

Board of Trustees

Education and Workforce Development Committee Meeting

Monday, May 17, 2021

2:00 p.m.

Ann Richards Administration
Building, Board Room
Pecan Campus
McAllen, Texas



In the Making!

Online Copy

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Monday, May 17, 2021 @ 2:00 p.m.**

AGENDA

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

- I. Approval of Minutes for Tuesday, April 13, 2021 Committee Meeting 3 - 7
- II. Review and Recommend Action on Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate..... 8 - 40
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Approval of Minutes for Tuesday, April 18, 2021 Committee Meeting

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, April 18, 2021 are presented for Committee approval.

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 13, 2021 @ 3:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, April 13, 2021 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:34 p.m. with Mr. Danny Guzman presiding until Mrs. Victoria Cantú's arrival.

Members present: Mrs. Victoria Cantú, Mr. Paul R. Rodriguez and Mr. Danny Guzman

Other Trustees present: Dr. Alejo Salinas, Jr., Mr. Gary Gurwitz, and Mr. Rene Guajardo

Members absent: None

Also present: Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Sara Lozano, Mr. Victor Gomez, Mr. Ray Pedraza, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, March 9, 2021 Committee Meeting

As sole Committee member in attendance at the start of the meeting, Mr. Danny Guzman approved the Minutes for the Education and Workforce Development Committee meeting of Tuesday, March 9, 2021 as written.

Review and Discussion of Spring 2021 Commencement Ceremony

Mr. Matthew Hebbard, Vice President of Student Affairs and Enrollment Management, reviewed and discussed the preparations and plans for the Spring 2021 Commencement Ceremony.

In Spring 2021, South Texas College will graduate an estimated 3,444 students! The College is extremely proud of these exceptional graduates, who have continued through extraordinary times to successfully complete their programs of study.

Since April 5, 2021, the College distributed regalia to graduates on all STC campuses. Graduates were asked to submit pictures and messages to be used in our virtual

ceremony by April 20, 2021, and were invited to “drive-by” graduation events at the Starr, Pecan, Mid-Valley, and Nursing & Allied Health Campuses from April 28 – 30 to have their photo taken with faculty, family, and guests in front of an STC backdrop:

- Graduates were assigned a time for their photo opportunity
- Mr. Hebbard discussed the locations to be used at each campus
- Graduate pictures and PR videos will be included in the virtual ceremony

Commencement Day will be May 15, 2021, and will include:

- Live ceremony broadcast at 10:00 a.m. from Pecan Student Union
- Designed to reflect our traditional in-person commencement
- A commencement party will be invited to participate in the processional
- Dr. Plummer will provide a 5 – 10 minute live address
- Videos from deans / faculty will be broadcast
- Dr. Plummer will pronounce graduates, and lead the turning of the tassels from home
- Graduates are invited to submit photos and a message for the compilation of a congratulatory video with name reading for participating graduates.

Mr. Hebbard provided additional details and discussed the plans with the Committee.

All trustees were invited to provide feedback and identify ways they would like to join in the commencement activities.

This presentation was for the Committee’s information and feedback to staff, and no action was needed.

Presentation on the South Texas College Ballet Folklórico

Mr. Victor Gomez, Assistant Professor of History and Coordinator of the Center for Mexican American Studies, provided a presentation on the South Texas College Ballet Folklórico.

Ballet Folklórico is an accomplished program, established in Spring 2012 by the South Texas College Center for Mexican American Studies, with a goal of enhancing the persistence and completion of Hispanic students through the strengthening of their cultural identity.

With forty current members, students learn dance from professional instructors with expertise in the history of cultural dances and costumes from across Mexico.

Ballet Folklórico has represented South Texas College and its communities across the nation, as well as in internationally televised programs carried throughout Univision markets.

Mr. Gomez presented on *Tradiciones*, an annual concert series alongside the musical accompaniment of Conjunto Jaguar. The success of *Tradiciones* has led to invitations to perform across Mexico and the United States, and in Peru.

With the current pandemic, the Ballet Folklórico has recently recorded its 2021 *Tradiciones* concert for online broadcast.

Mr. Gomez discussed the past, present, and future of Ballet Folklórico, and shared two brief videos showcasing some of their performances.

The Trustees were very supportive of the Ballet Folklórico, and asked Mr. Gomez to keep them informed of future opportunities to support student participation in events.

This presentation was for the Committee's information and feedback to staff, and no action was needed.

Presentation on the South Texas College Mid Valley Campus Proposed Workforce Program Expansion

Dr. David Plummer, Interim President, and Dean Sara Lozano, Dean of the Division of Business, Public Safety, and Technology, provided a review of the proposed workforce program expansions to improve and align facilities with the workforce training needs at the Mid Valley Campus.

The presentation covered the proposed expansions to increase capacity and resources for the following programs:

- Automotive
 - Proposal included an expansion to install overhead doors, new fully-equipped bays, work spaces, storage space for equipment and tools, and the possibility for further expansion as needed.
- Welding
 - Proposal included an expansion that would allow the accommodation of multiple classes at one time, including Traditional, Dual Credit, and Continuing Education classes, and will expand indoor and outdoor welding lab spaces.
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R)
 - Proposal included an expansion to provide adequate space and equipment for both Traditional and Dual Credit classes, as well as an outdoor covered concrete slab for HVAC Brazing.
- Electrician Assistant
 - Proposal included an expansion to include a computer lab directly north of the current lab, with specialized Multisim specialized software, and to include wind and/or solar training equipment as needed.

- Cosmetology
 - The new Cosmetology Program would include the construction of classroom areas for instruction, open lab space for technical instruction, demonstration, and practice, and to meet Texas Department of Licensing and Regulation requirements for cosmetology training.
- Culinary Arts
 - Proposal included a renovation to provide classroom and lab space for instruction and demonstration, supporting the full Certificate and AAS degree pathways in Culinary Arts and Restaurant Management.
 - The expansion could also incorporate the old cafeteria to provide students with real-world experience of cooking, baking, serving, and managing a cafeteria.

The proposed expansions and renovation would impact facilities at two buildings at the Mid Valley Campus. With support from the Committee and the Board, administration would begin more detailed planning of Capital Improvement Project (CIP) documentation, which would help outline cost estimates and develop initial sketches to support later design and construction documents.

Any renovation project would be brought to the Facilities Committee and Board of Trustees for approval as appropriate.

This presentation was for the Committee's information and feedback to staff, and no action was requested.

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:32 p.m.

I certify that the foregoing are the true and correct Minutes of the April 13, 2021 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Victoria Cantú
Presiding

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Review and Recommend Action on Proposed New Program: Production, Logistics & Maintenance Technician Non-Credit Certificate

The Committee is asked to recommend Board approval to offer the proposed new Production, Logistics & Maintenance Technician Non-Credit Certificate, which would be offered through the College's Industry Training and Economic Development (ITED) Department.

The PLMT program at South Texas College would prepare students for a variety of careers in aspects of manufacturing including, but not limited to:

- Production
- Logistics
- Maintenance
- Electrical
- Safety
- Electro-Mechanical, and
- Environmental Awareness

Analysis by Economic Modeling Specialists, Inc. anticipated an average job growth of 9.3% from 2020 through 2030 in the South Texas region. Jobs for which graduates would be prepared are among the Texas Workforce Solutions' *2020 Target Occupations List* for the Rio Grande Valley.

This program would be built upon South Texas College's existing non-credit course offerings through ITED.

- Of the eleven courses within the program, seven prepare students for individual certifications, as outlined in the Program Development Packet.
- Student would be eligible for Certified Production Technician (CPT) certification from the Manufacturing Skills Standards Council upon completion of four of the courses.

Upon completion of the non-credit PLMT certificate program, students would hold a valuable workforce credential, and would also have six semester credit hours escrowed toward an associate's degree at South Texas College. This provides a meaningful pathway from workforce certification to an associate's or even baccalaureate degree from South Texas College.

According to Texas Higher Education Coordinating Board data, there are currently no existing non-credit certificate programs in this area offered by Texas community colleges.

The Education and Workforce Development Committee is asked to recommend Board approval to offer the proposed new non-credit Production, Logistics & Maintenance Technician (PLMT) certificate program as presented.

Program Development Proposal

Production, Logistics & Maintenance Technician

Non-Credit Certificate

Academic Affairs/Industry Training
& Economic Development

April 23, 2021



SOUTH TEXAS
COLLEGE





Production, Logistics & Maintenance Technician – Non-Credit Certificate

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Production, Logistics & Maintenance Technician – Non-Credit Certificate

APPROVAL PROCESS FOR DEVELOPMENT		DATE
✓	Advisory Committee	9/24/2020
✓	Division Committee	11/6/2020
✓	College-Wide Curriculum Committee (Information Item Only)	11/17/2020
✓	Continuing Education/Industry Training and Economic Development Approval	3/5/2021
✓	SACSCOC Liaison – PLA Review <ul style="list-style-type: none"> • Prior Learning Assessment Review • Substantive Change 	3/25/2021 N/A
✓	Academic Council	3/29/2021
✓	Planning and Development Council (PDC)	4/23/2021
<input type="checkbox"/>	Education and Workforce Development Committee (EWDC)	-
<input type="checkbox"/>	Higher Education Regional Council/Workforce Solutions (Letter of Intent)	-
<input type="checkbox"/>	STC Board of Trustees (Certification Form)	-
<input type="checkbox"/>	Texas Higher Education Coordinating Board (THECB)	-

Program Development Process

Proposed non-credit programs at South Texas College are identified either at the college or divisional level through environmental scans, documented workforce needs, recommendations by program advisory committees, or local business and industry demands. All proposed non-credit programs undergo a review process before being approved for development. If the proposed non-credit program exceeds 360 hours, the approval process includes reviews by the respective department, academic division counterpart, advisory committee, and Academic Council. Non-credit programs that receive approval to proceed are then presented to the Planning and Development Council (PDC) for review and recommendation. A non-credit program that receives PDC approval to move forward is presented to the Board of Trustees' Education Workforce Development Committee (EWDC) for review and recommendation. Following review by the EWDC, programs are presented to the full Board of Trustees for final review and approval.

Curriculum Department Review: Non-Credit Certificate – Production, Logistics & Maintenance Technician

At this point in the process, the non-credit Production, Logistics & Maintenance Technician Certificate has received a recommendation to proceed from the advisory committee, the Industry Training and Economic Development Department and Academic Council.

The proposed non-credit Production, Logistics & Maintenance Technician Certificate adequately prepares students for the multi-faceted aspects of manufacturing operations including, but not limited to, production, logistics, maintenance, electrical, safety, electro-mechanical, and environmental awareness. According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, the average job growth totals 9.3% from 2020 to 2030 in the South Texas Area and includes jobs in the Industrial Machinery Mechanics, Calibration Technologists & Technicians, and Maintenance & Repair Worker occupational profiles. The current job posting intensity revealed that for every 5 job postings, there was 1 unique job to fill for a total of 526 unique job postings. Furthermore, Maintenance and Repair Workers and

Industrial Machinery Mechanics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley. Letters of support from Humanetics, Legacy Precision LLC, and JDM Industrial Technical Services, LLC. have demonstrated strong employer support to address industry needs and the marketable skills and certifications recognized by regional production, logistics and maintenance industries. In addition, they have demonstrated support for the placement of students for onsite external experiences, if needed.

Student demand exists and is documented through historical enrollment in coursework offered through the Industry Training and Economic Development department. Historical enrollment for these courses totaled 780 trainees in the past five years. In addition, student enrollment in for-credit courses offered in the Advanced Manufacturing Program totaled 246 students for the past two years. Both the growth in this occupation and the demand for the credit program, indicates that a non-credit program can complement the College's current offering to meet the needs of non-credit students. Students that complete coursework for the non-credit Production, Logistics & Maintenance Technician Certificate will be eligible for certifications from the Manufacturing Skill Standards Council, FESTO, and American Welding Society, as outlined on pg. 13. In addition, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College's current Associate of Applied Science Degree in Precision Manufacturing Technology. Thus, this program offers a new pathway allowing students to enter a high skill profession while continuing their progress towards higher education.

A review conducted by the Curriculum Department indicates the program complies with the criteria set forth from the Texas Higher Education Coordinating Board and recommends the proposed non-credit Production, Logistics & Maintenance Technician Certificate continue through the established approval process.

Non-Credit Certificate

Program Demand and Projected Outcomes must be documented prior to the development of any new non-credit workforce certificates. The following questions and checklist serve as an initial guide for program developers that must be completed at the start of the development process.

Proposed Non-Credit Certificate:

Program Title: Production, Logistics & Maintenance Technician Certificate

For Curriculum Office Use Only

Proposed CIP Code: 48.0501

Term/Year to be Implemented: Fall 2021

Please list any related credit programs currently offered by STC in this subject area, if applicable:

AAS – Precision Manufacturing Technology, CT1 – Precision Manufacturing Technology

1. Documentation of Workforce Demand:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Occupational Need	A) *EMSI data (provided by the Curriculum Department) projects a significant occupational growth rate in South Texas, the state, and/or nationally.	✓		<u>Calibration Technologists and Technicians</u> South Texas: 13.4% (+19 jobs) Texas: 7.2% (+761 jobs) Nation: 4.7% (+4,503 jobs) <u>Maintenance & Repair Workers</u> South Texas: 8.5% (+369 jobs) Texas: 12.4% (+16,689 jobs) Nation: 7.6% (+124,157 jobs) <u>Industrial Machinery Mechanics</u> South Texas: 5.9% (+37 jobs) Texas: 10.5% (+4,623 jobs) Nation: 6.8% (+27,742 jobs)
	A-1)*Wage data			<u>Calibration Technologists and Technicians</u> South Texas: \$25.27/hour Texas: \$27.07/hour National: \$30.21/hour <u>Maintenance & Repair Workers</u> South Texas: \$12.19/hour Texas: \$17.56/hour National: \$18.75/hour <u>Industrial Machinery Mechanics</u> South Texas: \$20.41/hour

Category	Standard	Met the Standard	Did not meet the Standard	Comments
				Texas: \$25.95/hour National: \$25.71/hour
	A-2)*Job Posting Intensity (Average posting intensity is 6:1)			<u>Calibration Technologists and Technicians</u> South Texas – 5:1 (19 unique postings out of a total 98 postings) Texas – 6:1 (634 unique postings out of a total of 3,776) <u>Maintenance & Repair Workers</u> South Texas – 5:1 (451 unique postings out of a total 2,072 postings) Texas – 5:1 (28,795 unique postings out of a total of 143,865) <u>Industrial Machinery Mechanics</u> South Texas – 4:1 (33 unique postings out of a total 122 postings) Texas – 5:1 (2,961 unique postings out of a total of 14,805)
<i>*Growth rates and wage data are estimated projections for a 10-year period from 2020-2030. Job Posting Intensity is derived from the time period of June 2020 – December 2020. Data sources include the U.S. Department of Commerce, U.S. Department of Labor, U.S. Census Bureau, U.S. Department of Education. For a complete list, refer to the EMSI Data Source Appendix.</i>				
	B) Occupational Outlook Handbook indicates an average or above average job outlook for the next 5 to 10 years (national data).	✓		4% (As fast as average) for Maintenance & Repair Workers and N/A for Calibration Technologists and Technicians
	C) Program is on Targeted/In-Demand Occupations lists produced by the Texas Workforce Commission OR Program is an emerging and/or evolving occupation for the region or state in the Texas Workforce Commission's Labor Market and Career Information.	✓		Maintenance and Repair Workers and Industrial Machinery Mechanics are listed on the Texas Workforce Solutions 2020 Target Occupations List for the Rio Grande Valley.
	D) Job demand and wage data is documented through the survey of 8-12 top local employers.	If requested by VPAA.		
	E) High employer demand exists and is documented through letters of support.	✓		
	F) Educational and/or employer publications or news articles document a growth in the industry or demand for employees.	N/A		
2. Student Demand	High enrollment exists in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.

Category	Standard	Met the Standard	Did not meet the Standard	Comments
	High number of graduates are produced in related non-credit or credit programs (Stackable certificates or degrees).	✓		Refer to program summary.
3. Existing Programs	Similar programs do not exist within STC's service area – Hidalgo and Starr Counties (Please include documentation of the nearest similar programs).	✓		There is currently no non-credit certificate offered for this CIP code in any Texas community college.
4. Program Linkage & Opportunities for Further Education	Program-specific articulation agreements with institutions of higher education (IHEs) currently exist or will be pursued in the future (Please include list of IHEs)/ Prior Learning Assessment (PLA) consideration for non-credit to credit pathway.	✓		PLA opportunities for escrow credit are being developed. Refer to program summary

2. Projected Outcomes:

Category	Standard	Met the Standard	Did not meet the Standard	Comments
1. Graduate Earnings	EMSI data (provided by the Curriculum Department) projects that program graduates will earn a median hourly earnings wage that is above the “living wage” for South Texas, the state, and/or nationally.	✓		<u>Calibration Technologists and Technicians</u> South Texas: \$25.27/hour Texas: \$27.07/hour National: \$30.21/hour <u>Maintenance & Repair Workers</u> South Texas: \$12.19/hour Texas: \$17.56/hour National: \$18.75/hour <u>Industrial Machinery Mechanics</u> South Texas: \$20.41/hour Texas: \$25.95/hour National: \$25.71/hour According to the Bureau of Labor Statistics: -Calibration Technologists and Technicians earned a median salary of \$65,940 as of 2019. -Maintenance & Repair Workers earned a median salary of \$41,020 as of 2018. -Industrial Machinery Mechanics earned a median salary of \$52,860 as of 2019.

				Living wage calculation for Texas: \$14.01 per hour Source: http://livingwage.mit.edu/states/48
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Program Summary

Institution: South Texas College, McAllen, Texas

Proposed Award: Production, Logistics & Maintenance Technician
Non-Credit Certificate

PROGRAM DESCRIPTION

Program Objective: The Production, Logistics & Maintenance Technician non-credit certificate adequately prepares students for the multi-faceted aspects of manufacturing operations including, but not limited to, production, logistics, maintenance, electrical, safety, electro-mechanical, and environmental awareness.

Curriculum: The non-credit certificate is comprised of 11 courses and totals 604 contact hours. The courses are derived from the Workforce Education Course Manual (WECM). Students that complete coursework for the non-credit Production, Logistics & Maintenance Technician Certificate will be eligible for certifications from the Manufacturing Skill Standards Council, FESTO, and American Welding Society as outlined on pg. 13. In addition, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College's current Associate of Applied Science Degree in Precision Manufacturing Technology.

Admissions Requirements: The admissions requirements for this certificate would follow the general admissions procedures set forth by the Industry Training and Economic Development department.

PROGRAM DEMAND

Occupational Need:

Calibration Technologists and Technicians

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Calibration Technologists and Technicians are expected to experience a 13.4% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 19 additional job openings expected during this time period; a 7.2% growth between 2020 and 2030 in the State of Texas with 761 additional job openings expected during this time period; and a 4.7% growth between 2020 and 2030 nationally with a total of 4,503 job openings expected during this time period. Sample job titles include Industrial Engineering Technologies and Manufacturing Production Technicians.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Calibration Technologists and Technicians is \$25.27/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$27.07/hr. for the State of Texas; and \$30.21/hr. as a national average.

The job posting intensity for this occupation for the region was 5:1, meaning for every 5 job postings, there was 1 unique job to fill for a total of 19 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 6:1, with a total of 634 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

Maintenance & Repair Workers

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Maintenance & Repair Workers are expected to experience an 8.5% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 369 additional job openings expected during this time period; a 12.4% growth between 2020 and 2030 in the State of Texas with 16,689 additional job openings expected during this time period; and a 7.6% growth between 2020 and 2030 nationally with a total of 124,157 job openings expected during this time period. Sample job titles include Maintenance Technician and Maintenance Mechanic.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Maintenance & Repair Workers is \$12.19/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$17.56/hr. for the State of Texas; and \$18.75/hr. as a national average.

The job posting intensity for this occupation for the region was 5:1, meaning for every 5 job postings, there was 1 unique job to fill for a total of 451 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 5:1, with a total of 28,795 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

Industrial Machinery Mechanics

According to Economic Modeling Specialists, Inc. (EMSI) which utilizes data from the Texas Workforce Commission, Industrial Machinery Mechanics are expected to experience a 5.9% growth from 2020 to 2030 in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Starr and Willacy counties) with 37 additional job openings expected during this time period; a 10.5% growth between 2020 and 2030 in the State of Texas with 4,623 additional job openings expected during this time period; and a 6.8% growth between 2020 and 2030 nationally with a total of 27,742 job openings expected during this time period. Sample job titles include Industrial Maintenance Mechanic, Machine Adjuster, Fixer and Maintenance Mechanic.

According to the Economic Modeling Specialists, Inc. (EMSI), the median hourly earnings wage for Industrial Machinery Mechanics is \$20.41/hr. for Cameron, Hidalgo, Starr and Willacy Counties; \$25.95/hr. for the State of Texas; and \$25.71/hr. as a national average.

The job posting intensity for this occupation for the region was 4:1, meaning for every 4 job postings, there was 1 unique job to fill for a total of 33 unique job postings. This ratio is the average which indicates they are putting average effort toward hiring for this position. The job posting intensity for the state was 5:1, with a total of 2,961 unique job postings. Job posting data was derived from a 6-month time period from June 2020 – December 2020. Data sources for EMSI are aggregated from U.S. Department of Commerce, U.S. Department of Labor, and U.S. Census Bureau, among others.

EMSI Data Summary:

Occupation	Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings
Calibration Technologists & Technicians	Regional	13.4%	19	\$25.27
	State	7.2%	761	\$27.07
	National	4.7%	4,503	\$30.21
Maintenance & Repair Workers	Regional	8.5%	369	\$12.19
	State	12.4%	16,689	\$17.56
	National	7.6%	125,157	\$18.75
Industrial Machinery Mechanics	Regional	5.9%	37	\$20.41
	State	10.5%	4,623	\$25.95
	National	6.8%	27,742	\$25.71

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, employment of Maintenance & Repair Workers is expected to grow by 4% (as fast as the average) over the 2019-2029 decade and Industrial Machinery Mechanics are expected to grow by 13% (much faster than average). No data was available for the Calibration Technologists and Technicians.

According to the U.S. Bureau of Labor Statistics, Occupational Outlook Handbook, in 2019 the median annual earnings for Calibration Technologists and Technicians was \$65,940 nationally; for Maintenance & Repair Workers it was \$41,020; and for Industrial Machinery Mechanics it was \$52,860.

Student Demand:

Student demand exists and is documented through historical enrollment in coursework offered through the Industry Training and Economic Development department for the past five academic years. Historical enrollment totaled **780** trainees.

	AY16	AY17	AY18	AY19	AY20
No. of Trainees	83	186	127	217	167

In addition, the credit version of two courses, MCHN 1319 and 1320, in the proposed curriculum are offered under the Advanced Manufacturing department. Student enrollment for these two courses totaled **246** students for the past two years. The number of declared majors and graduates for the related programs is indicated below.

Award	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Precision Manufacturing Certificate	60	104	106	100	72
AAS Precision Manufacturing	113	95	80	78	47

Award	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Precision Manufacturing Certificate	59	99	41	62	49
AAS Precision Manufacturing	12	11	22	19	12

Existing Programs:

A search in the program inventory database for the Texas Higher Education Coordinating Board revealed that currently, there is no existing non-credit certificate for the proposed CIP code 48.0501 – Machine Tool Technology/Machinist in the Texas community colleges.

Program Linkage and Opportunities for Further Education:

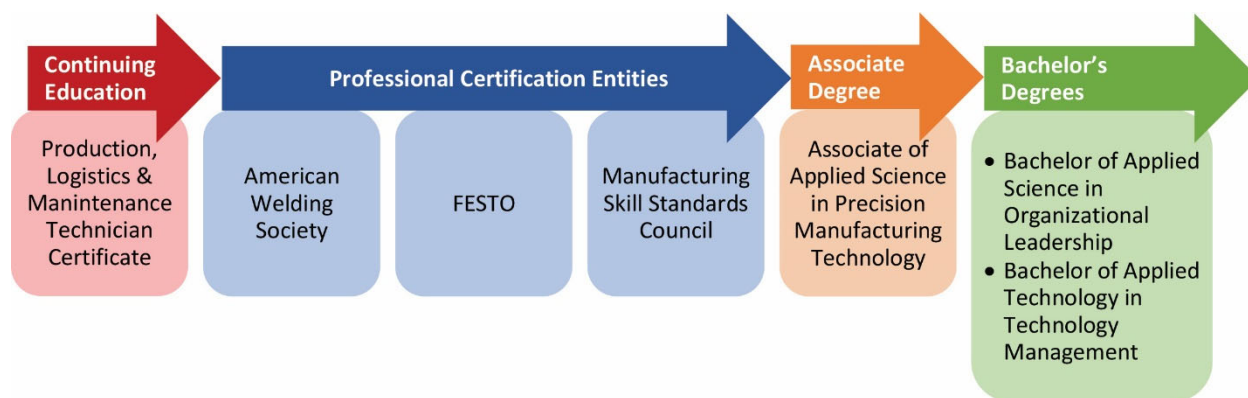
The proposed non-credit Production, Logistics & Maintenance Technician Certificate is comprised of an eleven-course curriculum. Out of the eleven courses, seven of the courses would prepare students for individual certifications, based on the course as indicated in the table below. Students would be eligible to sit for the respective certification exam upon completion of each course. In addition, students that pass the certification exams for MCHN 1019, MCHN 1020, INMT 1003, and OSHT 1015 would receive the full Certified Production Technician (CPT) certification from the Manufacturing Skill Standards Council.

Course	Course Title	Certification Name	Certifying Agency
MCHN 1019	Manufacturing Materials and Processes	Manufacturing Processes and Production	Manufacturing Skill Standards Council
MCHN 1020	Precision Tools and Measurement	Quality Practices and Measurement	Manufacturing Skill Standards Council
INMT 1003	Basic Industrial Maintenance Technology	Maintenance Awareness	Manufacturing Skill Standards Council
OSHT 1015	Safety and Accident Prevention	Safety	Manufacturing Skill Standards Council
CETT 1002	Electricity Principles	Electricity Principles	FESTO
ELTN 1043	Electrical Troubleshooting	Electrical Troubleshooting	FESTO
WLDG 1000	Introduction to Welding	Plate 1F or 1G	American Welding Society

Furthermore, students that complete and successfully pass the MCHN 1019 and MCHN 1020 courses are eligible to earn six credit hours for MCHN 1319 – Manufacturing Materials and Processes and MCHN 1320 – Precision Tools and Measurement held in escrow that can be applied towards the College’s current Associate of Applied Science Degree in Precision Manufacturing Technology.

Coursework from the credit programs are derived from the Workforce Education Course Manual (WECM) and should transfer to other community or technical colleges offering the same courses within a related program.

South Texas College offers the Bachelors of Applied Science in Organizational Leadership and Bachelors of Applied Technology in Technology Management. These awards accept the six credits from the technical coursework for the AAS – Precision Manufacturing Technology towards the lower-division requirements for the degrees should a student choose to continue on the pathway to a baccalaureate degree.



Expected Enrollment:

The projected enrollment is based on two factors, the first being historical enrollment in Maintenance and Certified Production Technician courses previously and currently offered. The second factor is the opportunity arising from this development which would form a pathway towards credit into the Precision Manufacturing Technology certificate and associate degree

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Enrollees	9	12	15	20	24

PROGRAM SUPPORT

Faculty: Currently, the Industry Training and Economic Development department utilizes three full-time faculty from the Welding and Advanced Manufacturing Technology departments. It is expected that these faculty will carry the majority of the teaching workload for these courses. However, the program anticipates hiring one additional full-time faculty to supplement the existing faculty over the 5-year period.

Supplies and Materials: Costs for supplies and materials would be used towards Electrical, Environmental/Health/Safety and Welding materials required for the following courses: Certified Production Technician, Fundamentals of Manufacturing Control, Electricity Principles, Electrical Troubleshooting, Introduction to Environmental Safety and Health, and Introduction to Welding.

Facilities and Equipment: Current classroom and lab facilities will be used for all courses required by this program. Costs for equipment and software will be used to cover the purchase of Amatrol electrical trainer, Environmental/Health/Safety and Fire trainer, Fall and Lockout/Tagout kits required for the following courses: Certified Production Technician, Electricity Principles, Electrical Troubleshooting, Introduction to Environmental Safety and Health, and Introduction to Welding.

Professional Development: Costs will be allocated for training for faculty including FESTO instructor training, OSHA/Environmental/Health/Safety instructor training, and fundamentals of Manufacturing Control instructor training.

New Costs: Total costs for this program are projected to be \$299,423.25. The funding to defray the costs of this program will come from state appropriations: \$104,697.36 and tuition: \$338,240.00. The total projected 5-year revenue is \$442,937.36. See attached specific budget details.

Enrollment Management Plan

POTENTIAL SOURCE OF STUDENTS

The number of students identified as potential participants for the non-credit Production, Logistics and Maintenance Technician Certificate include various sources. Students in the program will be comprised of the general current STC noncredit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, industry workers seeking to advance their skill set, and members of the community at large.

MARKETING

The non-credit Production, Logistics and Maintenance Technician Certificate will be marketed to various members of the public for continued growth of potential applicants and graduates. Targeted individuals will include the general current STC noncredit student body, veterans, high school seniors, STC graduates wishing to pursue a non-credit certificate, industry workers seeking to advance their skill set, and members of the community at large. The program will be promoted through various activities that will include student advising sessions, high school career fairs, employer presentations, specialized events hosted by the STC Industry Training and Economic Development department, presentations at various STC campuses, distribution of flyers, brochures, rack cards, and additional advertisement of the program in coordination with the STC Public Relations and Marketing Department.

RETENTION

Trainer support, assistance, and tutoring will be the primary resource for high retention and graduation rates for the program. Trainers will continue utilizing student-centered learning techniques, encourage active participation, and promote outside student learning activities. Tutoring will also be available through the Centers for Learning Excellence. Case management provided by the Student Success Assistant will contribute significantly to student retention and graduation. Student involvement activities such as clubs, student workshops and industry networking events will be offered.

ENROLLMENT PROJECTIONS

The projected enrollment is based on two factors, the first being historical enrollment in Maintenance and Certified Production Technician courses previously and currently offered. The second factor is the opportunity arising from this development which would form a pathway towards credit into the Precision Manufacturing Technology certificate and associate degree

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Enrollees	9	12	15	20	24

PROJECTED NUMBER OF GRADUATES

The department projects that at least 90% of students enrolled in the program will complete the non-credit Production, Logistics, and Maintenance Technician Certificate. This target is based on the average course completion rate of 94%.

Year	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Enrollees	9	12	15	20	24
Graduates (90% target)	8	11	14	18	22

Proposed Curriculum & Course Descriptions

Production, Logistics & Maintenance Technician

Non-Credit Certificate

AY 2021-2022

Title: Production, Logistics & Maintenance Technician Certificate					FICE CODE: 031034 CIP CODE: 48.0501		
TSI Exempt							
Term One (16 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
MCHN	1019	Manufacturing Materials and Processes					96
MCHN	1020	Precision Tools and Measurement					96
INMT	1003	Industrial Maintenance Technology, Basic					48
Total Semester Hours:				0	0	0	240
Term Two (12 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
OSHT	1015	Safety and Accident Prevention					40
LMGT	1010	Fundamentals of Manufacturing Control					80
BUSG	1012	Professionalism in the Workplace					12
BMGT	1018	Basic Supervision					12
Total Semester Hours:				0	0	0	144
Term Three (16 weeks)				Lecture Hours	Lab Hours	External Hours	Contact Hours
CETT	1002	Electricity Principles					48
ELTN	1043	Electrical Troubleshooting					64
EPCT	1007	Introduction to Environmental Safety and Health					48
WLDG	1000	Introduction to Welding					60
Total Semester Hours:				0	0	0	220
Total Contact Hours:							604
Escrowed courses towards AAS (6 credits)							

Production, Logistics & Maintenance Technician Non-Credit Certificate

Course Descriptions – Workforce Courses

MCHN 1019 – MANUFACTURING MATERIALS AND PROCESSES

Contact Hours: 96

This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis on manufacturing processes, including casting, forming and machining.

Course Learning Outcomes

- Identify ferrous and nonferrous metals.
- Describe different manufacturing processes.
- Identify by code and color the different types of metals.
- Test to determine the kind of metal being used.
- Determine whether it is casting or forging.

MCHN 1020 – PRECISION TOOLS AND MEASUREMENT

Contact Hours: 96

This course is an introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

Course Learning Outcomes

- Perform common methods of measurement conversion.
- Determine the degree of precision measurement required.
- Identify various types of precision instruments and their applications.
- List maintenance procedures on various types of measuring instruments.
- Interpret and confirm blueprint requirements.
- Convert between English and metric units.
- Compute total tolerances of parts.
- Calibrate various types of precision measuring instruments to a standard.
- Select and use precision measurement tools.

INMT 1003 – INDUSTRIAL MAINTENANCE TECHNOLOGY, BASIC

Contact Hours: 48

This course is an introduction to preventive maintenance of equipment associated with general industrial production. Instruction in diagnosing and repairing hydraulic, pneumatic and mechanical systems related to industrial equipment.

Course Learning Outcomes

- Define break-down, preventative and total productivity maintenance.

- Develop a cost model of each type of maintenance.
- Design a basic troubleshooting tree.
- Solve basic AC and DC schematic problems.
- Identify electrical inputs and expected outputs of basic industrial components.
- Develop a flow chart for the operation of an air conditioning and/or refrigeration unit (AC/R).
- Identify expected pressures and temperatures for an AC/R unit.

OSHT 1015 – SAFETY AND ACCIDENT PREVENTION

Contact Hours: 40

This course will recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative, and personal protective equipment.

Course Learning Outcomes

- Recognize common occupational hazards.
- Describe the components of effective workplace design and accident prevention programs.
- Demonstrate correct selection and safe use of personal protective equipment.

LMGT 1010 – FUNDAMENTALS OF MANUFACTURING CONTROL

Contact Hours: 80

This course is a detailed study of priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and Just-In-Time (JIT). Exploration of the execution of the production place and master production schedule, reactions to capacity constraints, and maintenance of individual order control.

Course Learning Outcomes

- Describe the various methods of manufacturing management such as MRP, CRP, PAC, JIT.
- Utilize the methods of manufacturing management in the production environment.

CETT 1002 – ELECTRICITY PRINCIPLES

Contact Hours: 48

This course covers the principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

Course Learning Outcomes

- Identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry.
- Apply Ohm's law to electrical calculations.
- Use test equipment to measure continuity, voltage, and current values.
- Use electrical safety practices.

ELTN 1043 – ELECTRICAL TROUBLESHOOTING

Contact Hours: 64

This course covers maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

Course Learning Outcomes

- Use multimeters to perform tests on electrical equipment.
- Discuss various types of circuits and electrical systems.
- Demonstrate the proper way to test transformers and motors.
- Identify a short circuit, open circuit, and a closed circuit.
- Troubleshoot electric motors and control circuits.

EPCT 1007 – INTRODUCTION TO ENVIRONMENTAL SAFETY AND HEALTH

Contact Hours: 48

This course covers a historic overview of environmental safety and health. Emphasis on the use of occupational safety and health codes.

Course Learning Outcomes

- Explain the historical impact of the safety and health movement.
- Interpret and summarize safety and health standards based on student-conducted research.

WLDG 1000 – INTRODUCTION TO WELDING

Contact Hours: 60

This course covers equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

Course Learning Outcomes

- Identify safety procedures associated with oxy-fuel and arc welding and cutting processes.
- Demonstrate basic welding and cutting.

BUSG 1012 – PROFESSIONALISM IN THE WORKPLACE

Contact Hours: 12

This course covers the development of entry-level skills for the workforce. Includes professionalism, interpersonal skills, communication, workplace civility, and employability skills.

Course Learning Outcomes

- Identify attitudes and values that contribute to effective work habits.
- Demonstrate how to work as part of a team.
- Exhibit business etiquette, workplace civility, and ethics.
- Identify appropriate workplace attire.

BMGT 1018 – BASIC SUPERVISION

Contact Hours: 12

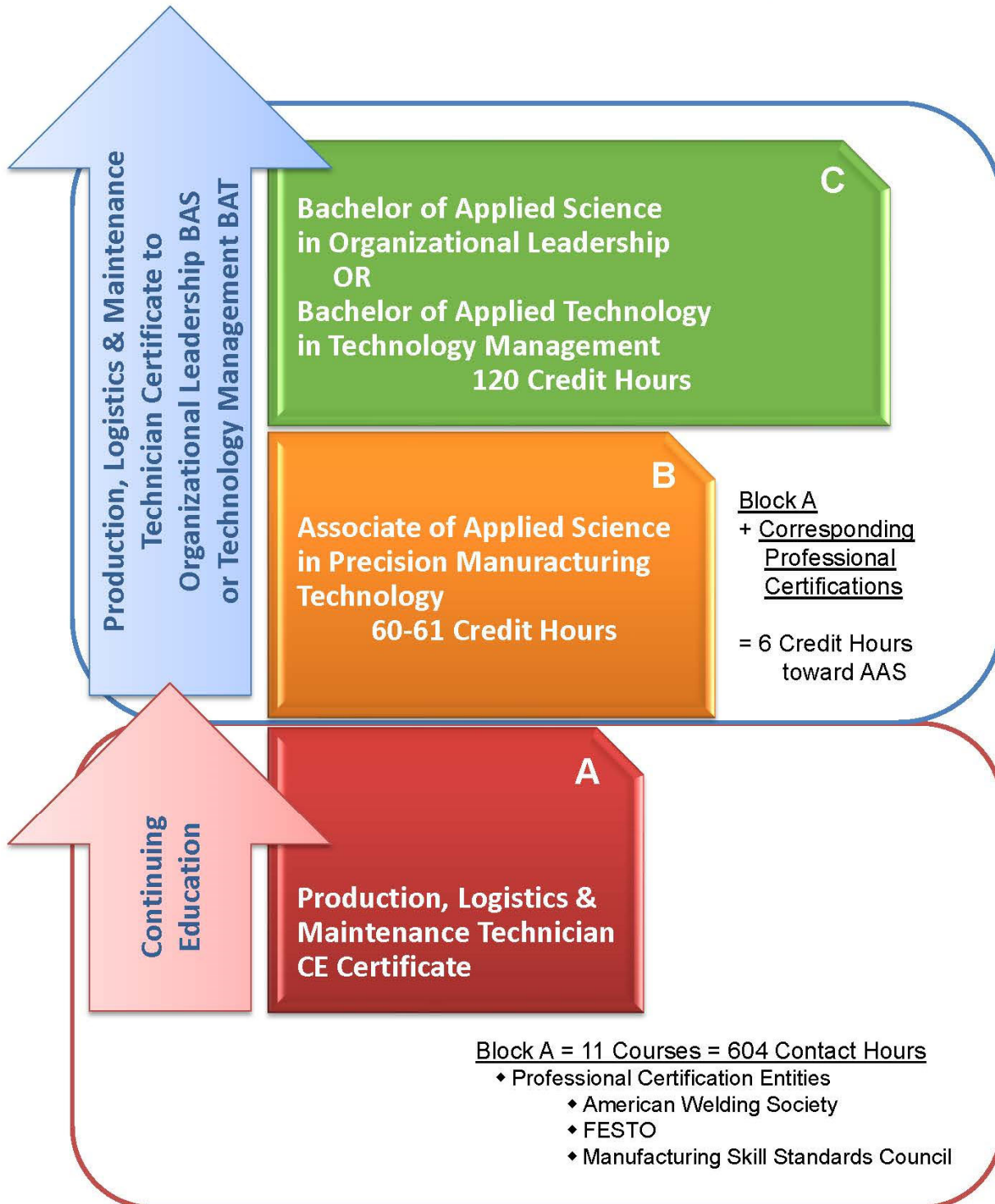
This course covers exploration of supervisory functions as applied to leadership, counseling, motivation and human skills.

Course Learning Outcomes

- Explain the role, characteristics, and skills of a supervisor.

South Texas College Stackable Credentials

South Texas College Stackable Credentials Non-credit to Credit Pathway



Instructional Costs & Projected Revenue

Instructional Costs and Projected Revenue for Production, Logistics & Maintenance Technician (CE)

Faculty Compensation & Benefits	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
Compensation Rate per Contact Hour	\$ 33.75	\$ 33.75	\$ 33.75	\$ 33.75	\$ 33.75	
# of Contact Hours Taught by P/T	140	140	140	140	140	
# of Contact Hours Taught by C F/T	464	464	464	464	464	
P/T Salary	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	\$ 4,725.00	
Multiplied by Benefits Rate (9%)	1.09	1.09	1.09	1.09	1.09	
Total Salary for P/T	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	\$ 5,150.25	
C F/T Faculty Compensation	\$15,660	\$15,660	\$15,660	\$15,660	\$15,660	
Benefit Rate (C F/T teaching CE courses = 9%)	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	\$ 1,409.40	
Cost for Faculty Compensation/Benefits	\$ 22,219.65	\$ 22,219.65	\$ 22,219.65	\$ 22,219.65	\$ 22,219.65	\$ 111,098.25

Projected Revenue	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
State Appropriations *						
# of Cohorts	1	1	1	1	1	
# of Students per Cohort	9	12	15	20	24	
Total # of Students per Year	9	12	15	20	24	
# of Contact Hours per Student	604	604	604	604	604	
Total Contact Hours	5436	7248	9060	12080	14496	
Multiplied by Average State Funding Rate for CE (3.21)	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	\$ 3.21	
State Appropriations Generated	\$ 17,449.56	\$ 23,266.08	\$ 29,082.60	\$ 38,776.80	\$ 46,532.16	
State Appropriations Received	\$ 17,449.56	\$ 17,449.56	\$ 17,449.56	\$ 23,266.08	\$ 29,082.60	\$ 104,697.36

* State Appropriations funding is based on average funding per contact hour from previous biennium

Tuition	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Totals
Enrollment # Projected	9	12	15	20	24	
Tuition Rate per Contact Hour	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	
Subtotal	\$ 63.00	\$ 84.00	\$ 105.00	\$ 140.00	\$ 168.00	
# of Contact Hours per Student	604	604	604	604	604	
Total Tuition	\$ 38,052.00	\$ 50,736.00	\$ 63,420.00	\$ 84,560.00	\$ 101,472.00	\$ 338,240.00

Notes: Compensation rate of \$33.75 was used as this program would anticipate faculty teaching would hold between an Associate's degree and Master's degree, even though the minimum requirement is a certificate and certification in subject taught. The number of contract hours per academic year was derived from the total contact hours from the proposed curriculum and the number of cohorts expected to be offered. Contact Hours per student was derived from the proposed curriculum which totals 604 contact hours for the award.

Operating Costs and Revenue Projections

CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2021-2026
Faculty Compensation and Benefits	\$22,219.65	\$22,219.65	\$22,219.65	\$22,219.65	\$22,219.65	\$111,098.25
Supplies and Materials (Operating)	\$4,075.00	\$5,900.00	\$8,200.00	\$10,700.00	\$14,200.00	\$43,075.00
Library Resources	\$600.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$5,000.00
Equipment and Software (Capital)	\$4,450.00	\$14,250.00	\$20,300.00	\$32,800.00	\$19,500.00	\$91,300.00
Facilities (Furniture) (Operating)	\$1,300.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,300.00
Faculty Professional Development/Conferences	\$2,200.00	\$3,050.00	\$7,800.00	\$14,300.00	\$16,300.00	\$43,650.00
Subtotal - Instructional & Operating Budget	\$34,844.65	\$47,419.65	\$60,519.65	\$82,219.65	\$74,419.65	\$299,423.25
Total Budget Per Year	\$34,844.65	\$47,419.65	\$60,519.65	\$82,219.65	\$74,419.65	\$299,423.25

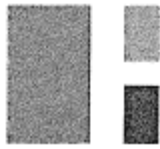
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL REVENUE
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2021-2026
State Appropriations	\$ 17,449.56	\$ 17,449.56	\$ 17,449.56	\$ 23,266.08	\$ 29,082.60	\$ 104,697.36
Tuition	\$ 38,052.00	\$ 50,736.00	\$ 63,420.00	\$ 84,560.00	\$101,472.00	\$ 338,240.00
TOTAL REVENUE	\$ 55,501.56	\$ 68,185.56	\$ 80,869.56	\$107,826.08	\$130,554.60	\$ 442,937.36

Supporting Documentation

- Advisory Committee List
- Letters of Support

Production, Logistics & Maintenance Technician
Non-Credit Certificate
Advisory Committee Membership

Name	Title	Business	Email
Daniel Moncada	Owner	JDM Industrial	josedanielmoncada123@gmail.com
Daniel Morales	Owner	Legacy Precision	daniel.morales@legacyprecision.com
Alberto Alcantar	Manager	Humanetics	aalcantar@humanetics.com



humanetics

Value + Innovation ⇒ SPEED

Alberto Alcantar

Production Manager

956.432.4385 wireless

956.994.9200 office

7021 South Bentsen Road

McAllen, TX 78503

www.humanetics.com

August 24, 2020

South Texas College
McAllen, TX 78501

To whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

Humanetics has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 10 years by providing training and employment support. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, Humanetics is forecasting approximately 8 new Production, Logistics and Maintenance technician positions in the next year.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-432-4385 if you have any questions.

Respectfully,

Alberto Alcantar 9/24/20

JDM Industrial Technical Services, LLC.

September 24, 2020

South Texas College
McAllen, TX 78501

To whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

JDM Industrial Technical Services, LLC. has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 1.5 years by providing assistance in the development of curriculums and training. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, JDM Industrial Technical Services, LLC. is forecasting approximately 10 new Production, Logistics and Maintenance technician positions in the next 5 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-215-3382 if you have any questions.

Respectfully,



Jose Daniel Moncada

Service Manager/Owner

JDM Industrial Technical Services, LLC.



LEGACY PRECISION LLC - TECHNICAL CENTER

PO Box 6349 McAllen, TX 78502
323 E. Owassa Rd. Suite 24 Edinburg, TX 78542
(956) 510-8111 / info@legacyprecision.com
www.legacyprecision.com

September 25, 2020

South Texas College
Institute for Advanced Manufacturing Technology
McAllen, TX 78501

To Whom it may concern,

I am writing to convey our support for the Production, Logistics and Maintenance Technician (PLMT) program developed by South Texas College Institute for Advanced Manufacturing's PLMT program advisory committee.

Legacy Precision LLC has collaborated with the Institute for Advanced Manufacturing (IAM) for the past 5 years by providing support from industry. Both entities have enjoyed a successful collaboration assisting students gain knowledge, skills and credentials of value in the Rio Grande Valley.

We have reviewed the PLMT program design being proposed and strongly support it because it meets industry needs and leads to marketable skills and nine certifications recognized by regional production, logistics, and maintenance industries.

According to our projections, LegacyPrecision LLC is forecasting approximately 2 new Production, Logistics and Maintenance technician positions in the next 4 years.

We will work in collaboration with South Texas College to assist students with practicum sites and employment opportunities whenever available. We are confident that IAM has the experience and capacity to implement this program and strongly support their efforts to enhance the skills of our population and improve their quality of life. Please do not hesitate to contact me at 956-222-2245 if you have any questions.

Sincerely,

Daniel Morales
Project Leader
Legacy Precision LLC
daniel.morales@legacyprecision.com
(956) 222-2245

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Review and Recommend Action on the Proposed Interlocal Agreement for Dual Credit Program Partnerships with Local School Districts

The Education and Workforce Development Committee is asked to recommend Board action as necessary on the Interlocal Agreement for Dual Credit Programs partnerships with local school districts for academic year 2021 – 2022.

Background

South Texas College works with partnering school districts to execute an agreement to specify the partnership terms that help the College and Districts maintain a high level of quality and service to participating dual credit high school students. The agreement is updated annually, and includes all Board-approved changes to the tuition and fee structures and policies that impact dual credit programs.

Proposed Interlocal Agreement

Administration recommends the approval and adoption of the Interlocal Agreement for academic year 2021 - 2022 by the South Texas College Board of Trustees, as well as the governing board of each partnering district.

This agreement will assist in the communication of and response to any compliance concerns with administration of partnering districts and the College.

The South Texas College Board of Trustees will be asked to approve the form and content of the agreement for academic year 2021 - 2022, which will then be sent to each partnering district for review and approval by the governing boards.

Changes for FY 2021 - 2022

The proposed agreement includes minor grammatical changes, as well as a number of substantive revisions, as shown in the one-page summary on the following page.

The Interlocal Agreement as revised is also included for the Committee's review. Proposed additions are highlighted in yellow, and proposed deletions are marked with red strikethrough formatting.

One change includes the imposition of a Late Dual Credit Section Cancellation Fee, under section 5(d), as approved by the Board on April 27th. This would only apply if-and-when partnering districts schedule a dual credit class requiring a faculty member assigned by the College, and then cancel that class after the designated deadline.

The Education and Workforce Development Committee is asked to recommend Board approval of the Interlocal Agreement for Dual Credit Program partnerships with local school districts for academic year 2021 – 2022.



2021-2022 Dual Credit Programs Interlocal Agreement Recommended Revisions

South Texas College Dual Credit Programs Interlocal Agreement outlines the roles and responsibilities of the College and partnering school districts. The following reflects the recommended revisions *in the 2021-2022 Dual Credit Programs Interlocal Agreement*:

Academic Policies & Procedures

- **Books and Supplemental Materials** (pages 5-6)
 - The College will consider the use of free or low-cost open educational resources in courses offered under the program for School District.
- **Transportation** (page 6)
 - The School District will provide transportation to students enrolled as required, deemed necessary, and appropriate under State law and School District rules and procedures. Students enrolled in dual credit courses at the College may be transported by the School district.
- **Submission of College Grade** (page 6)
 - The final course grade submitted for the College will be a letter grade, and for the high school a numeric grade based on a standard 100-point scale, which will be provided by STC Faculty, upon request. Request must be submitted by the School District to the STC Faculty before the end of the College's finals week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade.
- **Reporting Required Critical Student Performance Information**
STC Faculty (page 6)
 - Will only provide final course numeric grades based on a standard 100-point scale to the School District, upon request. Request must be submitted by the School District to the STC Faculty before the end of College's finals week.
 - Will not be required to submit midterm course grade
 - Will provide the following Starfish Early Alert Surveys:
 - Fall 2021 and Spring 2022: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
 - Summer 2022: First Week Attendance Verification, and one Progress Survey (Week 3)

Student Enrollment & Support Services

- **Dual Credit Sections** (Page 9)
 - Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with less than the minimum enrollment will be cancelled by the advertised semester deadline.

Financial Support Services

- **Faculty Charges** (Page 11)
 - School Districts cannot cancel dual credit courses with assigned College Faculty after August 6, 2021 (Fall 2021 semester), January 4, 2022 (Spring 2022 semester), May 23, 2022 (Summer I semester), and June 29, 2022 (Summer II). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.
- **Data Sharing** (Page 11)
 - The School District agrees to provide directory information for all 11th and 12th grade students enrolled in the district for recruitment purposes. The School District will provide an electronic secure file to the Director of College Connections and Admissions for Traditional students by the end of September. The file will include student names, school emails, home phone numbers, and home addresses.



Interlocal Agreement

South Texas College Dual Credit Programs

SOUTH TEXAS COLLEGE (herein called the “College”) and _____ **SCHOOL DISTRICT** (herein called the “School District”) enter into the following Interlocal Agreement (IA), and for the terms of which WITNESS THE FOLLOWING:

TERM

This IA shall be in effect from August 23⁴, 2020 2021 to August 23⁴, 2021 2022, and posted during this term on the College’s and School District’s respective internet websites.

OVERVIEW

The College is committed to serving the students and communities of South Texas through collaborative work with school districts in the College’s service area. A major initiative promoting a college-going and college graduation culture is the **South Texas College Dual Credit Programs**, which complies with the rules set forth by the State of Texas (TAC Title:19 Chapter 4, Subchapter D, Rule § 4.84) for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students; therefore,

NON-DISCRIMINATION

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class or any other basis prohibited by law. Protected classes at the College include: race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, including pregnancy and parental status, sexual orientation, gender, gender identity, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee’s employment or that adversely affects the student.

For more information, please visit [Board Policy #4216 Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited. and Sexual Misconduct](#)

1) **IA PURPOSE**

The purpose of this IA is to outline the roles and responsibilities of the College and the School Districts that participate in the Dual Credit Programs. This IA is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB). An additional **Memorandum of Understanding IA** is required by the Texas Education Agency for Early College High Schools, T-STEM and P-TECH schools.

2) **RECOGNITION OF HIGHER EDUCATION PARTNER**

The School District, when reporting and publicizing high school *students’ completion* of dual credit **courses, degrees, or certificates**, will recognize all Higher Education partners, including South Texas College. Furthermore, when the School District advertises and/or publicizes including but not limited to,

designations, awards received, tuition saved, and articles written in social media, television commercials and print ads for dual credit, the School District will recognize South Texas College as their Higher Education partner. The following statement must be included in all the School District's publications and/or advertisements in regards to the Dual Credit Programs:

"[ISD name] collaborates with South Texas College, our Higher Education partner, to offer college credit hours, college certificates and degrees, while saving families hundreds of thousands of dollars by waiving tuition and fees."

In addition, the School District shall adhere to the format and style of all advertising, marketing, reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College's ***Branding, Marketing, and Advertising Guidelines for South Texas College Dual Credit Programs*** at www.southtexascollege.edu/go/dual-credit-marketing (see Exhibit B for Sample Recognition). Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

3) **ACADEMIC POLICIES & PROCEDURES**

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students. A degree plan with a defined sequence of courses will be available through DegreeWorks for all dual credit students.

a) Eligible Courses

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer ~~remedial~~, kinesiology, **guided studies, competency-based** or developmental courses for dual credit.

b) Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called "Dual Credit Faculty") to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College's policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For a comprehensive view of the Faculty Credentials and Qualification, Selection, Supervision, and Evaluation process, refer to the ***Dual Credit Programs Instructional and Quality Standards Manual - Academic Affairs Division***.

- i. The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the College's ***Board Policy #4151 Academic and Professional Credentials for Faculty***, which includes the criteria used by the College to determine teaching eligibility.
- ii. The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks.
- iii. School District faculty approved as Dual Credit Faculty must be cleared by the College's Office of Human Resources to teach any dual credit courses.
- iv. Dual Credit Faculty will submit all required reporting documents such as rosters, learning outcome results, syllabi/section outlines, and grades by the deadlines set by the College.

- v. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the ~~Blackboard~~ LMS Fundamentals and ~~Instructional~~ Academic Continuity ~~Certifications~~ ~~Trainings~~ offered through the College's Distance Learning Department prior to ~~or during their first semester~~ teaching Dual Credit Program courses.
- vi. College and Dual Credit Faculty teaching dual credit courses should check their class rosters during the first week of classes by accessing Starfish through JagNet to make sure that all students attending the class are enrolled in the dual credit course. Refer students not on the roster to the appropriate School District counselor and the Dual2Degree Department. Any student not listed on the roster by the 12th day of class (Census Day) will not be enrolled in the dual credit course.
- vii. New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete the DELTA Online Academy course offered through the College's Office of Professional and Organizational Development during the ~~summer prior to, or the Fall~~ first semester ~~teaching dual credit courses. of, their first academic year.~~ Dual Credit Faculty not completing this Academy will not be allowed to continue teaching the following academic year. This Academy focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.
- viii. The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and course-specific College professional development training, and the two Dual Credit professional development days organized by the College held on the Saturday before each full semester begins. The department chairs will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester, so that the Dual Credit Faculty can coordinate ~~his/her~~ ~~their~~ teaching responsibilities at the high school in order to attend required department meetings.
- ix. College Faculty and Dual Credit Faculty teaching college-level courses are expected to ~~reach out~~ communicate with ~~to~~ students who need academic assistance and direct them to the appropriate College or School District support services. College provides students access to college resources, and support services at no cost.
- x. The School District will forward any concerns regarding Dual Credit Faculty or College Faculty teaching the college-level course to the College Department Chair for investigation. To address and resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.
- xi. The Dual Credit Faculty or College Faculty assigned to teach a dual credit course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, as stated in Board Policy #3115 Distance Education, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.
- xii. Even though Dual Credit Faculty ~~members~~ are full-time employees of the School District

wherein they teach the college course(s), they are expected to follow all the College's policies as applicable during the instructional time designated for dual credit courses. ~~Because~~ **Since** Dual Credit Faculty are employed by both the College and the School District, they are confronted with unique challenges; ~~nonetheless, but should~~ **they should** have the same rights, responsibilities, and privileges as College Faculty teaching a dual credit course at a high school site. They must fulfill their responsibilities as Dual Credit Faculty while acting in accordance with the expectations, policies, and responsibilities required by their School District and Principal.

xiii. Dual Credit Faculty Rights and Responsibilities when teaching a College-level Course for the College:

- College-Level Course Work: The rigor of college-level course work can often require additional time outside of class for students to meet course learning objectives and outcomes; therefore, Dual Credit Faculty should not be coerced to decrease the amount of out-of-class work assigned to students.
- Issuing of College Grade: Dual Credit Faculty ~~shall~~ **should** not inflate the college letter grade, which might differ from the high school numeric grade.
- Contact Hours Pertaining to Dual Credit Students: Just as Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. In accordance with the College [Board Policy #3335 Student Attendance](#), the student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence, and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.
- Dual Credit Faculty must not be coerced to take unreasonable measures to help a student who, in the estimation of the Faculty member, is failing the course due to **the student's classroom performance**, ~~a~~-lack of **participation effort** and/or excessive student absences.

c) Location, Facilities, Teaching Environment, and College Courses

The location of dual credit courses will be held at approved **instructional** ~~high-school~~ sites in accordance with SACSCOC **S** standards.

i. Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- School District will ensure that College Faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- School District **will** ~~shall~~ permit access to the College's electronic learning resources when the course is taught at the School District; and
- School District offering science courses ~~shall~~ **will** meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science program requirements.

ii. Teaching Environment

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate “College Course is in Session”;
- Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities, or making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
- Accepting the faculty member’s attendance requirements as stated in the course syllabus and as supported by [*Board Policy #3335 Student Attendance*](#). This policy provides guidelines related to student attendance and authorizes faculty to drop a student, prior to the withdrawal deadline, when in the opinion of the faculty, the student would have difficulty in successfully completing the course.

iii. College Courses

Faculty teaching dual credit courses must use the College’s approved Learning Management System. The College maintains security measures to protect faculty and students while learning in an online environment. More detailed information can be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

iv. Course Delivery

The School District will ensure that all dual credit courses taught by Dual Credit Faculty are conducted through face-to-face instruction, except when a State of Emergency is activated, **it** is when a Dual Credit Faculty may be approved to conduct online instruction to adhere to the College’s Instructional Contingency Plan, using the College’s Learning Management System.

d) Course Curriculum, Instruction, and Grading

School Districts that participate in the Dual Credit Programs at the College will comply with procedures and guidelines as published in the ***Dual Credit Programs Principal Agreement***, and ***Dual Credit Programs Instructional and Quality Standards Manual***, including the following:

i. Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the College Department Chair and Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams. College courses and exams should take reasonable priority over School District activities.

ii. Monitoring Instruction

The School District will work with the College so College personnel will have the opportunity to monitor the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District.

iii. Books and Supplemental Materials

The School District will provide textbooks for each registered student, equipment, and supplemental materials required for the cohort (S sections) classes. **The College will**

consider the use of free or low-cost open educational resources in courses offered under the program for School District. College-approved textbooks purchased by the School District as required for a college course are allowed to be used for four (4) years. Chairs may request a change of textbooks earlier than four (4) years, if the textbooks are for technology-based courses or with reasonable justification. Required textbooks and materials shall be available to each registered student on the first class day. Exceptions must be discussed with the Dean of Dual Credit Programs and the Department Chair.

iv. Transportation

The School District will provide transportation to students enrolled as required, deemed necessary, and appropriate under State law and School District rules and procedures. Students enrolled in dual credit courses at the College may be transported by the School District.

v. Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's [Board Policy #3310 Grading System: Credit Programs](#), as well as the grading criteria in the department approved syllabus.

vi. Submission of College Grade

The primary responsibility for assigning College grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinative. College and School District officials will not interfere with the faculty member's responsibility for assigning College grades. The final course grade submitted for the College will be a letter grade, and for the high school a numeric grade based on a standard 100-point scale, which will be provided by STC Faculty, upon request. Request must be submitted by the School District to the STC Faculty before the end of the College's finals week. The final course grade recorded for the College will be a letter grade and for the high school a numeric grade that may differ from the College letter grade. ~~that might differ from the College grade.~~

vii. Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed on the Academic Affairs Department webpage at the following link:

https://academicaffairs.southtexascollege.edu/grade_appeals/.

viii. Reporting Required Critical Student Performance Information

The College has developed guidelines for sharing critical student performance information when needed for high school reporting.

STC Faculty

- Will only provide final course numeric grades based on a standard 100-point scale to the School District, upon request. Request must be submitted by the School District to the STC Faculty before the end of College's finals week.
- Will not be required to submit midterm course grade
- Will provide the following Starfish Early Alert Surveys:
 - Fall 2021 and Spring 2022: First Week Attendance Verification, and two Progress Surveys (Weeks 5-6 & Weeks 11-12)
 - Summer 2022: First Week Attendance Verification, and one Progress Survey (Week 3)

Dual Credit Faculty

- ~~The~~ Guidelines indicate reporting requirements and responsibilities of the Dual Credit Faculty regarding parent inquiries, progress reports, and discipline matters. ~~These guidelines~~ which are found in the *Dual Credit Programs Instructional and Quality Standards Manual*.

e) Dual Credit Policies

- i. **Board Policy #3230 Dual Credit Programs with Partnering School Districts**
 - Lists general provisions that partnering School District must comply with; and
 - States that tuition and fees for dual credit students sponsored by partnering School District will be charged as approved by the College's Board of Trustees.
- ii. **Board Policy #3232 Dual Credit Student Eligibility Requirements**
 - Outlines the dual credit student eligibility requirements;
 - Stipulates limitations on what courses and how many hours may be taken;
 - Mandates student compliance with Financial Aid Satisfactory Academic Progress (SAP); and
 - Levies the independent student tuition and fees for students enrolled in (non-S) section(s) without prior approval by the College.
- iii. **Board Policy #3320 Academic Progress Standards**
 - States expectation that students meet academic standards for coursework at the College;
 - Defines levels of academic status GPA criteria; and
 - Explains student academic progress standards including probation, suspension, and readmission.
- iv. **Board Policy #3322 Student Financial Aid - Satisfactory Academic Progress (SAP)**
 - Cites Federal regulations that require the College to monitor Satisfactory Academic Progress (SAP) for all students, including dual credit students, in order to determine financial aid eligibility; and
 - Cites regulations that require the evaluation of quantitative (67% course completion rate and maintaining at least a 2.0 cumulative GPA) standards, as well as completion of a degree or certificate within 150% of normal time frame.

4) **STUDENT ENROLLMENT & SUPPORT SERVICES**

a) Student Eligibility

The College requires the School District to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's *Dual Credit Programs Enrollment and Support Services Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's **Board Policy #3200 Student Admissions**. The School District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and will comply with the College Dual Credit Programs Admission and Registration Timeline. An electronic copy of this document

may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

High school students are eligible to participate in the Dual Credit Programs upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB and the College dual credit course pre-requisites as published in the College's ***Dual Credit Programs Enrollment and Support Services Manual***.

Dual credit students must comply with the College's Academic Progress Standards as outlined in ***Board Policy #3320*** and ***Board Policy #3322***. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid and these requirements are applicable to dual credit students who are still in high school.

b) ***Collaboration and Outreach Efforts***

The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program on the College's dual credit website.

c) ***Course Load***

As stated in the College's ***Board Policy #3232 Dual Credit Student Eligibility Requirement***, dual credit students may not enroll in college-level courses until the Spring semester of their 9th grade, and then limited to no more than two (2) dual credit courses for that semester from an approved list of recommended courses. All 10th grade students will be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below. Students may attempt a maximum of 68 credit hours, with the exception of students pursuing the Associate of Science in Engineering. The Dual Credit Programs is subject to all applicable College policies and procedures.

Non-S Section Enrollment

Students who want to enroll in regular (non-S) section(s) must submit a request and be approved by the Dean of Dual Credit Programs and School District Partnerships. Students can only be enrolled in courses within their declared major. Any student approved to enroll in a regular (non-S) section(s) will not be assessed the independent student tuition and fee rates based on the Board Approved Tuition & Fee Schedule. Dual credit students who do not receive approval to enroll in a regular (non-S) section(s), may still enroll, but will be assessed the independent student tuition and fee based on the Board Approved Tuition & Fee Schedule.

Non-S section requests for ~~12~~ 10 or more students in the same course type during the same semester will require an "S" section to be created by the School District. Criteria is available on the Dual Credit Programs website, which includes the eligibility of enrollment of only 11th and 12th graders.

d) *Student Composition of Class*

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- i. If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course.
- ii. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students.
- iii. If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

Dual Credit Sections

Dual credit sections assigned to an STC Faculty and/or Dual Credit Faculty must have a minimum of ten (10) students enrolled in Academic sections and seven (7) in Career Technical Education sections. Dual credit sections with less than the minimum enrollment with fewer than ten (10) students will be cancelled by the advertised semester deadline, prior to the first class day. Dual Credit Programs will work with the School District to determine options to combine dual credit courses with partnering school districts approval, if available.

e) *Advising*

The College and the School District shall offer college advising services for dual credit students, consisting of a general first time dual credit student advising, group enrollment advising using DegreeWorks, face to face advising, and in addition to a College Advising Training Program for High School District Counselors held by the College.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned.

In active collaboration with the College, the School District shall take whatever actions deemed reasonably necessary by the College to fully comply with the advising mandates delineated in TX SB 25 (2019) and TX SB 1324 (2019).

f) *Pathways Alignment*

The College shall provide a comprehensive guide to the alignment of High School endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

g) *Counseling and Student Accommodations*

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

The School District will provide classroom accommodations for dual credit students. If the class is taught at the high school by a high school Dual Credit Faculty, the School District's high school will be responsible to provide the classroom accommodations. If the class is taught by a College STC Faculty at the high school, the College Counselor will coordinate class accommodations with the high school's Special Education Counselor. All procedures and guidelines are outlined in the College *Dual Credit Programs Enrollment and Support Services Manual*. An electronic copy of this

document may be accessed on the Dual Credit Programs webpage at the following link:
<https://www.southtexascollege.edu/dual/index.html>.

h) *Student Complaints*

Grievance or Complaint procedures for handling student complaints, regarding college courses, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's [Board Policy #3313](#), ***Student Grievance or Complaint***, and [Board Policy #4216](#), ***Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited. and Sexual Misconduct***. A student may report a grievance or complaint at the following link:
<https://www.southtexascollege.edu/report/index.html>.

i) *Student Conduct*

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in the College's Student Handbook, Chapter 2, Code of Student Conduct. Dual credit students who receive a sanction of suspension or expulsion from the College must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District; and in accordance with Texas State law shall have a transcript notation of suspension or expulsion placed on their official record. On request by the student, the College may remove the notation from the official transcript. Further, the College reserves the right to refer cases to the Behavioral Intervention Team for review and threat assessment. An electronic copy of this Student Handbook and Code of Conduct may be accessed on following link: https://www.southtexascollege.edu/pdf/student_code_of_conduct.pdf

j) *Transcription of Credit*

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

k) *Commencement Ceremonies*

To become eligible to participate in the College Commencement Ceremonies held in May, December, or at such time determined by the Board of Trustees, dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date, except when a State of Emergency is activated. The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

5) **FINANCE SUPPORT SERVICES**

a) *Faculty Stipend*

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college level courses will be paid a stipend by the College per class, per semester, as outlined in the College ***Dual Credit Programs Instructional and Quality Standards Manual***.

b) Tuition & Fees

The School District will be charged tuition and fees as outlined in *Exhibit A: Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021-2022*. The College's Board of Trustees reserves the right to adjust tuition and fees as deemed necessary during the year.

c) Invoicing

The College will invoice the School District that sponsors the student for the applicable charges, in accordance with the *Board Approved Tuition & Fees for Dual Credit Students Sponsored by Partnering School Districts for FY 2020-2021-2022*, as approved by the College Board of Trustees (see Exhibit A).

d) Faculty Charges

When the College provides the faculty, including via ~~interactive~~ distance learning, the School District is responsible for the mileage and faculty cost as stipulated in the Dual Credit Course Agreement (DCCA). School Districts cannot cancel ~~a~~ dual credit courses with ~~an~~ assigned College Faculty after August 6~~10~~, 2021~~0~~ (Fall 2021~~0~~ semester), January 4~~5~~, 2022~~1~~ (Spring 2022~~1~~ semester), May 23, 2022 (Summer I semester), and June 29, 2022 (Summer II). Should a School District cancel dual credit course(s) with an assigned College Faculty after the advertised deadline, a Late Dual Credit Section Cancellation Fee will be assessed.

This agreement is outlined in the *Dual Credit Programs Instructional and Quality Standards Manual*. An electronic copy of this document may be accessed on the Dual Credit Programs webpage at the following link: <https://www.southtexascollege.edu/dual/index.html>.

6) DATA SHARING

FERPA allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under § 99.34. If the student is under 18, the parents still retain the right under FERPA to inspect and review any education records maintained by the School District, including records that the College disclosed. The College and the School District are expected to meet FERPA requirements to maintain the privacy of student data.

The School District agrees to provide directory information for all 11th and 12th grade students enrolled in the district for recruitment purposes. The School District will provide an electronic secure file to the Director of College Connections and Admissions for Traditional students by the end of September. The file will include student names, school emails, home phone numbers, and home addresses.

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide required data in a timely manner to our partners with a signed IA.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the District without prior authorization from the College.

The School District may request data outside of the scheduled report distribution schedule provided:

- An IA has been executed and is active between the School District and the College
- The data request is submitted, at minimum, three (3) business days prior to the requested delivery date

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The School District may submit an e-mail request for reports to: dcdatarequest@southtexascollege.edu.

7) **HUMAN RESOURCES DEPARTMENT, DATA PRIVACY & SHARING AGREEMENT**

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the College's [*Board Policy #4151 Academic and Professional Credentials for Faculty*](#), and submit all required documents for the **approval**/hiring process to the Human Resources Department as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

- a) Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director and/or Employee Relations Officers for investigation.
- b) The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's [*Board Policy #4216 Sex Discrimination, Sexual Harassment, Discrimination, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited Sexual Misconduct*](#) and the School District Title IX policy in resolving incidents and complaints. **An electronic copy of the College's Board Policy may be accessed on following link:** <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>.

Title IX Statement:

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq) and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and the Title IX Deputy Coordinators for the College are located at the following link: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

- e) The School District will designate a specific School District official that is certified as a Title IX Investigator/Coordinator to serve as the authorized liaison ~~for~~ with South Texas College Office of Human Resources, **Office of Student Rights and Responsibilities, and/or Title IX Coordinator**. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter (see Exhibit C).

8) **INTERLOCAL AGREEMENT (IA)**

This IA may be amended by mutual written agreement of both parties.

The College and the School District reserve the right to terminate this IA, by notice from either party in accordance with this IA or by operation of law. The College or the School District may terminate the IA no fewer than ninety (90) days prior to the intended date of termination. To be effective, notice must be submitted in writing, signed by the College President or the School District Superintendent and personally delivered to the other party to this IA.

9) **NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT**

Failure to act in accordance with any provision in this IA will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20_____.

~~Shirley A. Reed, M.B.A., Ed.D.~~
David C. Plummer, M.B.A., Ed.D.
Interim President
South Texas College

Superintendent
School District

Chairman, Board of Trustees
South Texas College

President, Board of Trustees
School District

EXHIBIT A

TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS FOR FY 2021-2022


	Board Approved FY 2019-2020	Board Approved FY 2020-2021	Board Approved FY 2021-2022
DUAL CREDIT TUITION:			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACULTY:			
Associate Degree Nursing	75.00	0.00	0.00
Emergency Medical Technology	55.00	0.00	0.00
Occupational Therapy Assistant	55.00	0.00	0.00
Patient Care Assistant	35.00	0.00	0.00
Pharmacy Tech	55.00	0.00	0.00
Physical Therapist Assistant	55.00	0.00	0.00
Radiologic Technology/Sonography	65.00	0.00	0.00
Respiratory Therapy	65.00	0.00	0.00
Vocational Nursing	75.00	0.00	0.00
COURSE FEES:			
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions - Fee waived) (Fall 2020 Session - Fee waived)	10.00	10.00	10.00
Hybrid Course Fee per credit hour	0.00	0.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
INCIDENTAL FEES:			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00

Board Approved_DualCreditTuitionandFeesFY2021-2022_February 23, 2021

Exhibit B

Sample Recognition

SUNDAY, MAY 24, 2020 | The Monitor, www.themonitor.com



LA JOYA ISD THANK YOU PARTNERS!

The Academies of La Joya ISD would like to offer a special THANK YOU to the various business and community partners involved in the academic success of our Academy students throughout the 2019-2020 school year. The sharing of your experiences, ideas and challenges, as well as opening the opportunity for student internships and job shadowing for our students and teachers has left an insurmountable impact on the educational lives of our students. La Joya ISD thanks the following individuals for being a partner in education for our students!

BUSINESS PARTNERS


- Alamo Police Department
- M2 Engineering, PLLC
- Buckner Children & Family Services
- Izaguirre Engineering
- The Honorable Judge Keno Vasquez
- The Honorable Judge Nereida Lopez Singletery
- Workforce Solutions
- Terry Physical Therapy
- Walgreens (Palmview)
- La Joya Dental Associates
- Rio Grande Valley Vocational Services
- T-N-T Automotive Specialist
- Diesel Fleet Care Ironshark Tow & Transport
- Dillard's
- USDA
- Bert Ogden
- Doctors Hospital at Renaissance

COMMUNITY PARTNERS

- City of La Joya
- Sullivan City
- City of Mission
- La Joya ISD Police Department
- LJISD Food & Nutrition Dept.

The Academies of La Joya ISD also wishes to extend a most gracious THANK YOU to our educational partners, who like La Joya ISD, are committed to the educational success of our students. Thank you SOUTH TEXAS COLLEGE and the UNIVERSITY OF TEXAS-RIO GRANDE VALLEY for your grand partnership with La Joya ISD. We look forward to the great partnerships that are on the horizon for our students.

EDUCATIONAL PARTNERS





Thank You!

Superintendent of Schools
Dr. Gisela Saez

LJISD Board of Trustees
Espie Ochoa, President
Mary T. Hernandez, Vice-President
Oscar "Coach" Salinas, Secretary

Nereyda Cantu, Member
Armin Garza, Member
Claudia Ochoa, Member
Alex Cantu, Member

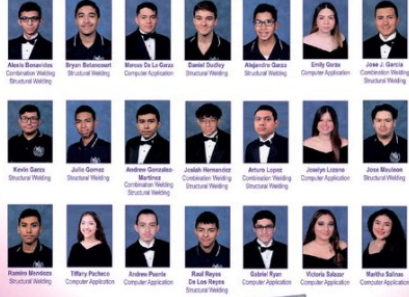


Vanguard Academy Thank You South Texas College

"A Purpose in Life. A Reason for Learning."

COLLEGE to CAREER

Vanguard Mozart and Rembrandt
earn 26 STC Certificates




South Texas College linked
PSJAISD
@PSJAISD

Breaking a district record, 541 PSJA ISD seniors were named candidates to receive Associate Degrees from @stcjaguars during the 2019-2020 school year!

Congrats to our amazing PSJA Early College Graduates!

Read more: bit.ly/3cTJSKz

#PSJAProud #onlyatPSJA



CONGRATULATIONS CLASS OF 2020


540+

PSJA ISD EARLY COLLEGE GRADUATES

More than 540 high school students in PSJA ISD were named candidates for South Texas College's Commencement Ceremonies for the 2019-2020 school year.

#PSJAProud #PSJACollegeConnected

3:30 PM · May 21, 2020 · Sprout Social



MCALLEN ISD

IB MIDDLE YEARS ACADEMY AT DE LEON MIDDLE SCHOOL

- SMALL, SPECIALIZED COMMUNITY
- RIGOROUS, ENRICHING PROGRAM FOR ADVANCED LEARNERS

Apply Today!

DEADLINE IS FRIDAY, APRIL 24TH

632-8800

UTRGV Thank you for your Dual Enrollment Programs! SOUTH TEXAS COLLEGE

EXHIBIT C

School District Title IX Investigator/Coordinator

As stated in Section 7C, the School District will designate a specific School District official that is certified as a Title IX Investigator to serve as the authorized liaison for South Texas College Office of Human Resources. The School District official and the College's representative(s) will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

The School District Liaison contact information is as follows:

School District Name: _____

High School Name: _____

Liaison's Name: _____

Position Title: _____

Contact Phone Number: _____

Email: _____

This form must be completed in its entirety and submitted to:

Title IX Coordinator
Mary Elizondo, CPA, MBA, CFE, CGMA
Vice President - Finance and Administrative Services
3201 West Pecan Blvd. X224
McAllen, TX 78501
956-872-3558
TitleIX@southtexascollege.edu

For any questions, please contact:

Laura Requena, MBA, MPAcc, PHR, SHRM-CP
~~Interim~~ Director of Human Resources
2501 West Pecan Blvd.
McAllen, TX 78501
956-872-3646
HR_Administrators@southtexascollege.edu

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Review and Recommend Action on Proposed 2022 – 2023 Academic Calendar

The Education and Workforce Development Committee is asked to review the proposed 2022 – 2023 Academic Calendar and recommend Board approval as presented.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, has developed the FY 2022 – 2023 Academic Calendar.

The calendar was developed to be compatible with local area school district calendars and other higher education institutions in Texas. The calendar was presented to South Texas College faculty and staff for review, feedback, and input during the months of March and April. Input received from staff and faculty was incorporated into the proposed calendar.

The proposed calendar has been approved by the Academic Calendar Steering Committee and has been reviewed and approved by the President's Cabinet.

The proposed calendar follows in the packet for the Committee's review and consideration.

The Education and Workforce Development Committee is asked to recommend Board approval of the 2022 – 2023 Academic Calendar as presented.

Committee Membership and Timeline

Academic Calendar 2022-2023

Updated May 11, 2021

Committee Membership

Christina Cavazos, Curriculum	Itzayana Lopez, Student Government
Esmeralda Eureste, Curriculum	Erika Leal, OPOD
Miguel Carranza, Student Financial Services	Alejandra Cantu, Dual Credit Programs
Juan Miguel Carranza, Student Financial Services	Monica Perez, VPAA
Jesus Campos, IS&P	Mark Murray, Faculty Senate
Bradley Davis, IS&P	Joel Jason Rodriguez, Council of Chairs
Cynthia Blanco, Admissions	Dr. Mahmoud Fathelden, MSITB (faculty)
Jesus Ramirez, Admissions	Erika Guerra, BPST (faculty)
Ray Pedraza, Public Relations	Nathaniel Weber, LA (faculty)
Laura Requena, Human Resources	Fred Cady, SBS (faculty)
Norma Jimenez, Business Office	Dr. Theresa Garza, NAH (faculty)
Willie Langley, Purchasing	

Timeline and Process

March 5, 2021	Calendar Committee meet to propose a preliminary draft calendar. (Materials provided in advance)
March 8 – March 31, 2021	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback. Feedback due by March 31, 2021.
April 9, 2021 (tentative)	Calendar Committee may meet to review collected feedback from faculty and staff and revised draft, if applicable.
April 12 – May 7, 2021	Draft Calendar will be presented to Academic Council, Planning and Development Council, President's Administrative Staff, Council of Chairs, and Faculty Senate.
May 10 – May 17, 2021	Calendar Committee members will vote on the Final Draft Calendar via email.
May 17, 2021	Final Calendar will be submitted to the Vice President for Academic Affairs.
May 18, 2021	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
May 25, 2021	Final Calendar will be submitted to the Board of Trustees.

2022-2023 Calendar

Updated: 04/21/2021



Fall Semester 2022 (August 22 - December 11)

August 10 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 11 (Thursday)	New Faculty Orientation
August 12 (Friday)	New Faculty Service Area Tour
August 15 (Monday)	Faculty Return – Academic Affairs Convocation / Division Meetings
August 16 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 17 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 18 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 19 (Friday)	Faculty Preparation Day / Departmental Meetings
August 20 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 22 (Monday)	Classes Begin
September 5 (Monday)	College Closed – Labor Day
September 7 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed – College-Wide Professional and Organizational Development Day
November 11 (Friday)	Last Day to Withdraw
November 24 – 27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 5 – 11 (Monday – Sunday)	Finals
December 10 (Saturday)	Commencement Ceremonies*
December 10 (Saturday)	Certificate and Degree Award Date
December 11 (Sunday)	End of Term
December 12 (Monday)	Grades Due Date
December 17 – January 3 (Saturday – Tuesday)	Winter Break (College Closed)

* May vary depending on facility availability.

2022-2023 Calendar

Updated: 04/21/2021



Spring Semester 2023 (January 17 – May 11)

January 4 (Wednesday).....	College Opens – Staff return
January 4 (Wednesday).....	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 9 (Monday)	Faculty Return – Division / Department Meetings
January 10 – 13 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 14 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	Classes Begin
January 31 – February 4 (Tuesday – Saturday) ...	Distance Learning Symposium
February 1 (Wednesday).....	Census Day - Twelfth Class Day
February 10 (Friday).....	College Closed - College-Wide Professional and Organizational Development Day
March 13 – 19 (Monday - Sunday).....	College Closed - Spring Break
April 6 – 9 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Tuesday).....	Last Day to Withdraw
May 5 – 11 (Friday – Thursday)	Finals
May 11 (Thursday)	End of Term
May 12 – 13 (Friday - Saturday).....	Commencement Ceremonies*
May 12 – 13 (Friday - Saturday).....	Certificate and Degree Award Date
May 15 (Monday)	Grades Due Date
May 29 (Monday)	College Closed – Memorial Day

**May vary depending on facility availability.*

2022-2023 Calendar

Updated: 04/21/2021



Summer Session 2023 (June 5 – August 11)

June 5 (Monday)Classes Begin

June 9 (Friday) Staff – South Texas Leadership Academy for Staff
June 13 (Tuesday) Census Day - Seventh Class Day
July 4 (Tuesday) College Closed-Independence Day
July 10 – 11 (Monday & Tuesday) No classes (For Summer III only)
July 27 (Thursday) Last Day to Withdraw
August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)
August 11 (Friday) End of Term /Finals (Classes Meeting M-F)
August 14 (Monday) Grades Due Date

SI – Minimester (June 5 – July 6)

June 5 (Monday)Classes Begin

June 8 (Thursday) Census Day - Fourth Class Day
June 28 (Wednesday) Last Day to Withdraw
July 4 (Tuesday) College Closed-Independence Day
July 6 (Thursday) End of Term/Finals
July 10 (Monday) Grades Due Date

SII – Minimester (July 12 – August 11)

July 12 (Wednesday)Classes Begin

July 17 (Monday) Census Day - Fourth Class Day
August 4 (Friday) Last Day to Withdraw
August 10 (Thursday) End of Term/Finals (Classes Meeting M-R)
August 11 (Friday) End of Term /Finals (Classes Meeting M-F)
August 14 (Monday) Grades Due Date