & OneDrive –approximately 14 people attended the workshop. Participants learned to create documents in Microsoft Office Online and store them in OneDrive to share them among peers for collaboration using a link. To make document modifications in real-time and access them anytime anywhere, Oct. 26

EVENTS:

- Customized Training for Operations & Maintenance, Custodial- *Starr Campus & Pecan Campus*: approximately 14 participants from the Operations, Maintenance and Custodial departments attended the training. Participants explored constructive and active learning, strategic problem solving, and affective communication both within the team and with their customers, Nov. 2 & Nov. 16
- PD System Workshop Creation Training — *trained Institutional Equity Manager on the PD System to help their dept. set up future meetings and trainings,* Nov. 6
- DELTA Session 1-6– participants were asked to examine the role of community colleges, current challenges, and national and state goals in higher education and to determine how South Texas College's philosophy and mission addresses the issues and contributes to higher education, Nov. 5-26
- FOCUS ACADEMY Graduation - approximately 30 participants graduated from the Fall 2018 FOCUS Academy followed by a graduation luncheon, Nov. 14
- Jaguar Academy Campus Tour & Graduation -- approximately 19 staff were given a campus tour of the STC campuses followed by a graduation luncheon held at Mid Valley Campus. Tour ended at the new Regional Center for Public Safety, Nov. 15
- Customized Training for Psychological Science – approximately 15 Psychological Science faculty attended the training on "The Reflective Educator", Nov. 16
- Customer Service Training: *Dealing with Difficult Peo*ple – approximately 19 participants attended the training at Mid-Valley Campus, Nov. 28
- PD System Workshop Creation Training – approximately 10 participants attended the training on how to create workshops and meeting in the PD System, Nov. 28

PROGRAMS IN DEVELOPMENT:

Major Events in Nov.

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

- Jaguar Academy Graduation & STC Campus Tours
- Customer Service Workshops for Operations & Maintenance and Custodial
- Customer Service Workshops for all STC Faculty and Staff
- Fall 2018 Teaching and Learning Academy Sessions
- Fall 2018 FOCUS Academy Sessions
- "The Reflective Educator" – professional development for the Psychology Department

<u>The OPOD is Preparing for:</u>

- FOCUS Academy – NAH faculty graduation and luncheon, Nov. 14
- 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
- Faculty Professional Development/Adjunct& Dual Credit PD Week, January 14-19, 2019
- College Wide PD Day, February 5, 2019

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

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS:

- Continued working on CTE booklet, logo, and summit event logistics
- Continued to work on finalizing the 1819-2021 Comprehensive Plan
- Compiled and updated the Academic Affairs FY1819 Program Accreditation Sheet
- Continued working on the Summer Campus brochure for Dean of DCP & SDP
- Artwork Design
    - Valley Scholars Program Flyer
    - Faculty Spotlight Booklet
    - Cybersecurity Program Profile
    - Dual Credit Programs Cover/Presentation template Design
    - Bachelor Programs Cover
    - Valley Scholars Program Logo update
    - Online Programs Flyer
    - College Knowledge Night (Sharyland A3 Academy Flyer)/Spanish Version
    - Certificate Design for College Service
    - CTE Summit Cover, presentation cover design
    - Distance Learning Department Flyer
- Continued to email supervisors, department/program chairs to submit student/program successes.
- Artwork Design and Updates
    - Distance Learning Department Flyer
    - Dual Credit Program Research Subcommittee Cover
    - STC Workforce Programs of Study Handout
    - STC Summer Camp Booklet cover design
    - Continued working on updating Cybersecurity Program Booklet
    - Assisted Bachelor Programs with development/design of BASOL-Infographic flier
    - Assisted with design elements for Academic Council Meeting report/agenda
    - Assisted OPOD with FOCUS Academy Booklet cover design
    - Assisted with design and content layout for Law Enforcement brochures/fliers for
        - Uniformed Police Program
        - Criminal Investigation Program
        - Land Management Program

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 October:
    - Assisted with updating Overload Summary Report
    - Finalized updates for PSJA College for All conference
    - Assisted with preparing Independent Dual Credit Student Summary 2018 Report
    - Assisted with presentation preparation for upcoming EWDC for Developmental Mathematics
    - Assisted with preparing presentation for PDC regarding Dual Credit Programs Overview & Dual Credit Taskforce Research Sub-committee Report on Student Performance
    - Assisted with preparing presentation and report for La Joya ISD & Mission CISD Metrics Workshop
    - Assisted with updating Participative Governance presentation
    - Assisted Director of Academic Assessment with presentation updates for SACSCOC
    - Assisted with presentation preparation for upcoming EWDC for Faculty Spotlight
    - Assisted with gathering program information for Cybersecurity program booklet
    - Assisted with Dual Credit Programs with data requests for Dean of DCP & SDP
    - Assisted Dean of DCP & SDP and VPAA with content for CTE Summit presentation and handouts

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- BOND Construction
  - Continued working with FPC and Purchasing regarding M&O Fund requests across all divisions
  - Continued working on Move/Setup Requests for division
- Continued working on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working with HR on Faculty Load and Compensation (FLAC)
- Continued reviewing the Policy Inventory List for Academic Affairs Division
- Continued working on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom.
- Continued working with Maintenance and Facilities on office/building renovations across all campuses
- Compiled and updated the Academic Affairs FY1819 Standing Committees/Taskforces Sheet
- BOND Construction
  - Continued working with FPC and Purchasing regarding M&O Fund requests across all divisions
- Continued working on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Finalized the Academic Affairs FY1819 Standing Committees/Taskforces Sheet
- Continued working on information packet for the Educational Pathways- Law Enforcement
- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working with HR on Faculty Load and Compensation (FLAC). Upcoming training scheduled for December 11-13, 2018.
- Continued reviewing the Policy Inventory List for Academic Affairs Division
- Continued working on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom.
- Continued working with Maintenance and Facilities on office/building renovations across all campuses
- Continued working on Educational Pathways for Law Enforcement presentation
- Assisted with development of trifold brochures for FLETC's three training programs

MEETINGS:

- Met with Director of Facilities, Planning & Construction for update on projects for the Academic Affairs Division, Oct. 3
- Met with Purchasing and NAH Division to discuss the M&O Funds available for items needed related to the Bond 2013 Construction, Oct. 8
- Attended and participated in the Faculty Load and Compensation (FLAC) Training, Oct. 9 - 11.
- Attended the Facilities Committee meeting, Oct. 9
- Met with Director RAS and Dean of DCP & SDP to review Dual Data Definitions and upcoming data requests, Oct. 09
- Attended monthly EWDC board meeting for the Developmental Co-Requisite Overview, Oct. 09
- Met with Director of Academic Assessment to review SACSCOC presentation for conference, Oct. 10
- Assisted Academic Excellence staff with A Night with the Stars event, Oct. 11
- Met with Purchasing, the Biology, Physics, Electrician Assistant Program, and Construction Supervision departments to discuss the M&O Funds available for items needed related to the Bond 2013 Construction, Oct. 12
- Met with Purchasing and AMT department to discuss the M&O Funds available for items needed related to the Bond 2013 Construction, Oct. 16
- Met with Coordinator for Curriculum & Student Learning to discuss the non-instructional assignment codes for FLAC implementation, Oct. 18
- Met with Culinary Arts department, Facilities, and EGV Architects, Inc. to discuss scope of work for building H, 1st floor renovation, Oct. 19
- Met with VPAA, VPFAS, and Director of HR to discuss Faculty Load and Compensation (FLAC) training recap, Oct. 24

- Met with EGV Architects, VPAA, and FPC Project Manager to discuss the scope of work for D100/101 renovation, Oct. 25
- Attended the Texas A&M Grand Opening and Dedication of the Higher Education Center at McAllen, Oct. 25
- Attended monthly Academic Affairs Council meeting, Oct. 29
- Participated in the Emotional Resonance Brand Focus Group held by PR/Marketing, Nov. 05
- Attended Coordinated Operations Council meeting, Nov. 06
- Attended the Faculty Load and Compensation (FLAC) Training, Nov. 06 - 08
- Attended monthly EWDC meeting regarding Dual Credit Policy #3232 – Dual Credit Student Eligibility Requirement, Nov. 06
- Meeting with Director of RAS and Dean of DCP & SDP reviewing current data requests and potential surveys, Nov. 07
- Attended Dual Credit Programs CTE Summit at Technology Campus, Nov. 08
- Held training to discuss the Faculty Load and Compensation position number/suffix scheme, Nov. 14
- Participated in the Move/Setup System Training, Nov. 14
- Attended the Marketing 101: PR Beyond the Press Release information session, Nov. 16
- Met with Assistant CIO to discuss computer needs for Pecan Portables, Nov. 19
- Attended HR training regarding the Faculty Load and Compensation (FLAC) position number and suffix, Nov. 27
- Attended meeting with EGV Architects and FPC Project Manager to assess kitchen needs for Culinary Arts Building H renovation, Nov. 28
- Attended meeting with VPAA, Distance Learning Director, and FPC to discuss potential floor plan of Feldman Building, Nov. 29
- Attended walkthrough of NAH Library to obtain ideas for open office concept, Nov. 29
- Met with NAH Dean regarding BSN Application, Nov. 30

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: DECEMBER 6, 2018

SUBJECT: ACTIVITY REPORT FOR OCTOBER 1-31, 2018 AND NOVEMBER 1-30, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER 9 UPGRADE – ADMIN PAGES

October

The Student and Cashiers Banner 9 screens went live on October 22, 2018. There were additional fixes & patches for Human Resources, Finance, and Financial Aid that implemented during the same downtime. The IT team continues to work on the Oracle upgrade that will fix the "My Banner Favorites" issue. There will be an additional downtime for this fix during the first weekend in November. The Banner 9 INB migration will be complete on time by the end of December 2018. The IT team will immediately begin planning the Self-Service Banner 9 migration project, which will begin in January 2019.

November

The Oracle upgrade required to fix the "My Banner Favorites" issue went live the first week in November; this completes the Banner INB 9 migration project. The IT team had a closeout meeting with the Directors from the Student, Finance, and HR areas to talk about the patch process and how to report issues. The IT team is already working on the Self-Service Banner 9 migration project requirements and implementation project, which will begin in January 2019.

INTELIGENT LEARNING PLATFORM (ILP)

October

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 is an alternative to Self-Service Banner grade posting and not a replacement. The technical piece has been complete and has been successfully transferring student data between the two systems. The pilot group was complete and the implementation team is currently working on the project communication and training plans to roll out ILP for all faculty use. The ILP module expects to go live by the end of the fall term.

November

The Distance Learning team is working on the project communication and training plans to roll out ILP for all faculty use. The ILP module is expected to go live by the end of the fall term. ILP allows a seamless transferal of student and class data including grades from Blackboard to Banner and vice versa. The new ILP grading module is an alternative to Self-Service Banner grade posting and not a replacement.

JAGMOBILE

October

The JagNet content committee is composed of representatives from the PR, Student, BO, and HR departments met to discuss the process to allow personalized messages to students who have downloaded the app. The JagMobile registration app usage continues to increase and the IT team continues to monitor and fine-tune its performance.

November

While monitoring the JagMobile traffic and performance, the IT team discovered issues with slowness in the JagMobile registration module in early November. After fixing the issue, the IT team continues to monitor JagMobile performance in preparation for the spring term. A meeting will be scheduled with representatives from the PR, Student, BO, and HR departments to finalize the process to allow personalized messages to students who have downloaded the app, as well as, training for JagNet administrators.

TIME CLOCK PLUS PHASE II

October

The IT team completed the new electronic time adjustment form and automated approval process in the test environment. The test and pilot group for the new automated process has been postponed due to client competing priorities.

November

There is no update on this item; the test and pilot group for the new automated process has been postponed due to client competing priorities. The new electronic time adjustment form and automated approval process is ready in the test environment pending client availability.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

October

The DR run test at the STARR Data Center was postponed until the first week in November, pending Facilities training on the functionality of the new gas generator. The DR test and tabletop exercise will include power supply to building E that acts as the technology DR site for basic Banner services in the event of a disaster, as well as, power to building J.

The CIP process to replace the generator in building M is on hold due to other priorities. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies.

November

The new gas generator at the STARR Data Center and Pecan Plaza were shut down for additional work/test. A full DR test is expected to happen after the winter break, then IT will be conducting a tabletop exercise with clients. The DR test and tabletop exercise will include power supply to building E that acts as the technology DR site for basic Banner services in the event of a disaster, as well as, power to building J.

The CIP process to replace the generator in building M is on hold due to other priorities. The current generator runs for only 16 consecutive hours and fueling services are not reliable during weather contingencies.

OFFICE 365 MIGRATION

October

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 be form to approach other Office 365 solution deployments such Forms, Teams, and Video.

November

The SharePoint 365 draft project timeline and goals, which include migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community, are complete. The IT team will meet with Taskforce members to share all the information and to establish a formal completion deadline the first week in December.

VIRTUALIZATION PHASE II

October

Due to the new VDI admin management Horizon 7 release, the Desktop Support and Systems teams will need to reconsider the next steps for this project, which consisted of the deployment of 100 additional virtual computers. In addition, the existing 400 virtual podiums will need to be upgraded in order to be compatible with Windows 10.

November

The IT team will coordinate a brainstorm session/meeting to discuss the next steps to take on the virtualization project; this is due to the new challenges imposed by the VDI admin management Horizon 7 release. The next project phase consisted of the deployment of 100 additional virtual computers to be upgraded along with the existing 400 virtual podiums for compatibility with Windows 10.

WINDOWS 10 UPGRADE

October/November

The IT department continues to work on the institutional-wide Windows 10 operating system upgrade project. The computers in the student labs in all STC campuses have been upgraded to Windows 10. In addition, any new faculty and staff computer acquisitions are being upgraded at the time they are received. The amount of computer upgrades at this time totals 5,712. The Desktop Support team is working on a communication plan to inform the remaining faculty and staff about the plan to upgrade their computers.

CISO-VACANT
INFORMATION SECURITY

OFFICE 365 DATA LOSS PREVENTION

OCTOBER

- We have been testing DLP alerts for emails potentially containing confidential information addressed to external parties.
- Testing will expand to include tooltips for the user when an email potentially contains confidential information addressed to external parties.
- The tooltips will assist in complying with business standards and industry regulations to protect sensitive information and prevent its inadvertent disclosure.

NOVEMBER

- We have been developing a project plan to implement Data Loss Prevention alerts for emails potentially containing confidential information addressed to external parties and to enable multi-factor authentication (MFA) for all O365 administrator accounts.
- Testing will expand to include tooltips for the user when an email potentially contains confidential information addressed to external parties and will assist in complying with business standards and industry regulations to protect sensitive information and prevent its inadvertent disclosure.
- The project focuses on managing the college's high-risk areas in a phased approach to mitigate email breaches and assure a low-risk tolerance.

OFFICE 365 MULTI-FACTOR AUTHENTICATION

OCTOBER

- IT O365 administrator accounts have been enabled with multi-factor authentication.
- A project plan is being developed to enable MFA for all IT staff.
- The project will include MFA enrollment for all employees in high-risk areas in a phased approach to mitigate email breaches and assure a low-risk tolerance.

INFORMATION SECURITY GOVERNANC

OCTOBER

- A review of the completed NIST Cybersecurity Questionnaire focused on 3 main findings: 1) Discussion of our privacy policy for possible inclusion of Mexico's Federal Data Protection Law, 2) Review of our cyber insurance policy for inclusion of security incident response specifics, and 3) Documentation requirements for security in our System Development Life Cycle.

GOVERNANCE

NOVEMBER

- Email security awareness training has been planned for Business Office, Human Resources, and Professional Development Day.
- The training is part of an initiative for continual awareness training for departments that handle confidential information.
- Training will focus on the use of the college's secure and large file transfer service (Secure Share) to protect confidential college data when transmitted to external sources.

PCI COMPLIANCE

OCTOBER

- Findings from our qualified security assessor reported required changes on our perimeter firewall rules firewall and to conform to the new PCI compliance standards.

- An IT change management request was created to update the access request rules of the college's perimeter.
- We are reviewing additional perimeter firewall rules to determine if applicability and decommissioning.

PCI COMPLIANCE-NOVEMBER 2018

- We will be scheduling meetings with Cashiers, Food Services, & Business Office to discuss the action plan from our recent CampusGuard PCI Assessment.
- The action plan will include PCI training for each individual area for device tampering and confidential data handling.
- The timeline of the action plan will focus on minimizing our PCI scope to facilitate compliance requirements.

NATIONAL CYBER SECURITY AWARENESS MONTH-OCTOBER 2018

- NCSAM presentations were provided for each of the campuses.
- Weekly emails were sent out to Faculty/Staff news highlighting each week's focus of NCSAM.
- The theme of our awareness campaign is Email Security and the presentation will be delivered to the areas of high risk with a focus on the department's individual responsibility in protecting the college's confidential data.

RISK MANAGEMENT-NOVEMBER 2018

- We are completing this year's National Cyber Security Review to assist an updating our organization's security maturity baseline.
- The NCSR can assist us with grant funding from the Department of Homeland Security as it is now recognized as an appropriate tool for self-assessment.
- The review reports can also serve as a HIPAA security rule crosswalk if ever needed for compliance.

INFORMATION SECURITY PROGRAM METRICS-NOVEMBER 2018

- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 10/1/2018: Project Update Conference Call, ISPP & SI Leadership Meeting
- 10/2/2018: Council of Chairs Meeting
- 10/4/2018: Educational Technologies Assistant II Interviews
- 10/9/2018: Project Update Conference Call, Distance Learning Experience
- 10/10/2018: Tech Campus Visit
- 10/12/2018: Playposit Training
- 10/15/2018: Project Update Conference Call
- 10/16/2018: Department Team Meeting
- 10/17/2018: Distance Learning Experience
- 10/18/2018: NAH Campus Visit, Ed Tech Assistant I Interviews
- 10/22/2018: Project Update Conference call
- 10/23/2018: Proof of Concept Room Meeting
- 10/25/2018: Mid Valley Campus Visit
- 10/29/2018: Project Update Conference call
- 10/30/2018: Distance Learning Experience
- 11/1/2018: Leadership Meeting on Evaluations
- 11/5/2018: Project Update Conference Call, ISPPSI Leadership Meeting
- 11/6/2018: Council of Chairs
- 11/8/2018: Meeting on Request for Changes to Bond Rooms
- 11/12/2018: Project Update Conference Call, BSN Meeting
- 11/13/2018: CCUMC PD Conference Call
- 11/14/2018: Leadership team Meeting
- 11/15/2018: Department Team Meeting
- 11/19/2018: Project Update Conference Call
- 11/26/2018: Project Update Conference Call
- 11/28/2018: Evaluations
- 11/30/2018: Graduation Setup.

Monthly Special Events by Comparison:

2017	
Jan	89
Feb	132
Mar	155
Apr	228
May	115
Jun	93
Jul	74
Aug	95
Sept	143
Oct	185
Nov	239
Dec.	86

2018	
Jan	74
Feb	131
Mar	110
Apr	236
May	137
Jun	105
Jul	113.5
Aug	128
Sept	127
Oct	183
Nov	
Dec.	

November

2017	
Jan	89
Feb	132
Mar	155
Apr	228
May	115
Jun	93
Jul	74
Aug	95
Sept	143
Oct	185
Nov	239
Dec.	86

2018	
Jan	74
Feb	131
Mar	110
Apr	236
May	137
Jun	105
Jul	113.5
Aug	128
Sept	127
Oct	183
Nov	198
Dec.	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2017	89	132	155	228	115	93	74	95	143	185	239	86
Number of Events 2018	74	131	110	236	137	105	114	128	127	183		

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2017	89	132	155	228	115	93	74	95	143	185	239	86
Number of Events 2018	96	140	110	236	140	107	113.5	128	127	183	198	

Total Man Hours

October

2017	
Jan	145.25
Feb	175
Mar	276.9
Apr	392.75
May	623
Jun	116.25
Jul	119.25
Aug	159.5
Sept	458.5
Oct	319.5
Nov	270.75
Dec	136.5

2018	
Jan	211.35
Feb	284.6
Mar	219.25
Apr	430.45
May	260.5
Jun	118.25
Jul	109
Aug	228.25
Sept	648.5
Oct	355
Nov	
Dec	

November

2017	
Jan	145.25
Feb	175
Mar	276.9
Apr	392.75
May	623
Jun	116.25
Jul	119.25
Aug	159.5
Sept	458.5
Oct	319.5
Nov	270.75
Dec	136.5

2018	
Jan	211.35
Feb	284.6
Mar	219.25
Apr	430.45
May	260.5
Jun	118.25
Jul	109
Aug	228.25
Sept	648.5
Oct	355
Nov	433.25
Dec	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2017	145.25	175	276.9	392.75	623	116.25	119.25	159.5	458.5	319.5	270.75	136.5
Special Events 2018	211.35	284.6	219.25	430.45	260.5	118.25	109	228.25	648.5	355		

November

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2017	145.25	175	276.9	392.75	623	116.25	119.25	159.5	458.5	319.5	270.75	136.5
Special Events 2018	279.5	262.75	219.25	430.45	895.5	119.5	109	228.25	648.5	355	433.25	

Oct 2018	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	10	5	0	0
Data Projector	64	0	94	0	0
Laptop	58	0	2	0	4
PA System	9	5	3	0	2
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	0	1
TV	0	1	0	0	0
Microphone	104	8	12	0	4
Direct Box	0	1	0	0	0
Digital Camera	0	2	0	0	0
Speakers	7	3	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	1	0	0
Document Camera	2	0	85	0	7
DVD/VCR Player	5	0	2	0	0
Wireless Lab	0	2	0	0	0
Keyboard/Mouse	4	0	8	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	0	2	0	0	0
Tripod	0	0	0	0	1
WebCam	5	0	0	0	7
Computer	62	0	93	0	1
Portable Table	0	0	2	0	2
Microphone Stand	11	8	0	0	2
HD Video Streamer	0	0	0	0	0
Polycom Phone	3	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	1
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	2	0	0
Mac Adaptor	0	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	1	0	2	0	1
Interactive Display	5	0	8	0	3
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	1	0	4	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	17	4	7	0	0
TOTAL	***358***	***47***	***330***	***0***	***36***

Nov. 2018	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	13	1	2	4
Data Projector	40	13	38	1	2
Laptop	24	0	2	1	2
PA System	5	6	2	4	1
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	1	0	1	0
TV	1	0	0	18	5
Microphone	91	0	7	6	4
Direct Box	2	0	0	4	0
Digital Camera	1	0	0	0	0
Speakers	12	11	2	0	4
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	1	2	1
Document Camera	2	0	0	0	7
DVD/VCR Player	11	0	2	0	0
Wireless Lab	0	3	0	0	0
Keyboard/Mouse	1	12	12	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	2	2	2	4	1
Tripod	0	0	0	0	2
WebCam	4	0	2	2	4
Computer	75	0	38	0	3
Portable Table	0	0	5	7	1
Microphone Stand	6	0	0	0	2
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	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	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	1	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	4	0	2	3	0
Interactive Display	2	0	8	0	3
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	1	1	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	24	0	4	3	0
TOTAL	***309***	***61***	***129***	***59***	***46***

DR.FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS & STRATEGIC PLANNING

INSITUTIONAL EFFECTIVENESS

- ✓ Contact and visit Plan Writers are pending for Mid-Completion
- ✓ Contacting IE Plan Writers for appointments in 2017-2019 IE Plans – ONGOING
- ✓ 2017-2019 Mid-Bi Workshop Tracking
- ✓ 2017-2019 Mid-Bi Reporting Academic Affairs - Non Classes
- ✓ 2017-2019 Mid-Bi Reporting Administrative Departments
- ✓ 2017-2019 Mid-Bi Report - Early College High Schools
- ✓ 2017-2019 Mid-Bi Completion Tracking
- ✓ 2017-2019 contact Plan Writers are pending for completion
- ✓ 2017-2019 Mid-Bi IE Reports: Audit of Incomplete reports and scheduling appointments with Plan Writers
- ✓ 2017-2019 Mid-Bi Reporting – SAEM
- ✓ 2017-2019 Mid-Bi Reporting - Library & Learning Services
- ✓ CQI 2013-2015 IE Reports
- ✓ 2017-2019 Mid-Bi IE Report - Office of the President
- ✓ 2017-2019 Mid-Bi Reporting – Grants Development Management and Compliance
- ✓ Updated Program Review
- ✓ Updating/Revising Division of Student Affairs and Enrollment Management 2017-2019 IE Mid-Bi's
- ✓ Updating 2017-2019 Mid-Bi Reports with Fall-to-Fall Persistence Reports from Fact Book
- ✓ Fact Book data for Mid-Bi IE Reports
- ✓ Review of 2017-2019 Mid-Bi IE Reports
- ✓ Updating/Revising Office of Student Affairs 2017-2019 IE Plan - SENSE/CCSSE Results
- ✓ HTML errors in Mid-Bi Findings for 2017-2019 IE Reports – SAEM
- ✓ Division of Student Affairs & Enrollment Management - incorporating SENSE/CCSSE results into IE Plans and Mid-Bi Findings
- ✓ VP for SA&EM Mid-Bi IE Report
- ✓ Audit of Mid-Biennium Report pdf files for spacing, HTML for Business & Technology
- ✓ Audit of 2017-2019 IE Plans in Xitracs to flag all Fall-to-Fall Persistence/Retention Objectives – SAEM
- ✓ Audit of 2017-2019 IE Plans in Xitracs to flag all Fall-to-Fall Persistence/Retention Objectives - Academic Affairs
- ✓ Audit of Mid-Biennium Report pdf files for spacing, HTML for SAEM
- ✓ Audit of Mid-Biennium Report pdf files for spacing, HTML for LAS

ACCREDITATION

- ✓ Reaffirmation - Executive Leadership Team - Update
- ✓ Reaffirmation - Follow-Up with Writers – Ongoing
- ✓ QEP Meeting and Planning – Ongoing
- ✓ SACSCOC Institutional Summary Form
- ✓ SACSCOC Orientation Survey
- ✓ Health Information Technology Program (CAHIIIM) Annual Assessment Review
- ✓ BSN Prospectus
- ✓ Personal Trainer Certificate Prospectus

ASSESSMENT/EVALUATION

- ✓ AL360 Grant Submitted Institutional Survey Respondents
- ✓ Planning & Development Council
- ✓ Guided Pathways
- ✓ Assessment brief update – FTIC Mandatory Advising
- ✓ The impact of SI on course pass rates

FACTBOOKS

- ✓ STC KPIs update - Traditional Enrollment, Persistence and Licensure Exam Passing Rates
- ✓ Enrollment: Headcount by Gender and by Ethnicity (Fall 2013 - Fall 2018)
- ✓ Enrollment by Major and by Enrollment Type (Fall 2013 - Fall 2018)
- ✓ Retention by Major: Fall to Fall (2014-2018)
- ✓ Updated FT-FTIC Graduation Rate - STC KPIs
- ✓ IE Data audit follow up - New Fact book report planning (SAEM)
- ✓ Enrollment Composition - Fall Terms
- ✓ Enrollment Composition - Spring Terms
- ✓ Graduate Awards Summary by AY and by Program_2018
- ✓ Subsequent Fall Term Transfer Institutions by Fall Cohort and by Student Type
- ✓ New FTIC Retention reports
- ✓ Enrollment by Major

OTHER

- ✓ TAIR Conference presentation proposal planning
- ✓ Adult Learner 360 Academy Grant

MEETINGS / TRAININGS

- ✓ Compliance Writing Team Meeting – Ongoing
- ✓ Academic Council
- ✓ MADISSAR Grant Review
- ✓ Core Objective Assessment Taskforce
- ✓ Planning & Development Council
- ✓ IE Data Presentation for Psychological Science Department meeting
- ✓ CtN - Ascender Site Visit Data and Survey Discussion

PROJECTS

- ✓ Strategic Planning
- ✓ Civitas Updates
- ✓ Argos Dashboard-Interactive Chart feature testing
- ✓ Argos Dashboard Development

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) - PI & PII
- ✓ ST-2107_Transfer Rates for CS/CIS
- ✓ ST-2172_Transfer Rates for Psychology_2016-2018
- ✓ ST-2194_Graduate and Transfer Rates for Chemistry-Engineering-Physics_2016-2018
- ✓ ST-2215_Graduate Awards for EMT Programs
- ✓ ST-2214_Licensure Pass Rates for EMT_AY1415-AY1617
- ✓ ST-2172_Transfer Rates for Psychology_2016-2018
- ✓ ST-2153_CT1-AEDT Awarded within one semester
- ✓ ST-2240_Transfer Rates for Pre-Pharmacy (2016 - 2018)
- ✓ ST-2235_Annual Enrollment Headcount report (AY17-18) - SACSCOC 3.1.C
- ✓ ST-2268_2018 Academic, Bachelor, and Technical # of Awards from THECB
- ✓ ST-2260_Fall-to-Fall retention rates for the following student populations: Part-time students Fully online students First Time in College students
- ✓ ST-2208_Year 4 of the Title V Grant Blackboard Collaborate NAH courses success rates
- ✓ ST-2209_Year 4 of the Title V Grant course success comparison by course delivery methods
- ✓ ST-2161_Incompletes Report
- ✓ ST-2228_Placement Rates for EMT
- ✓ Illume Impact - FTIC Retention
- ✓ Program Review – Enrollment
- ✓ Program Review – Placement
- ✓ Program Review - Exam Pass Rates
- ✓ IE Report Data - Office of President
- ✓ CtN - Ascender Student Success report - Spring 2018
- ✓ Provided Census Day Enrollment by Campus report (request by IEA)

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES - OCTOBER

Project Highlights

Pecan Campus Library Assessment	**Progress:** 78%	**End Date:** January 2019
Developed programming and space requirements for Pecan Campus library renovation proposal.		
Completing and furnishing Bond Construction Libraries	**Progress:** 99%	**End Date:** October 2018
Corresponded with vendors, Purchasing and Facilities Planning & Construction staff, and Broaddus & Associates representatives regarding remaining installation issues.		
Installation of Interior Signage	**Progress:** 50%	**End Date:** May 2019
Corresponded with Purchasing and Facilities Planning & Construction staff regarding remaining installation issues, including processing a quote for shelf end panels at the Starr Campus Library. Signage quotes under review by Purchasing Department staff.		

Activity Highlights

- Participated in Professional and Organizational Development Specialist search committee interviews.
- Worked on Librarian I Starr search committee.
- Worked on Associate Dean of Library Services search committee.
- Met with representatives from Del Mar to discuss new STC bond construction library projects.
- Visited Technology Campus space to discuss options to accommodate contractor access to Educational Technologies equipment cage in building B.
- Participated in Professional and Organizational Development Specialist search committee interview
- Completed performance appraisal meetings with Library and Learning Support Services staff members.
- Worked on Librarian I Starr search committee and position re-posting.
- Made site visits to Higher Education Center at Pharr and to Technology Campus libraries.
- Site visit with Technology Campus Library staff on HR matter.
- Visit to Mid-Valley Campus to review possible re-purposing of A-107 for use by Centers for Learning Excellence for supplemental instruction (SI) and proctoring.
- Completed Mid-Biennium reporting for the 2017-2019 IE Report for the Dean and for the Associate Dean plans.

Training Highlights

- Participated in 2018 CCUMC Annual Conference.
- Library and Learning Support Services supervisors participated in Title IX training session.
- Participated in Texas Library Association District IV training meeting in Laredo.
- Participated in College Reading and Learning Association (CRLA) conference.

Meeting Highlights

- Participated in College-Wide Curriculum Committee meeting.
- Participated in meeting with faculty member to discuss improvements to Library Discovery Search and options for additional customized library instruction.
- Participated in meeting with Maintenance and Operations staff to discuss possible need for additional lighting over the compact shelving units at the Pecan Campus library.

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES - **NOVEMBER**

HIGHLIGHTS:

Project Highlights:

Pecan Campus Library Assessment	**Progress:** 82%	**End Date:** January 2019
Continued developing programming and space requirements for Pecan Campus Library renovation proposal. Met with Facilities Planning & Construction staff to develop a preliminary site layout.		
Completing and furnishing Bond Construction Libraries	**Progress:** 99%	**End Date:** October 2018
Installation of Interior Signage	**Progress:** 50%	**End Date:** May 2019

Pecan Campus Library Assessment	Progress: 82%	End Date: January 2019
Corresponded with Purchasing and Facilities Planning & Construction staff regarding remaining installation issues, including processing a quote for shelf end panels at the Starr Campus Library. Signage quotes under review by Purchasing Department staff.		

Activity Highlights

- Site visit with Higher Education Center Library at La Joya to introduce new staff member.
- Oriented Associate Dean to new duties and responsibilities.
- Reviewed, revised, and circulated updates to the THECB BSN application narrative.
- Participated in OER Summit at UT San Antonio to discuss statewide strategies relating to the use of open educational resources.
- Reviewed and revised floor plan proposal for redesign of MV A-107 for Supplemental Instruction use of by CLE.
- Worked on preliminary budget planning review for Library Acquisitions.
- Worked on preliminary staffing plan proposal for Library Services
- Coordinated Call with Co-Board webinar participation.
- Worked on preliminary budget planning and staffing plan review with Library & Learning Support Services directors.

Meeting Highlights

- Participated in meeting with staff to discuss suggested changes to Art Gallery exhibitor agreement.
- Participated in SACSCOC Compliance Writing Team meeting.

Training Highlights

- Participated in Texas Library Association District IV training meeting in Laredo.
- Participated in Cash Handling training session.

ASSOCIATE DEAN OF LIBRARY SERVICES - NOVEMBER

HIGHLIGHTS:

Activity Highlights

- Contacted Assistant CIO for Infrastructure regarding La Joya Center 2nd floor renovations and a possible future meeting among Open Lab, Library, and IT to complete plans.
- Preparing for finalized interview dates for NAH Librarian I.
- Participated in interview for the Librarian I position at NAH.

Meeting Highlights

- Discussed changes in the process used with Holds. Met with Librarian III and Coordinators.
- Met with new staff at La Joya Center and reviewed plans for the 2nd floor.
- Attended OER Summit in San Antonio.
- Met with interview committee for NAH Librarian I position.
- Hosted the Collection Development Advisory Committee.
- Completed Technical Services FY20 budget.
- Completed Budget requests for FY20.
- Completed Staffing requests for FY20.
- Discussion of OER for STC.
- Participated in a discussion with Swank regarding the Digital Campus.

Training Highlights

- Participated in Cash Handling training.

October Monthly Statistics

- Visitors # 104,419
- Reference Questions # 51
- Art Gallery Events # 5
  - Attendance # 409
- Programming Events # 3
  - Attendance # 472
- Active Community Users # 226

November Monthly Statistics

- Visitors # 84,239
- Reference Questions # 72
- Art Gallery Events # 1
  - Attendance # 25
- Programming Events # 2
  - Attendance # 195
- Active Community Users # 270

October 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 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:** September 4 – December 4

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.

Hydrogen, Oxygen, Carbon		
Luis Corpus	**Mid-Valley Campus Library**	**Exhibition:** October 8 – December 1

An instructor at STC's Starr Co. Campus, Luis Corpus creates portraits of students out of charcoaled branches and water from the Rio Grande. Corpus seeks to share the vibrancy of the people in South Texas. Corpus is also a veteran. Art Instructor presented the Exhibit.

November Events and Library Art Gallery Highlights

Recent B.F.A. Graduates		
Victoria Zuniga & Mariela Gonzalez	**Technology Library**	**Exhibition:** September 4 – December 4

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.

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If You Know, You Know		
Robert Hodge	**Pecan Library**	**Exhibition:** October 29 – December 7

Robert Hodge is a Houston-based mixed media artist who works primarily in collage, utilizing a variety of found and recycled objects such as old newspaper and deteriorating flyers. Hodge's work is inspired by everyday life, and deals with African-American history and the preservation of storytelling.

October Project Highlights

Serials Framework & Implementation	**Progress:**	**End Date:** April 2019
Phase I - Analyze usage and format options Phase II - Research and select titles and formats Phase III - Develop journal management system Phase IV - Improve access	Phase I – 100% Phase II – 100% Phase III – 15% Phase IV – 0%	
Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a savings of over $50,000. Currently, the team is working with individual providers to obtain access and with EBSCO to set up the journal management system to consolidate titles, access, and reporting.		
BLUEcloud Circ	**Progress:** 8%	**End Date:** February 2019
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. Currently, the team is in the initial stages of the system configuration.		
Weed Collection	**Progress:**	**End Date: November 2018**
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase III – Process Discard Items (ST) Phase IV – Auction all discarded Items (ST)	Phase I – 100% Phase II – 100% Phase III – 100% 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 IV- The list of discards will be prepared next week for the South Texas College President signature. Shipping and Receiving will be contacted to pick up all the boxes.		
Annual Report	**Progress:** 65%	**End Date:** ~~September~~ October 2018
Phase I – Compile and review data Phase II – Write, format, and print a tri-fold brochure Phase III – Write and publish a full report	Phase I – 100% Phase II – 100% Phase III – 100%	
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. The brochures are printed and in hand. The web version is posted on the library website. https://library.southtexascollege.edu/annualreport/annualreport2017/		
Rearrangement of Technical Services F105	**Progress:** 80%	**End Date:** ~~September~~ October 2018
Two Systems team members moved to the 2nd floor and all TS staff have moved their desks according to the plan. An area is arranged for a Library Technician. More work was completed including organization of supplies and archiving of 1999-2013 purchase order documentation. Remaining item is moving the shelves after all boxes with discarded items are removed.		

Weed Collection	**Progress:**	**End Date: November 2018**
Annual Reporting (ACRL, iPEDS, STC)	**Progress:** 10%	**End Date:** February 2019
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V -- Write and publish a full report on the web (STC Annual) Phase VI – Complete the ACRL web survey (February date) Phase VII – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 10% Phase III – 99% Phase IV – 0% Phase V – 0% Phase VI – 0% Phase VII – 0%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY18 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, and Open Labs staff. The team met and sections were assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY18 STC report will be completed after all the data is collected but prior to the end of the calendar year. The next meeting of the team is November 7, 2018 to review collected data and determine if there are any issues that need to be addressed.		
Fall 2018 Preparation for Programming Events	Progress: **31%**	End Date: **December 2018**
Coordinated National Novel Writing Month presents Daniel Chacon, Thursday, November 8. Coordinated Jose de la Luz Saenz Veterans Lecture Series, Wednesday, November 14. Coordinated Veterans Expo, Thursday, November 15. Coordinated Harvest of Health event at the NAH library, Thursday, November 15.		
Lesson Plans **Core Classes**	**Progress:** 9%	**End Date:** May 2019
Creating library instruction lesson plans in other areas of the core curriculum.		
Articulate Rise Video Tutorials	**Progress:** 68%	**End Date:** December 2018
Updating Articulate Rise Video Tutorials.		
Nursing and Allied Health Campus Library **Inventory of Furniture at NAH**	**Progress:** 95%	**End Date:** October 2018
Inventory of new furniture and equipment.		
Library Instruction Assessment Plan	**Progress:** 2%	**End Date:** May 2019
Met with Library Instruction Task Force to begin project planning.		
Active Learning Classroom Utilization	**Progress:** 8%	**End Date:** January 2019
Met at NAH for Active Learning Classroom training.		
Task Force – Library Instruction Curriculum Development	Progress: 9%	End Date: May 2019
Met with Library Instruction Task Force to review Library Instruction Curriculum redesign.		
Custom Library Tutorials	**Progress:** 3%	**End Date:** May 2019
Communicated to continue the initial planning stages.		

Activity Highlights

- Worked with ceramics faculty on Ceramics Showdown 2019.
- Prepared for exhibit opening at the Mid-Valley Campus.
- Prepared contracts and marketing for upcoming exhibitions.
- Computer Comforts installed pending items at the Mid-Valley & Starr County Campus Libraries.
- Completed three evaluations.
- Reviewed Library Orientation documents and other resources to begin training as an STC library staff member.
- Exploring options to integrate the new Art Gallery at the Starr County Campus Library.
- Completed Performance Appraisals for staff.
- Cyber Security Awareness Event.
- Completed Performance Appraisals for staff.
- STC Starr Campus honored Domestic Violence Awareness Month with a presentation from the Victims of Domestic Violence Assistance Program.
- Installed final Fall Semester art exhibit at Pecan Campus: Robert Hodge, "If you know; you know".
- Lecture and Reception for Artist Robert Hodge – 100 Attendees.
- Conducted presentation for Accounting Dept. faculty on OER.
- Consultation with OT and PT departments on resources currently at library.
- STC Starr Campus participated with an information table for the campus Fall Open House event.
- Completed all staff evaluations and sent them to HR.
- Held art talk and reception: "Marcando el Relámpago" 179 attendees.

- Visited Starr Co. to continue exploring options for a new Art Gallery at the Starr County Campus Library.
- Mid Valley Family Reading Night Event.
- Completed Performance Appraisals for staff.
- Starr County Cyber Security Awareness Event.

Meeting Highlights

- Attended the SACS Accreditation meeting
- Circulation Procedures meeting with Campus Librarians.
- Business, Public Safety and Technology Program Chair meeting
- Met with staff member to discuss the overlap in our areas of responsibility.
- Met with staff member regarding setup with various systems tools.
- Met with STC Assistant Director of Facilities Maintenance Services and two of his staff members to review lighting needs in the Pecan Library stack area.
- Met with Purchasing and Art Department staff regarding the Art Gallery Loan Agreement.
- Met to discuss Nursing and Allied Health Harvest of Health Activities.
- Met with the Division of Business, Public Safety & Technology.
- Met with Art Faculty to build Image group in library database: ARTstor.
- Division of Business, Public Safety & Technology Chair Meeting.
- Met with Science Physics Lab Coordinator, and showed him how to use JoVE including the new portions.
- Met with a vendor about EBSCO. A Library Systems and Application Specialist was also in the meeting.
- Met with a vendor from Comertex and set a date for his visit with Librarians (Nov. 9, 2018).
- Met with Faculty members to discuss a project with customized library tutorials.
- Participated in Search Committee for Assistant I for Educational Technologies.

Training Highlights

- Jaguar Academy – Building Our Networks: Onboarding for Success.
- Two Library Technical Service Specialists and a Librarian III attended a webinar presented by Amigos: Introduction to Dublin Core.
- One employee attended the 2018 Emergency Response Training.
- Jaguar Academy – Building Our Networks: Customer Service and Business Etiquette.
- Emergency Preparedness Training.
- Completed and submitted homework required for the Amigos Library Services Dublin Core training.
- Workshop #100396: Lunch N' Learn Series: Top 10 Workplace Issues.
- Attended a Lunch and Learn by HR
- Jaguar Academy – College Mission, Philosophy & Points of Pride Presented by South Texas College President.
- Title IX Training.

November Project Highlights

Serials Framework & Implementation	**Progress:**	**End Date:** April 2019
Phase I - Analyze usage and format options Phase II - Research and select titles and formats Phase III - Develop journal management system Phase IV - Improve access	Phase I – 100% Phase II – 100% Phase III – 25% Phase IV – 0%	
Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a savings of over $50,000. Currently, the team is working with individual providers to obtain access and with EBSCO to set up the journal management system to consolidate titles, access, and reporting.		
BLUEcloud Circ	**Progress:** 20%	**End Date:** February 2019
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. Currently, the team is in the process of configuring system setting in the test environment.		
Weed Collection	**Progress:**	**End Date:** November 2018
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase III – Process Discard Items (ST) Phase IV – Auction all discarded Items (ST)	Phase I – 100% Phase II – 100% Phase III – 100% Phase IV – 90%	
This project is to identify and remove outdated resources from the collections of Mid-Valley, Nursing Allied Health and Starr campuses. Phase IV – The team is waiting on Shipping to pick up the pallets of books. Shipping is working to make space for the pallets.		
Rearrangement of Technical Services F105	**Progress:** 80%	**End Date:** ~~September~~ ~~October~~ November 2018

Serials Framework & Implementation	**Progress:**	**End Date:** April 2019
Two Systems team members moved to the 2nd floor and all TS staff have moved their desks according to the plan. An area is arranged for a Library Technician. More work was completed including organization of supplies and archiving of 1999-2013 purchase order documentation. Remaining item is moving the shelves after all boxes with discarded items are removed.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:** 10%	**End Date:** February 2019
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 10% Phase III – 99% Phase IV – 50% Phase V – 50% Phase VI – 50%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY18 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, and Open Labs staff. The team met and sections were assigned to subgroups of the ACRL survey. When the ACRL survey is complete, a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY18 STC report will be completed after all the data is collected but prior to the end of the calendar year. The team met on Dec 4, in hopes of completing the data collection.		
Articulate Rise Video Tutorials	**Progress:** 80%	**End Date:** December 2018
The revised "Welcome" video is in editing, nearing completion.		
Library Instruction Assessment Plan	**Progress:** 9%	**End Date:** August 2019
Met with Library Instruction Task Force to continue project planning.		
Active Learning Classroom Utilization	**Progress:** 40%	**End Date:** March 2019
Initial training sessions completed.		
Library Instruction Working Group	**Progress:** 20%	**End Date:** May 2019
Work in progress with Task Force.		
Custom Library Tutorials	**Progress:** 3%	**End Date:** May 2019
Project is on standby, will resume within a few weeks.		
Nursing and Allied Health Campus Library Inventory of Furniture at NAH	**Progress:** 95%	**End Date:** November 2018
Inventory of new furniture and equipment.		
Fall 2018 Programming Events	**Progress:** 95%	**End Date:** December 2018
Jose de la Luz Saenz Veterans Lecture Series, Wednesday, November 14. (165 attendees) Veterans Expo, Thursday, November 15. Harvest of Health event at the NAH library, Thursday, November 15. Upcoming: Therapy Dogs for Finals Week, Pecan Campus		

Meeting Highlights

- Met with Liaisons regarding iPage requirements.
- Met with Associate Dean for initial planning of professional development conference opportunities.
- Met with colleague regarding feedback on recent active learning classroom training.
- Met with Marketing Committee.
- Attended Library Liaison meeting.
- Met for OER, Discovery Lists, & book orders with Associate Dean of Library Services.
- IPEDS and ACRL Meeting.
- Attended Division of Business, Public & Technology chair meeting.
- Met with Purchasing Department colleagues to review Art Loan Agreement and continue revisions.
- Attended Comtex book vendor visit.
- Met with alumnus of STC Art Dept.

Training Highlights

- Provided training to Liaisons on Discovery List
- CPR Training.
- Attended the Jaguar Academy Service Area Tour/Reflections of the South Texas College Spirit.
- Staff member attended webinar: "It's Not Just About the likes: Getting Strategic with Your Library's Social Media".

Activity Highlights

- Mid Valley Campus, Art Gallery space to reinforce walls work order has been issued.
- Review and discuss candidates for Library I interviews with the Associate Dean of Library Services and search committee members.
- LDS came by to look at missing brackets in our compact shelving.
- Participated with Rio Grande City I.S.D., Director of Librarians to host the Poet Laureate Edward Vidaurre.

- Attended the Jaguar Academy Service Area Tour/Reflections of the South Texas College Spirit.
- Spring LAG exhibits in finalization process.
- STC Mid Valley, Pecan, and Starr Campuses participated with Student Activities' Jerry's Winter Wonderland with information table.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS - OCTOBER

HIGHLIGHTS:

- Six new Open Lab Customer Services Clerks attended the New Hire Orientation at Human Resources. They all began positions at the Pecan, Mid-Valley and Nursing and Allied Health Campuses.
- 10-16-2018/A Technology Specialist began his new assignment for the Pecan Campus.
- 10-22-2018/An Open Lab Technician began her assignment for the Pecan Campus.
- The offer was made to the Open Labs Logistics Manager applicant. They will begin their new assignment at the end of November.
- The Open Lab Student Satisfaction Survey was conducted from September 24th through October 12th.
- A Move-Setup Request was approved by Facilities Planning and Construction to relocate our area at the La Joya Jimmy Carter Library from the 1st floor to the 2nd floor.
- A Move-Setup Request was approved to set up an Information Commons area at the Technology Campus in room E 1.503.
- Read and Write software and Autodesk 2019 was deployed district-wide.

October 2018 Attendance Statistics:

District Grand Totals

	Number of Unduplicated Students	Number of Student Visits	Gate Counts (Where Available)
District Totals:	**12,698**	**79,486**	**57,519**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,055	7,767	16,555
Pecan F-134 Internet Café	774	2,433	10,142
Pecan P 3.102 Open Lab	568	1,431	3,335
Mid-Valley E 1.316 Open Lab	1,501	6,702	
Mid-Valley E 1.304 Extended Hrs	422	1,284	
Mid-Valley G-144 Lab	825	1,887	
Mid-Valley G-270 Open Lab	1,144	4,715	
Mid-Valley K 2.801 Open Lab	405	1,347	2,816
Technology B-141 Open Lab	509	1,947	
Technology B-160 Internet Café	410	1,793	
District Total:	**6,135**	**31,306**	**32,848**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,314	10,231
Pecan F-183 Community User Corner	59	201
Pecan F-222	298	794
NAH B Library Open Lab	881	3,833
NAH B Library Vestibule	538	1,142
Mid-Valley Quiet Study E 1.200	437	1,497
Starr K 1.300 Library	902	4,659
Starr Library Extended Hours K 1.102	426	1,138
Technology A-136 Library	188	550
District Total:	**5,857**	**24,045**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,197	8,794
Mid-Valley A101A Open Labs	451	1,366
NAH CLE Open Lab	1,129	4,694
Starr CLE Open Labs	281	1,579
Tech CLE Open Labs	238	780
District Total:	**4,161**	**17,213**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	232	381
Pecan F-130 Group Stations	28	47
NAH Group Stations	853	2,182
District Total:	**1,095**	**2,610**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	113	205
Mid-Valley E-Library Study Rooms	248	688
Starr K-Library Study Rooms	104	195
District Total:	**460**	**1,088**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	40	173
Mid-Valley E 1.222 Veteran's Room	7	37
Starr K 1.322 Veteran's Room	1	2
District Total:	**48**	**212**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	385	587	4,976
Pecan P2.102 Info. Commons	223	411	3,691
Pecan V1.111 Info. Commons	339	555	9,165
Pecan Y1.107 Info. Commons	392	823	3,717
Mid-Valley K1.801 Info. Commons	103	199	1,632
Starr L2.102 Info. Commons.	117	437	1,490
District Total:	**1,398**	**3,012**	**24,671**

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

- 10-05-2018/The Director attended the President's Administrative Staff meeting.
- 10-08-2018/The Director traveled to the Mid-Valley and Nursing and Allied Health Campuses with the Dean of Library and Learning Support Services to tour the bond construction areas.
- 10-08-2018/The Director interviewed a prospective work-study applicant for the Nursing and Allied Health Campus.
- 10-10-2018/The Director met with the Dean of Library and Learning Support Services and several others to discuss the Library renovations.
- 10-11-2018/The Director held a Library PR and Marketing Committee meeting.
- 10-11-2018/The Director attended a meeting to discuss Pecan Campus Library renovations.
- 10-11-2018/The Director met with an Open Lab Supervisor and an Open Lab Technician.
- 10-11-2018/A work-study employee submitted her new hire paperwork to the office of Human Resources. She will be at the Mid-Valley Campus.
- 10-17-2018/The Director attended a Pecan Renovation LLSS Team meeting.
- 10-18-2018/The Director interviewed a potential work-study for the Technology Campus.
- 10-18-2018/The Director met with the Dean of Library and Learning Support Services to discuss Open Lab square footage.
- 10-18-2018/The Director attended a meeting to discuss Pecan Campus Library renovations.
- 10-19-2018/The Director attended a mandatory Title IX training.
- 10-22-2018/The Director held a Learning Commons & Open Labs Leadership meeting.
- 10-22-2018/The Director attended an IE Report workshop.
- 10-31-2018/The Administrative Assistant attended a Pecan Library Renovation Planning meeting.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS - NOVEMBER

HIGHLIGHTS:

- 11-1-2018/The Starr County Open Labs employees presented at the Student Activities Fall Open House Event.
- 11-9-2018/Two Open Lab Technicians attended a CPR/First Aid Training.
- 11-16-2018/The Director held the annual Learning Commons and Open Labs' Thanksgiving meeting. All Open Labs employees attended presentations on Title IX and Google One Drive.
- 11-26-2018/The new Open Labs Logistics Manager for the Learning Commons and Open Labs began her assignment as she will be located primarily at the Pecan Campus.
- 11-30-2018/A new work-study Open Lab Customer Service Clerk attended the New Hire Orientation at Human Resources. He has begun at the Nursing and Allied Health Campus.

November 2018 Attendance Statistics:

District Grand Totals

	Number of Unduplicated Students	Number of Student Visits	Gate Counts (Where Available)
District Totals:	**11,916**	**63,774**	**50,035**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,964	6,373	14,201
Pecan F-134 Internet Café	721	2,014	10,540
Pecan P 3.102 Open Lab	565	1,205	2,741
Mid-Valley E 1.316 Open Lab	1,423	5,224	
Mid-Valley E 1.304 Extended Hrs	396	985	
Mid-Valley G-144 Lab	796	1,658	
Mid-Valley G-270 Open Lab	1,086	3,887	
Mid-Valley K 2.801 Open Lab	361	1,057	2,277
Technology B-141 Open Lab	517	1,736	
Technology B-160 Internet Café	373	1,359	
District Total:	**5,857**	**25,498**	**29,759**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,978	7,743
Pecan F-183 Community User Corner	49	135
Pecan F-222	239	675
NAH B Library Open Lab	756	2,733
NAH B Library Cyber Café	452	1,018
Mid-Valley Quiet Study E 1.200	426	1,275
Starr K 1.300 Library	767	3,350
Starr Library Extended Hours K 1.102	380	864
Technology A-136 Library	199	650
District Total:	**5,302**	**18,443**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,040	7,348
Mid-Valley A101A Open Labs	339	1,019
NAH CLE Open Lab	1,018	3,542
NAH CLE Lab Lobby	727	1,688
Starr CLE Open Labs	211	1,067
Tech CLE Open Labs	202	656
District Total:	**3,977**	**15,320**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	235	347
Pecan F-130 Group Stations	32	41
NAH CLE Lab Group Stations	87	259
District Total:	**350**	**647**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	84	136
Mid-Valley E-Library Study Rooms	247	619
Starr K-Library Study Rooms	95	164
District Total:	**421**	**919**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	45	147
Mid-Valley E 1.222 Veteran's Room	9	41
Starr K 1.322 Veteran's Room	3	3
District Total:	**57**	**191**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	333	496	3,946
Pecan P2.102 Info. Commons	207	385	2,871
Pecan V1.111 Info. Commons	273	379	7,306
Pecan Y1.107 Info. Commons	377	702	3,328
Mid-Valley K1.801 Info. Commons	94	197	1,376
Starr L2.102 Info. Commons.	120	447	1,449
Technology E 1.503 Info. Commons	61	152	
District Total:	**1,335**	**2,758**	**20,276**

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

- 11-02-2018/The Director attended a Strategic Planning Committee meeting.
- 11-02-2018/The Director attended the President's Administrative Staff meeting.
- 11-05-2018/The Director attended the ISPP&SI Leadership Team meeting.
- 11-07-2018/The Director met with the Open Lab Logistics Manager.
- 11-07-2018/The Director held interviews for a work-study position for the Nursing and Allied Health Campus.
- 11-08-2018/The Director held a Library PR & Marketing Committee meeting.
- 11-12-2018/The Director held a Learning Commons & Open Labs Leadership meeting.
- 11-14-2018/The Administrative Assistant attended the Facilities Planning and Construction Move/Setup request online training.
- 11-16-2018/The Director held the Learning Commons and Open Labs' Thanksgiving meeting. All Open Labs employees attended presentation on Title IX and Google One Drive.
- 11-20-2018/The Director attended a meeting to discuss and review the plans for the 2nd floor of the La Joya Teaching Center.
- 11-27-2018/The Director and the new Logistics Manager traveled to the Mid-Valley to oversee the operations of the labs.
- 11-28-2018/The Director held a meeting with the two Logistics Managers and the Open Labs Analyst.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE - OCTOBER

HIGHLIGHTS:

Monthly Statistics	**October 2018**
▪ Visitors: 10,747 ▪ Tutoring Sessions: 7,054 ▪ Workshops: 23 ▪ Attendance #:134	

Event Highlights

Tutor Appreciation Week	**Event Dates: Oct. 1-5**

The CLE honored our tutor staff for all the hard work they do to help the students and community of South Texas College. Students also personalized thank you cards for the tutors.

National College Learning Center Association	**Event Dates: Oct.2-5**

The CLE staff attended the NCLCA conference this year. This conference focused on learning center administration, research, staffing, funding, program, and best practices. The STC CLE staff have been involved in the application process to establish an NCLCA Texas chapter.

College Reading & Learning Association		**Event Dates: Oct. 24-27**

This year our Dean accompanied one of our CLE Coordinators to the CRLA conference. CRLA is a professional organization devoted to the fields of reading, learning assistance, developmental education, tutoring, and mentoring at the college/ adult level. STC tutors, Supplemental Instruction Leaders, and staff are trained using criteria from the College Reading and Learning Association (CRLA).

CLE Haunted House		**Event Date: Oct. 30**

The Centers for Learning Excellence participated in the annual Fall Festival at the Pecan Campus. Students and their families were invited to visit the haunted house and to be prepared to face their phobias.

Project Highlights:

TSI Boot Camps & Collaboration Team	**Progress: 15%**	**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. Advertisement has been sent to public schools through dual enrollment.

Intercampus Tutoring	**Progress: 75%**	**End Date: December 2018**

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 are already designated and complete at the Pecan, MVC, and Starr campuses for testing. We are pending protocols for service to be approved and testing to commence. We will have set date for 6 mock sessions to be conducted by Nov. 21st between Mid-Valley, Starr, and Pecan campuses.

Shared Drive Redesign	**Progress: 25%**	**End Date: June 2019**

The CLE will redesign the unrestricted and restricted sections of the shared drive. The unrestricted and restricted folders have been reorganized and are pending duplicated files to be deleted.

TSI Boot Camps & Collaboration Team	**Progress: 15%**	**End Date: May 2019**
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.		
TSI Workshop Videos	**Progress: 30%**	**End Date: July 2019**
CLE is beginning process to have all TSI workshops recorded into interactive video workshops that can be accessed by students via the CLE website. Currently, staff is working on the highest requested workshop "Statistics and Probability" with hopes to begin recording by November. Staff has been trained on Play posit to incorporate into TSI video workshops.		

Meeting Highlights

- Preliminary meetings on tutor pathways and expanding subjects
- Shared Drive Redesign Committee meeting
- Meeting with Upswing Director
- Participating as Judge in the six-word contest
- Intercampus policies and procedures meeting
- Attending OPOD advisory committee meeting

Training Highlights

- Student Success Workshops (115 attendees on Oct. 9; 156 attendees on Oct. 10)
- Play posit Investigation
- Staff participation in Disability and Inclusion Training
- Title IX and Related Laws Training updates
- Power Strategies for Powerful Learning Training by OPOD

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE - NOVEMBER

HIGHLIGHTS:

Monthly Statistics	**November 2018**
▪ Visitors: 39,048 ▪ Tutoring Sessions: 7,054 ▪ Workshops: 23 ▪ Workshops Attendance #: 134	

Events Highlights

TSI Review Session for PSJA & Weslaco Early College HS	Event Dates: Nov 16 & 30

The CLE held TSI review workshops for both PSJA and Weslaco Early College High Schools to promote student success and help increase student enrollment in STC courses.

Harvest of Health	Event Dates: Nov. 15

The CLE staff participated in the STC Nursing and Allied Health Division 11th Annual Harvest of Health "Treasure Your Health" where our department promoted our CLE services to STC students and the community.

Pathways Conference		Event Dates: Nov. 14-16

Texas Pathways

Our CLE Director attended the Texas Pathways Institute #5, Supporting Students on the Path, conference. This conference helps identify the points at which students gain and lose momentum as they enter the college and progress on their pathway. It focuses on analyzing the challenges and opportunities associated with exiting student support models and processes.

Winter Wonderland Marketing		Event Date: Nov. 26-27

The Centers for Learning Excellence participated in Jerry's Winter Wonderland which was an event to keep students engaged and provide a stress free week as they prepare for finals. The CLE promoted our variety services to students in attendance.

Finals Countdown Preparation		Event Date: Nov. 26-30

The Centers for Learning Excellence launched the Finals Countdown Preparation week market our services and offer student support as they begin to prepare for their upcoming finals.

Project Highlights

TSI Boot Camps & Collaboration Team	Progress: 15%	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. Advertisement has been sent to public schools through dual enrollment.

Intercampus Tutoring	Progress: 90%	End Date: December 2018

TSI Boot Camps & Collaboration Team	Progress: 15%	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 are already designated and complete at the Pecan, MVC, and Starr campuses for testing. We are pending protocols for service to be approved and testing to commence. We will have set date for 6 mock sessions to be conducted by November 21, between Mid-Valley, Starr, and Pecan campuses.		
Shared Drive Redesign	**Progress: 30%**	**End Date: June 2019**
The CLE will redesign the unrestricted and restricted sections of the shared drive. The unrestricted and restricted folders have been reorganized and are pending duplicated files to be deleted.		
AVID Implementation to CRLA Trainings	**Progress: 80%**	**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: 10%**	**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.		
TSI Workshop Videos	**Progress: 50%**	**End Date: July 2019**
CLE is beginning process to have all TSI workshops recorded into interactive video workshops that can be accessed by students via the CLE website. Currently, staff is working on the highest requested workshop "Statistics and Probability" with hopes to begin recording by November. Staff has been trained on Play posit to incorporate into TSI video workshops.		
Floor Plan Redesign for PCN and MVC	**Progress: 20%**	**End Date: December 2019**
The CLE will redesign two rooms at PCN and MVC to utilize for SI collaboration sessions. Floor plans are developed and furniture will be identified.		
CLE Employee Handbook	Progress: 5%	**End Date: December 2019**
The CLE will create an employee handbook for the staff across the district that states the policies and procedures for our centers throughout the district		

Meeting Highlights

- Shared Drive Redesign Committee meetings on Fridays
- Meeting with chair of Pharmacy Technology program
- CLE staff on search committees at NAH
- Library Integration and Renovation
- Faculty Chair Meeting at Technology campus
- Orientation Presentations at NAH
- Meeting with Planning and Construction at PCN
- Development of CLE Employee Handbook
- Blackboard Collaboration Intercampus Tutoring Training with faculty
- Online Tutoring Appeals Committee meeting
- CLE met with Student Activities Department to collaborate for the Winter Wonderland events
- Technology CLE staff meeting
- Academic Coach staff meeting
- Merry Thanksmas Event at NAH
- Perkins meeting goals check-in

Training Highlights

- Student Success Workshops
- CRLA training sessions for SI, Pecan, Starr, and NAH
- HR Lunch and Learn trainings
- Student Mentor training at Starr
- Disability and Inclusion Training
- Scheduler Supervisor Training
- Dealing with Difficult People Training
- Workshop Creation Training using the professional development system

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

October

- CB116Military Friendly Survey 2018
- IPEDS 12 Month Enrollment
- IPEDS Completions Survey
- IPEDS Institutional Characteristics
- NCES Financial AID Survey
- Spring 2019 Campus Enrollment Report

November

- CAEL HSI 360
- CB116
- College Board Survey
- IPEDS - answer questions from Help Desk
- Library Open Labs
- Spring 2019 Campus Enrollment Report

SURVEYS

October

- ACEN communication survey
- Ascender/Catch The Next pre
- BUSA student satisfaction
- CDC/CLE transfer to SmartEvals
- Child Development Surveys to SmartEvals
- CLE embedded tutoring
- CLE Service Survey
- Employer survey report - first batch
- Faculty Satisfaction Survey
- FOCUS Academy Faculty Survey
- Food services meal plans
- La Joya/SAIL sites survey
- Library Instruction survey
- Library Open Labs
- NAH simulation surveys
- Proof of Concept Room survey
- Psych dept. orientation eval survey
- Restauranteurs survey

November

- ACEN communication survey
- Ascender post survey
- BUSA student satisfaction
- CDC Field survey
- Child development Field survey
- Child Development Surveys/Parents to SmartEvals
- CLE embedded tutoring
- CLE Service Survey
- Corequisite Survey
- Faculty Satisfaction Survey
- FOCUS Academy Faculty Survey
- Food services meal plans
- La Joya/SAIL sites survey
- Library Instruction survey
- Library Open Labs
- NAH simulation surveys
- Proof of Concept Room survey
- Restauranteurs survey

- Restauranteurs survey

QUALITATIVE STUDIES

October

- BMS SWOT Analysis: Phase II
- HSI: ALC
- QEP: Student Input

November

- HSI: ALC
- QEP: Student Input

DATA REQUESTS

October

- Academic Year and Fall Enrollment Stats Update
- AY 2017 and AY 2018 High School Graduating Seniors by month
- Bachelor Programs' graduates transfer info BUSA sections Spring 2018
- Business Office CAFR Updates
- CCSSE Benchmark Scores Summary Report
- Civitas lists
- Contact hours and enrollment by each ENGR courses for the last 6 academic years; percentage of students taken non-ENGR courses declaring Engineering major
- Dual Contact and Credit Hours Seniors and All
- Dual Matriculation rate for Fall 2018
- Dual Programs Annual Report
- Dual Senior in S Sections by High School
- Dual Task Force Data
- Engineering Majors Numbers
- Enrollment Composition for Fall 2017, Spring 2018, and Fall 2018 for La Joya Higher Education Center
- Enrollment projections updated
- Fall to Fall Retention FTIC 2017 Update
- Fall 2017 Dual Credit Students Counts by High School
- Fall 2018 FTE
- Fall 2018 Pecan Campus Enrollment
- FTE is for the Associate of Arts in Teaching
- FTIC in Dev Math Historic
- FTIC students took Dev Reading 100, Dev Eng. 100 and INRW
- GED Data
- Graduation length
- Headcount and FTE
- Independent Dual in Non S Sections Historic
- La Joya Dual Indicators Fall 2017 - edits
- Mandatory Advisement Fall 2018 FTIC
- May 2017 and May 2018 High School Graduates who earned dual credit hours and did not matriculate to STC or any other higher education institution
- Mission ISD Fall 2017 Course Type Enrollment
- New First Time students in DevEd not in College Success
- Pass Rates of INRW With Prior ESOL Completion
- Physical Sciences Performance Measures Historic
- Program review - AY1617, 1718 Graduates and Transfers data
- Report for NEPIS
- Retention by program
- Stop-outs
- Spring 2018 Drop/Withdraw Enrollment
- Success rates in math 1332 and math 1414 between students who completed Math 200 & who entered directly into the college level courses in AY17 and AY18.
- TACRAO Radius Leads
- TEA GED Public Information Request
- TSTC Enrollment
- TWC GED Open Records Request
- Valley Scholar Program
- Workforce Program Graduates

November

- ADN enrollment, graduates, attrition
- AAS FTIC Fall 2018 counts
- ALC Success Rate
- ALC Withdraw Rate
- Bachelor Program Data - Enrollment, Graduates, Persistence, Time to Graduation
- Bachelor Program Data: Persistence and Time to completion added
- Bachelor Program Data - Subsequent enrollment of program graduates 2007-2017
- CAEL Al360 Report update
- Campus Enrollment Reports, Falls 2016, 2017, 2018
- CLE and SI Coaching Files for Survey Production
- CT1 Enrollment Fall 2018
- Dual CTE Course Enrollment
- Dual data (from existing reports) and verification
- Dual Enrollment Taskforce data
- Dual Task Force Data
- Enrollment Data for ESL and GED AY 2015 - AY 2018
- Enrollment numbers by term for students enrolled in TAB Programs and number of Degrees Awarded
- Enrollment numbers for the LASS Division for Fall 2017 and Fall 2018
- Enrollment Targets Student Segments
- Equity Research Analysis
- Fall 2018 Enrollment Composition
- Fall 2018 Hispanic Count and Percent of Total
- Fall 2018 Student Demographics
- Fall 2017 Dual Credit Students Counts by High School
- Fall2016 Cohort attended 4-year institutions in Fall2017 and concurrent enrollment in Fall 2017.
- Fall 2013 - 2017 FTIC Working Files
- Grade Distribution and Withdraw Rates in Mini-Semesters
- HSI Faculty Advising
- KINE data
- Mandatory Advising of Fall 2017 FTICs
- Mission ISD Schools' Performance Measures
- National Alliance of Concurrent Enrollment P. Grant
- Number and percent of students who transition from non-credit courses to credit courses from AY15 - Present
- Pass rate trends of traditional face to face classes
- Race/Ethnicity for NIH Report 2018 (THECB)
- Registration Status for Fall 2018
- Student and instructor list Proof of Concept Rooms
- TEA GED data received and sent to Juan Carlos
- Three RN students cohorts completion rate and combined rate in the last three years
- UTRGV 2017 BSN Enrollment and Graduates
- 360 Academy Baseline Data Request, Fall 2015 - Spring 2018
- 2017-2018 graduates; Fall 2018 enrollment
- 360 Academy Baseline Data Request, Fall 2015 - Spring 2018

MEETINGS

October

- BUGs
- Call with ATD Coaches
- CCSSE data for Pathways
- Civitas call
- Dual Data Definitions
- Enrollment Projections
- GED data meeting
- HEDS Survey

- HSI: ALC
- Inside Higher Ed Webcast: The Next Generation of Students
- ISPP&SI Leadership Team
- KPI review
- Meeting for La Joya Dual Data
- Meeting with the Dean
- OIRE Topics
- PAS
- Pathways - CCSSE data review
- Pathways Planning Session
- PDC
- Qual Team weekly
- Qual weekly
- QEP Leadership Team
- QEP Student Feedback
- QEP Student Recruitment Efforts
- Qual Team weekly
- RAS weekly
- SAIL Survey
- Standardized Direct Assessment
- THECB DEPS (Survey)
- Title IX Training
- 60x30TX Regional Targets: Statewide Summary Webinar

November

- Ascender meeting
- ATD Coaches visit - Discussion on Access & Equity
- ATD Coaches Visit - Discussion of Evaluation/Metrics for Meta Majors
- BMS Results
- Building M Renovations RFQ meeting
- Call with Sean (CAEL) - AL 360 data
- Call with THECB - HB2223
- Civitas call
- Dean Meeting
- Faculty Survey Planning
- FTIC report discussion
- HEDS registration call
- ISPP&SI Leadership Team
- Meeting with Dr. Plummer (Dr. Reed's data items)
- PDC
- QEP Leadership Team
- Qual Weekly
- RAS Weekly
- RAS Qual Weekly
- Review of Dual Data Requests and Potential Surveys
- SmartEvals tech support
- TAIR Program Committee-Pre-conference workshops conference call
- The Texas Corequisite Project Webinar
- Viridis initiative

OTHER RESEARCH/SUPPORT

- Adult Learner 360 grant survey materials
- Catch The Next data transfer to THECB
- CCSSE data for NAH accreditation
- Demographic Maps from Wendell Davis
- HEDS vendor proposal
- Postcard request to PR
- Sylvia Flores IRB (actually 3 IRB's)

November

- Catch The Next data transfer to THECB
- Civitas - review missing students
- Deleon IRB
- Demographic Maps from Wendell Davis
- Equity Research Analysis
- HEDS alumni survey proposal
- Updated new program deck for Fall 2018
- Rosen IRB

MISCELLANEOUS

- Bio update for SACSCOC
- Data Academy curriculum and syllabus
- Qualtrics certifications
- RAS IE Plan Mid-Biennium Report
- Research Agenda 18-19
- Workshop #101254: Legal Updates for Title IX & Related Laws

November

- Qualtrics certifications
- Research Agenda 18-19

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

OCTOBER 2018

Project Name	Description	PMBOK Project Phase	Project Notes
Divisional Meeting Event	Professional Development Day 2/15/2019	N/A	Leadership Team has chosen topic/theme. Will begin logistics.
Distance Learning	Journey Mapping	N/A	Student Experience Journey Map has been completed. First draft of Business Process Analysis has been completed and pending edits.
IT Manager's	Leadership/Communication Training	N/A	Successfully Delivered: 10/12/2018: From Doing to Leading-Leading with Impact. Scheduled: 11/14/2018: Communicate, Communicate, And Communicate.

NOVEMBER 2018

Project Name	Description	PMBOK Project Phase	Project Notes
Divisional Meeting Event	Professional Development Day 2/15/2019		Pending Guest Speaker Agreement Approval from Business Office.
Distance Learning	Journey Mapping		Student Experience Journey Map has been completed. First draft of Business Process Analysis has been completed and pending edits. Next meeting scheduled for 12/4/2018.
Recruitment	Business Process Mapping of K-12 Recruitment for College Connections		First Mapping Session has been completed. First draft edits scheduled for 12/6/2018.
Public Relations	PR is seeking to expand Radius Inquiry form features.		Scheduling of Scope Meeting has been completed. Awaiting Scope Quote from consultant.