April

2023

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MAY 23, 2023
SUBJECT:	ACTIVITY REPORT FOR APRIL 1, 2023 THROUGH APRIL 30, 2023

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College One to One meeting with Vice Presidents
- Student Affairs and Enrollment Management Division Leaders meeting
- South Texas College VISTA Site Visit
- Project Males Site Visit
- Organizational Chart Review
- Marketing for Associate of Applied Science in Law Enforcement and Fire Science
- Student Affairs and Enrollment Management Institutional Effectiveness review
- Job Description for Director of Promise
- Administrative Subgroup of Prosperity Task Force meeting
- Search Committee: Executive Director of Human Resources and Talent Development
- Enterprise Resource Planning Implementation Team Initial meeting
- Organizational Restructure meeting with Dr. Joe May

ATTENDED

- Faculty Senate President Luncheon with Dr. Ricardo Solis, South Texas College President
- Economic Development Administration's Grant with Dr. Rodney Rodriguez
- Crime Security Authority Training
- Meeting with Ann and William Guzman at Dr. Miller's office
- Meeting with Allatia Harris on Promise
- Engineering Student Recruitment meeting
- Summer and Fall Projections with Dr. Plummer
- IDEA Public School meeting
- Rio Grande Valley Hispanic Chamber of Commerce Small Business Luncheon
- South Texas College System Next Steps
- Prosperity Task Force Administrative Subgroup
- Project Males Faculty Focus Group

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2023 semester and Fall 2023 semester on March 6, 2023. **_7606_** students have registered online for Summer 2023 semester and **_4146_** students have registered online for Fall 2023 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **_361_** chat sessions during April 2023.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, Institutional Leadership Council meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Meeting to Review of Dual Credit FERPA & ApplyTexas, STC2UTRGV Joint Admission Weekly Check-in, BUGS Meeting, STC2UTRGV Joint Admission Weekly Check-in, Commencement Meeting, JagNet Content Committee, DualEnroll Follow-Up Meeting, College-Wide Curriculum Committee Meeting, STC2UTRGV Joint Admission Weekly Check-in, Anthology Demo Session - Students/IT, Trellis/South Texas College Meeting, Academic Council Meeting, Meeting regarding: Attributes, Changes, Impact future term, Honorary Degree Meeting, STC2UTRGV Joint Admission Weekly Check-in, Division Leaders Meeting, Final Walk Through at Bert Ogden Arena, TCC 2-Year Quarterly Meeting, ERP Implementation Team - Initial meeting, Institutional Leadership Council (ILC) Meeting, STC DualEnroll rough walkthrough.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.

- Graduation Analysts sent **_3159_** potential May 2023 graduates an invitation to Spring 2023 Commencement Ceremonies, which will be held at Bert Ogden Arena on May 5 and May 6, via Marching Order on April 2023.
- Specialists downloaded, reviewed and verified **__4127__** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 2023.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted international students with all aspects of admissions and registration.
- STC has **_15_** international students enrolled for Summer 2023 semester and **_16_** international students enrolled for Fall 2023 semester.
- Processed **_126__** course substitutions and exceptions in DegreeWorks during April 2023.
- Processed grade changes for **_31_** students during April 2023.
- Processed reinstatement requests for **_13_** students during April 2023.
- Processed schedule change requests for **__2877__** students during April 2023.
- Processed **__2206_** high school and **_543_** college/university transcripts during April 2023.
- Evaluated **_443_** transcripts from other colleges and universities during April 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **__2309_** STC transcripts during April 2023.
- Scanned and indexed **__2695___** documents submitted by students during April 2023.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS Staff has been assisting students with FAFSA application, completing files and awarding via Live Chat, Virtual Lobby and in-person
- Financial Aid Specialist Vania Garcia, Rebeca Arellano, Lorena Martinez and Ariana Valenzuela attended the 2023 New Aid Officers Workshop in Grapevine, Texas April 18th through April 21st
- SFS Coordinator Anna Barrera, FA Specialist Elizabeth Salinas and Records & Registration Specialist Felicita Perez meet to go through the 2023 Work Study of the Year nominations and selected Myra de la Garza from Mid-Valley Campus
- College was closed April 6th-9th
- SFS Department celebrated our work-studies the week of April 10th through April 14th for work-study appreciation week.
- SFS Coordinator Rebecca Cano held interviews for the vacant Pecan Financial Aid Technician position
- SFS Administrative Assistant attended the AA Round Up for Accounts Payable & Travel Processes via TEAMS
- SFS Outreach Specialist Irene Rodriguez & Ariana Valenzuela attended 4 local High School/Community FAFSA events throughout the month of April.

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report April 2023					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2022**
Pecan Campus	**45**			**ACT**	**484**
Mid- Valley	**30**	**28**	**26 (93%show)**	**TSI EXAM**	**229**
Starr Campus	**13**	**10**	**9 (90%show)**	**TSI EXAM**	**72**
Pecan Plaza	**71**	**75**	**69 (92% show)**	**GED/ PEARSON**	**386**
Pecan Plaza		**78**	**64 (82% show)**	**TSI EXAM/ includes TSI Online**	**880**
Pecan Plaza		**12**	**11 (92% show)**	**TCOLE/TCFP Proctored Exams**	**68**
Pecan Plaza		**67**	**60 (90%show)**	**HESI**	**609**
Mid-Valley		**23**	**20 (87% show)**	**HESI**	**262**
Starr		**6**	**6 (100%show)**	**HESI**	**60**
TOTAL:	**159**	**299**	**265 (87% show)**		**3,050 – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (04/01/2023 – 04/30/2023)		**Year To Date (09/01/2022 - 04/30/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	25	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	218
Developmental Ed (945+ & 0-4 Essay	17	Developmental Ed (945+ & 0-4 Essay	138
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	1	ELAR Diagnostic Level 5	32
ELAR Diagnostic Level 4	32	ELAR Diagnostic Level 4	285
ELAR Diagnostic Level 3	18	ELAR Diagnostic Level 3	219
ELAR Diagnostic Level 2	9	ELAR Diagnostic Level 2	104
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**102**	**Total**	**996**
Mathematics College And Career Readiness			
Monthly (04/01/2023- 04/30/2023)		**Year To Date (09/01/2022 – 04/30/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	27	**College Ready (950+ or 910+ & 6+ Diag)**	167
Mathematics Diagnostic Level 5	7	Mathematics Diagnostic Level 5	83
Mathematics Diagnostic Level 4	40	Mathematics Diagnostic Level 4	322
Mathematics Diagnostic Level 3	16	Mathematics Diagnostic Level 3	227
Mathematics Diagnostic Level 2	15	Mathematics Diagnostic Level 2	154
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**105**	**Total**	**953**
Data retrieved from College Board Accuplacer			
Date: 5/01/2023			

STUDENT ENGAGEMENT AND COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Department continues its re-engagement initiatives for Summer and Fall enrollment which have targeted more than **2,500** former STC students. These campaigns have resulted in **268** inquiries from students seeking to re-enroll and department staff are providing support with the admission, financial aid, advisement and registration processes.
- Department staff continues to work with Academic Affairs to recruit prospective students in Baccalaureate and other academic programs of study. A total of **110** inquiries were received from prospective students seeking to enroll in these programs and department staff are providing students with personalized enrollment support.

Department staff provided support with a Bachelor programs presentation to the City of Mission employees on April 19, 2023

- Trellis TAP Services will conduct a consultation of STC's re-enrollment processes and practices for adult learners as part of the College's participation in the Student Success Acceleration Implementation Grant funded by the Texas Higher Education Coordinating Board. In addition, Trellis will conduct extensive research of former STC students who stopped out and provide a report by September 2023. Department will work collaboratively with Trellis through the grant period to re-engagement students with some college hours but no credential for Summer and Fall enrollment.
- Department is working collaborative with the Office of Public Relations & Marketing to finalize a "*Welcome Back*" kit that will be mailed out to students who stopped out but re-enroll. The kit will include promotional items and information on services/resources as a part of an attempt to create a unique student re-onboarding experience.

SNAPSHOTS

City of Mission STC Bachelor Programs Presentation

All Access Event Support

Department staff provided support to students during an All-Access event on April 20, 2023

Donna Fire House Presentation/Application Drive

Department staff presented and provided support to the Donna Fire House employees on April 25, 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program	Total Inquiries
Associates in Law Enforcement	10
Associates in Fire Science	1
Bachelor in Computer and Information Technologies	6
Bachelor of Operations Management	8
Bachelor in Organizational Leadership	30
Bachelor in Medical and Health Services Management	5
Basic County Corrections Academy	3
Firefighter Academy	8
Police Academy	31
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	8
Monthly Total	110
YTD Total	820

Event	Agency	Date	Total Attendees
STC Bachelor Programs Presentation	City of Mission	04/19/2023	17
STC Bachelor Programs Presentation/Application Drive	Donna Fire House	04/25/2023	12
STC Bachelor Programs Presentation	Regional Center for Public Safety Excellence	04/28/2023	15
		Total	44

STUDENT RE-ENGAGEMENT

Date	Communication Method	Target Group	Total Students Outreached	Total Inquiries
Monday, February 06, 2023	Mobile Messaging Campaign	Students Applied for Spring, Did Not Enroll (Not Cleared to Register)	188	62
Monday, March 06, 2023	Mobile Messaging Campaign	Students Applied for Spring, Did Not Enroll (Cleared to Register)	543	96
Wednesday, March 22, 2023	Mobile Messaging Campaign	Spring Stop-Outs – 1st Campaign (Cleared to Register, Near Completion) (Cleared to Register, Not Near Completion)	1,966	77
Monday, April 10, 2023	Mobile Messaging Campaign	Spring Stop-Outs – 1st Campaign (Not Cleared, Near Completion) (Not Cleared, Not Near Completion)	130	5
Monday, April 10, 2023	Mobile Messaging Campaign	Fall 2021 - Spring 2023 IDEA Stop Outs (Good Standing)	276	13
Ongoing	Mobile Messaging Campaign/Outbound Calls	Fall 2022 Stop Outs	156	15
		Total	**3,259**	**268**

MEETING WITH STC DEPARTMENTS (INTERNAL)

- Student Engagement & Completion Services Weekly Staff Meetings
- Student Engagement & Completion Services Weekly Coordinator Meetings
- Student Engagement & Completion Services Weekly Supervisor Meetings
- Student Engagement & Completion Services Monthly Department Meeting
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Student Affairs & Enrollment Management Monthly AA/Secretaries Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- CollegeApp: Audience Build Meeting
- 2023 Commencement Meeting
- Trellis Meeting

- Full Measure Check-In Meeting
- City of Donna Presentation Planning Meeting
- EAB: Innovations to Drive Adult Learner Enrollments
- Monitoring Report Check In – Salvador
- Monitoring Report Check In – Joshua
- Monitoring Report Check In – Crystal
- Monitoring Report Check In – Carmen
- Review of Annual Report Meeting
- Case Management Brainstorming Meeting
- Trellis/South Texas College Meeting
- Review of Subsequent Targeted Communications Meeting
- Enrollment Monitoring Report Check In – Crystal
- Enrollment Monitoring Report Check In – Joshua
- Enrollment Monitoring Report Check In – Cynthia
- Enrollment Monitoring Report Check In – Aileen
- Enrollment Monitoring Report Check In – Salvador
- Enrollment Monitoring Report Check In – Nataly
- Case Management Brainstorming Meeting
- Tuition Assistance & Previous Balances Meeting with Financial Aid
- Meeting with Council for Adult and Experiential Learning (CAEL) - Student Onboarding Survey
- Full Measure Check-In Meeting
- ERP Implementation Team - Initial Meeting
- Pre-Consultation Meeting with Supervisors
- Institutional Leadership Council Meeting
- STC IDEA: Re-Enrollment Collaborative
- MDRC Student Success Interview

PROFESSIONAL DEVELOPMENT

- Distinguished Learning Academy (DLA) Information Session
- Business Office AA/FM Round Up Workshop
- Benefits Workshop – Employee Leave
- Supporting Out-of-Workforce and Single Parents - Part 6 of 6 Sessions
- FMLA Guidelines and Regulations for Supervisors Seminar

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Fast Track/All Access Meeting
- Preparate Conference
- Texas Association of Community Colleges Conference
- Texas Association for College Admission Counseling Conference
- Administrative Assistant Meeting
- Advisory Committee Meeting at Mid-Valley
- RGV Focus Higher Education Persistence and Completion Action Network
- Project Male Focus Group

RECRUITMENT

- Individual Student Appointment – 10 appointments
- Morris MS Gear Up Parent Meeting: Post-Secondary Options/Pathways – Community Outreach
- Robert Vela High School – Campus Visit
- DSTFLA Region One – Community Outreach
- La Villa Early College High School – College Fair
- WHS Region One Gear Up – Community Outreach
- Rosendo Benavides Elementary – Career Fair
- Edinburg North High School – Campus Visit
- Juarez-Lincoln High School – College Fair
- Edcouch Elsa ISD – Community Outreach
- Mercedes Independent School District – College Fair
- Sharyland Early College High School – Decision Day Table Setup
- Student by Student Technology and Leadership Region One Conference – Table Setup
- Weslaco Independent School District – Decision Day Table Setup
- Edcouch-Elsa High School – College Fair
- Edcouch High School – Decision Day Table Setup
- Santa Rosa High School – Career Fair
- Nikki Rowe High School – Campus Visit
- NAH National Library Event – Table Setup
- PSJA Collegiate School of Health Professionals – Decision Day Table Setup
- PSJA Early College High School – Decision Day Table Setup
- PSJA North High School – Decision Day Table Setup
- PSJA Southwest High School – Decision Day Table Setup
- Achieve Early College High School – Decision Day Table Setup
- PSJA Memorial Early College High School – Decision Day Table Setup
- Valley View High School – Decision Day Table Setup
- PSJA Thomas Jefferson T-Stem – Decision Day Table Setup
- Donna High School – Decision Day Table Setup
- McAllen High School – Decision Day Table Setup
- Lamar Academy – Decision Day Table Setup

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 12 Inquiries
- Pecan Campus
  - Personal Tour – 1 visitor
  - South Texas College GED – 12 visitors
  - South Texas College GED – 5 visitors
  - Vanguard Academy – 60 visitors
- Technology Campus
  - Edinburg North High School – 40 visitors
- Mid-Valley Campus
  - IDEA Pike – 125 visitors

FAST TRACK/ ALL ACCESS

- Roma ISD – Starr Campus
- PSJA ISD – Pecan Campus
- McAllen ISD – Pecan Campus
- IDEA - Mission, North Mission, QUEST, Toros, McAllen Public Schools – Pecan Campus
- Mission ISD – Pecan Campus
- PSJA ISD – Pecan Campus
- Weslaco ISD – Mid-Valley Campus
- Mercedes High School – Mid-Valley Campus
- Edcouch Elsa – La Villa – Monte Alto – Mid-Valley Campus
- Vanguard Academy – Pecan Campus
- La Joya ISD – Pecan Campus
- Rio Grande City/Grulla ISD – Starr Campus
- IDEA Donna/Weslaco Pike – Mid-Valley Campus
- La Joya ISD – Pecan Campus

CALL CENTER

Phone Calls	
Inbound Calls	6491 Calls

Mongoose Text Campaigns

Campaign	**# Reached**	**# Students replied**	**# Replies**
Project Males	18	1	1
FA Pending Appeal 04.24.23	92	4	5

Radius

Campaign	**Emails Sent**	**Emails Viewed**	**Total Counselors**
2023 Jaguars Get Hired Career Expo	12681	6252	12876

Weslaco ISD All Access at Mid-Valley Campus

High School students from Weslaco ISD experienced the South Texas College All Access experience at Mid-Valley Campus. They were able to register to classes for Fall semester by the help of the Recruiters from College Connections department.

Technology Campus Tour with Edinburg North HS

Student from Edinburg North High School is pictured using virtual reality equipment from the Architectural and Engineering Technology department during the hands-on activity portion of a campus visit at the STC Technology Campus. The equipment includes a Map Quest 2 headset and the Gravity Sketch platform.

PSJA North High School Decision Day

Student is captured at PSJA North High School Decision Day proud to be a South Texas College future student.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ
CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
4500	Student Contacts, Outreach & Virtual Appointments
1924	CTE Student Contacts
79	Student & Alumni Registered on CCN
32	Student & Alumni Resumes Revised/Uploaded on CCN
14	New Employer Registered on CCN
35	Jobs posted to CCN
10	Workshops Presented
74	Resumes Reviewed Online by Employers via CCN
2114	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Camp Cody
- D' Maria Adult Day Care LLC
- Clear Lake City Water Authority
- Driscoll Children's Hospital, Rio Grande Valley
- Entravision Communications
- Fontaine Modification Co
- Guerra & Sabo, PLLC
- proVEN Digital Systems
- Rio Stone Products
- Terra Construction, LLC
- The Borgen Project
- The County of Hidalgo
- TradeCon Industrial Solutions
- Tramuc Transport
- Valley Grande Institute

Presentations/Workshops

- Resume Ready Classroom Presentation
- Texas Regional Bank Financial Literacy Presentation to Mid-Valley Students
- Basics for Financial Wellness Workshop via Teams
- Overview of CES at Nursing Career Day Event
- Grow with Google workshop mid-valley campus
- Grow with Google workshop Starr County campus
- Presentation for Valley Scholars
- Bachelor Program: Technology Management class presentation
- CTE Occupational Therapy Assistant Program Class Presentation
- Getting Resume Ready Workshop-mid valley campus

Employer Outreach

- KeppelAmFels
- HoltCat
- Halliburton
- Lone Star National Bank
- DHR
- Oregon State Police
- ZOHO
- United States Air Force
- Raba Kistner
- Rhodes Enterprises
- HB Neild
- Welding Works
- Hospital Corporation of America
- TradeCon
- Texas Department of Public Safety
- HEB
- County of Hidalgo
- Vantage Bank

Employer Registrations

- Christian Y. Alvarez Law LLC
- Clear Lake City Water Authority
- D' Maria Adult Day Care LLC
- Dolce Vita Realty
- Driscoll Children's Hospital, Rio Grande Valley
- Guerra & Sabo, PLLC
- Kyle Police Department
- proVEN Digital Systems
- Starcon International
- Terra Construction, LLC
- Touchstone Communities
- Valley Grande Institute
- Tramuc Transport
- XYS Prehab & Personal Training

Coordination of Upcoming Events

- Spring 2023 CES open workshops
- Career Services presentation for all Success Specialist and Guided Pathway Specialist
- Coordinate staff in participation of CTE Pass Program Pop in Event and informational table sessions
- Bachelor Program: Technology Management class presentation

Meetings & Miscellaneous information

- Extending follow-up invitations to industry partners welcoming them to participate in the STC 2023 Career Expo.
- Coordinate informational tabling for student workers in efforts to promote CES and Career Expo
- Meeting with Valley Scholars Coordinator for upcoming CES events
- CES continues to coordinate with the Public Relations Department to seek support for the upcoming STC 2023 Career Expo.
- Conducting outreach efforts to the business community regarding participation in the STC 2023 Spring Career Expo.
- Conducted outreach efforts with students & alumni in efforts to promote Career Expo event via CCN
- CES hosted the STC 2023 Spring Career Expo with 80 registered Private Sector & Business Community Partners and over 500 student/alumni in attendance.
- Participated in informational table for Pop In event at Technology Campus targeting CTE majors
- Participated in Starr Campus Job Fair
- CES set up an information Table for CTE students at Nursing PASS Program Pop-in Event
- CES and PR hosted a district wide Financial Literacy seminar series in partnership with Texas Regional Bank
- Met with STC IT for launch of Single Sign on for Online Job board platform (College Central Network)
- Set up a Career Services informational table for Library Open House
- Participation of Career Services informational table for Emerging Scientist Symposium
- Coordination with the Business and Public Relations Department to market and adjust the registration link for the STC 2023 Career Expo
- Participated in Student Activities Orientation for CES informational table
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the “single sign-on” feature.
- Continuation of training for New NAH & Tech specialist hires
- Met with Project Manager for Enrollment initiatives
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Grow with Google, Financial Wellness, and updating resumes.
- Staff Departmental Meeting
- Grow with Google meeting with grants compliance department
- Carl Perkins biannual reporting meeting
- Career and Employment Services was in contact with representatives of HEB for job development and recruitment opportunities for STC students.
- Career and Employment Services was in contact with representatives of Keppel AmFELS for job development and recruitment opportunities for STC students.
- CES conduct orientation and training for the CTE technology specialist

- Met with PR for upcoming Financial Literacy- Texas Regional Bank collaboration for district wide events
- Virtual Meeting for upcoming Student Journey Mapping Sessions
- Career and Employment Services was in contact with representatives of the Social Security Administration for job development and recruitment opportunities for STC students.
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Career and Employment Services was in contact with representatives of Hospital Corporation of America regarding job development and recruitment opportunities for STC students.
- Financial Wellness Planning Meeting with Public Relations, Texas Regional Bank & Career Services
- Career and Employment Services was in contact with Mr. Antonio Aguilar of HB Nield regarding job development and recruitment opportunities for STC students.
- Continuance of training Tech and Nah CTE specialist
- Departmental staff meeting, discussion of upcoming Career event
- Update CES website for CES open workshops
- Create informational table schedule for promotion of CES services and Career Events
- Adjusted CES marketing on social media platforms
- Attended professional development departmental meeting
- Coordinated numerous on campus recruitment events with various private sector organizations
- Financial Wellness presentation at Mid-Valley campus CES lab
- Grow with Google presentation at Mid-Valley campus CES lab.
- NACE Webinar via Zoom, *The Mental Health and Wellbeing of Recent Graduates: What is Our Role?*
- Financial Wellness & Career Coach presentation at Mid-Valley campus
- Grow with Google presentation at Mid-Valley campus
- Coordinate upcoming Spring 2023 Career Services Workshop Calendar
- Distribution of HEB gift cards at mid valley campus for South Texas College students
- Career and Employment Services was in contact with representatives of HEB for job development and recruitment opportunities for STC students.
- Program on Career and Employer Services. Financial Wellness and Grow with Google.
- Interpreting Program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Coordinate upcoming Career Services information tables for departmental work study.
- Career and Employment Services was in contact with representatives of the Social Security Administration for job development and recruitment opportunities for STC students.
- Career and Employment Services was in contact with Haliburton regarding their sudden inability to participate in the STC 2023 Career Expo. However, they will continue to work towards job development and recruitment opportunities for STC students.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for April 2023.
- Career and Employment Services was in contact with representatives of HoltCat Equipment for job development and recruitment opportunities for STC diesel program students.
- CES conducted a Financial Wellness workshop via TEAMS
- CES staff conducted Starr Campus Grow with Google workshop initiatives

- CES coordinated with Cashiers Office to schedule a training for the Grow with Google platform for the month of April 2023
- CES staff continues to seek and conduct research for a replacement platform for Big Interview.
- Coordinating the distribution of 2000 Financial Wellness kits for students who have completed the required online workshop module
- CES is promoting the *Grow with Google HIS Career Readiness Program* by coordinating with PR to update the STC website to incorporating changes to the Grow with Google program link in the CES website.
- Conducted Interview for Success Open workshop
- Create and updated the Grow with Google instructional flyer
- Create, update on CES website all Spring 2023 workshop calendar
- Coordination of upcoming workshop for Starr Campus students
- Conducted outreach via social media platforms for Spring open workshops
- Conducted a Career Readiness Presentation at Starr Campus
- Conducted a Grow with Google training for Career Services Staff updates
- Provided Grow with Google presentation via Teams for Starr Campus students
- CES contacted students, via mass email, who completed the two required courses on the iGrad Financial Wellness platform to inform them to pick up their Financial Wellness Tool kit.
- CES staff updated and cleaned the exported student module completion data from the iGrad platform, prior to sending out mass email to ensure that toolkits are received only by those students who completed the two required courses.
- Conducted outreach efforts to NAH students and alumni for potential employment opportunities with Valley Baptist Medical Center
- Compiled career services events data for CTE tech manager for equity and access
- CES continues to coordinate with iGrad to update the STC website by modifying the iGrad program link in the financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services continues to participate in the Institutional ePortfolio Taskforce
- Conducted outreach to STC media students and alumni majors for an employment opportunity with Entravision via the College Central Network (CCN) Online job board
- Career and Employment Services was in contact with representatives of REVEAM for job development and recruitment opportunities for STC students.
- Career Services departmental meeting, CES overview and trainings
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- Compiling, preparation and submission of FY23 Biannual Perkins Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted Threads Spring Donation Drive marketing.
- CES staff continues to facilitate resume reviews via College Central Network.

- Contacted, promoted and posted on all CES social media platforms employment opportunities on behalf of various employers
- Created Financial Wellness CTE student outreach materials.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- CES staff conducted Dual Credit + BA Capstone Career Presentations: CCN, Resume Reviews.
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES coordinated tech support with CCN representatives for the change to a "single sign on" log on feature in order to facilitate access to the platform on the CES website.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended CES staff meeting discussing Spring 2023 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2023 event.
- Reviewed, *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.
- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.

Photos:

STC Students at the STC 2023 Spring Career Expo

STC students interacting with recruiters

STC students meeting with private sector representatives

STC students exploring career options

STC students investigating career opportunities and course work recommendations

College Central Network Logistics

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- Erica Hansen and Ms. Michelle Miller attended the annual International Ombuds Association Conference in Seattle, Washington.
- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of the Ombuds presented a Student Workshop – Conflict Strategies at the Pecan, Mid-Valley, and Starr Campuses.
- Maria Alonso attended a Division Leaders Meeting.
- Maria Alonso attended the Institutional Leadership Council Meeting.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of Student Conduct posted the Coordinator of Student Rights and Responsibilities position.
- Julie Garza attended the National Behavioral Intervention Team Best Practice Conference.
- Julie Garza attended and obtained Certification on the National Behavioral Intervention Team Risk Rubric.
- The Office of Student Conduct hosted a Maxient training for all Maxient software users.
- Maria Alonso and Ms. Julie Garza participated with Dr. Jason Valerio a Classroom/Academic Integrity meeting.
- Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- Maria Alonso attended the Division Leaders Meeting.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Maria Alonso and Paul Hernandez participated in the South Texas College Behavioral Team Chat via Teams with Ms. Lauren Starnes for future training.

STUDENT ACTIVITIES AND WELLNESS

- Easter Celebration (Technology)

- Spring Celebration (Starr)

- Easter Egg Decorating (Pecan)

- Mario Kart Tournament (Technology)

- Student Leadership Academy Camp Rio Retreat

- Don’t Stress, Just Dance! (NAH)

- Karaoke Party (Mid-Valley)

- STC Student Volunteers at Great American Clean up

- Jaguar Leadership Banquet (Starr)

- Jaguar Leadership Banquet (McAllen Campuses)

- Earth Day Celebration (Technology)

- Earth Day 2023 (Starr)

- Ping Pong Tournament (Starr)

- Happy Earth Day (Pecan)

- Superhero Trivia (Technology)

- Game Time! (Starr)

- 2023 Spring 4v4 Volleyball Tournament (Pecan)

- 2023 Spring Coed Softball League (Pecan)

- 2023 Library Open House (Starr)

- Jaguar Leadership Banquet (MV)

- Student Leadership Academy Ceremony

- DIY Bean Bag Creations (Pecan)

- SGA Meet and Greet (Starr)

- Pop on Over and Chill with SGA (Technology)

- SGA Signature Event (Starr)

- Paint Your Concerns with SGA (Technology)

- All Access FYC Fast Tracks (Pecan, Mid-Valley, Starr)
- Student Leadership Weekly Workshops (Districtwide)
- Project Evolution Weekly Sessions
- Student Government Association Meetings (Districtwide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- National Library Week Information Table (Pecan)
- Emerging Scientist Symposium (Pecan)
- Work Study Appreciation (District Wide)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling and Student Accessibility Services Requests for Services

April 2023	
Counseling Services Contact Us Requests	11
Student Accessibility Services Contact Us Requests	13
CSAS Presentation Requests	13
Counseling Referrals Requests	27
Number of Faculty Notification of Class Absences Requests	6
Total	70

Counseling Services Contacts

April 2023					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	65	77	52	40	24
Academic Advising	54	1	204	5	3
Academic Counseling, Academic Probation, and Academic Suspension	13	8	93	22	16
Mental Health Counseling	29	32	176	13	31
Total	161	118	525	80	74

Student Well-Being Services Contacts

April 2023	
COVID-19 Student Contacts	16
Well-Being Clinics/Health Fairs	145
Walking Groups	12

Student Accessibility Services Contacts

April 2023	
Student Contacts	165
Number of Requests Made by Student	108

MEETINGS/CONSULTATIONS

Meetings

- Pecan, Mid-valley, NAH, Technology and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- Title IX Committee Meetings
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- All Access/Fast Track Events
- 504 Meetings
- COVID-19-On-going contacts with students and faculty
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- Fitness Classes
- Walking Groups
- Well-Being Check Up's
- BAE-B-SAFE Meeting with Paris Rangel
- Texas A&M Diabetes Program Planning Meeting
- WIC Mobile Clinics
- Valley AIDS Council Clinic
- MADD Meeting with Maura Torres
- Hidalgo County Health Department Meeting-Promotion of health, and vaccination programs
- College Safety Committee Meeting
- Basic Needs Committee Meeting
- CSAS Counselor Search Committee Meeting
- Maxient Training
- Adjunct & Dual Credit Faculty Professional and Organizational Development Day Meeting
- OPOD-Parenting Students Workshop Meeting

WORKSHOPS/PRESENTATIONS

- National Alcohol Awareness Month Events
- Finding Motivation and Gratitude in our Daily Lifestyle
- Communication Styles: What are you communicating?
- The Power of Forgiveness
- Eating Disorders
- Job Interview Skills
- Deaf Culture and Communication
- Fight to the Finish

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Contacts – total of 3,953 contacts with students were conducted by Academic Advisors and PASS Program Advisors in April 2023 including textbook lending and childcare services contacts
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services (250 Live Chats in April 2023)
  - Participated in the Emerging Scientist Symposium
  - Participated in review of Enterprise Resource Planning (ERP) Systems
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support/training to faculty advisors when advising students
  - Held Faculty Advising Certification Training for spring semester; it consists of seven sessions of 1.5 hours each and covers topics ranging from curriculum basics, advising technology, campus resources, advising theories and group discussions
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** next training is being planned for June; training will provide foundational knowledge on crucial student support services and resources that STC delivers; it also will include a campus tour of our Career and Technical Programs so that they can have first-hand knowledge of STC's state of the art facilities and services; 9 participants are registered for the training
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; coordinated with Office of Financial Services to ensure mentors met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the spring 2023

- semester; held professional growth training for mentors on the April 4th, 5th, 14th, 18th , and 19th, 21st, 26th, and 27th so that they can be better prepared to assist students
- **Monitoring Beacon Mentor Program** –Beacon Mentoring resumed for Spring 2023 semester; a total of 5 Math 1414 Beacon Mentoring sections are being implemented; mentors contact students 4 times during the semester to guide them and connect them to resources as needed; Beacon Mentoring classes participated in Priority Advising for early registration for the summer and fall semesters

- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, and to plan for FY2024 Perkins Basic Application
  - Staff provided academic advisement to PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
  - PASS Program is serving 147 students pursuing non-traditional fields
  - PASS Program is serving a total of 780 students in the spring semester
  - Held Pop-In events to promote services to CTE students districtwide (April 13th – Tech Campus, April 20th – NAH Campus, April 26th – Starr Campus, April 27th – MV Campus)
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Met with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2023 budget and FY2024 projected budget as well as services and a more collaborative/cohesive approach in service delivery to CTE students
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
  - Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year and to update the CLNA
  - Planning Perkins V SAEM application activities and corresponding budget

PARTICIPATED IN THE FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director Director and Basic Needs Workgroup participated in HOPE Center webinars; Student Needs Survey provided by the HOPE Center and focusing on assessing student basic needs was disseminated to STC students;
- **Guided Pathways –** Director attended the Texas Pathways Institute held in Dallas, TX, on April 12-15, 2023; engaged with Texas community college leaders in peer learning; engaged in review of STC data with STC team and developed action plan based on key insights

Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: MAY 16, 2023

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2023, THROUGH APRIL 30, 2023

OFFICE OF THE VICE PRESIDENT OF FINANCE AND ADMINISTRATIVE SERVICES ACTIVITY REPORT

Vice-President: Mary G. Elizondo, MBA, CPA, CFE, CGMA

April 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, Transparency, and Equity"

The department of Finance and Administrative Services (FAS) provides services for success in innovative ways to ensure a cooperative relationship with all departments.

The FAS division is responsible for fiscal responsibility, acquiring resources in a timely manner, recruiting qualified personnel, providing and maintaining safe and adequate facilities, and all other support services necessary to ensure a productive learning and working environment.

MEETINGS

- Board of Trustees
- Building updates for STC campuses
- Cabinet meeting
- Child Development Center matters
- College Safety Committee team meeting
- Committee Packet review with the President
- Enterprise Resource Planning (ERP) conversion project updates
- Executive Director of Human Resources Search Committee review
- Facilities & Finance Committee
- FAS Director's meeting
- FAS Facilities Planning updates
- FAS Operating budget review
- FAS Project Manager updates
- FAS Safety updates
- FirstNet initiative meeting
- FY 2024 Appropriations and Budget review
- Governmental affairs contract review
- HEERF report review
- HR Bi-weekly updates
- Institutional Equity updates
- Institutional Leadership Council meeting
- Insurance claim matters
- La Joya facility lease review
- Local Government Records Management Officer Meeting 2023
- Master Unexpended Plan Fund Budget and R&R Report updates
- Organizational Restructure meeting
- Popular Report, Investment, and Management Report updates
- President's Cabinet
- Purchasing presentation and other items
- Staffing Plan updates
- South Texas College System next steps meeting
- STC Education Foundation updates
- STC Foundation MOU and Grant Activity updates
- STC Salary increases for FY 2024 review
- STC Shuttle Bus Cost Analysis review
- TACCBO updates
- TASB Policies review
- Title IX Committee updates on Employee & Student Cases
- Title IX Policies review

WEBINARS/WEBCASTS/ CONFERENCES/ TRAINING

- ACFE – Governmental Fraud Seminar
- Clery Act Training

PROJECTS PRESENTED TO THE BOARD

- FY 2023 – 2024 Budget Development
- College's Enterprise Resource Planning (ERP) System
- Redesignation of La Joya Windpower, LLC Scholarship Funds to the South Texas College Education Foundation
- Modification Option for Vending Services – Snacks Contract
- Ratification of a 3-Month Extension on Contract with Pathfinders Public Affairs, Inc. for Consultant Services
- Disposal of Surplus Property Valued at $5000 and Over
- Renewal of all Property and Casualty Insurance for 2023 – 2024 Insurance Request for Proposal (RFP)
- Renewal of the Hidalgo County Agreement for Tax Assessment Collection
- Renewal of the Starr County Agreement for Tax Assessment Collection

CURRENT PROJECTS

- A/P invoice automation.
- Activity Report for Board.
- Auxiliary Fund Reserve and Reconciliation review.
- Board Budget Presentation review.
- Break-even analysis on the Shuttle Bus operations.
- Budget Allocations for various departments.
- Budget Transfer approvals.
- Capital Improvement Projects Master Budget review.
- Case Management System review for HR and Title IX departments.
- College-wide implementation of employee of the year.
- Comprehensive Operational Plan.
- Consultant Services contract extension review.
- Electricity Bill Management Report.
- Ellucian Banner Report review.
- Enrollment Headcount and Credit Hour reports.
- ERP Conversion Project and Implementation Action Plan review.
- Excess Fund Allocation and Comparison reports.
- Expenditure Budget analysis.
- Faculty and Staff Cost study.
- FAS Account Reconciliations.
- FAS FY 2024 Preliminary Budgets review.
- FY 22 Community College Financial Condition report review.
- FY 23 Final Salary Report.
- FY 23 and FY24 Staffing Plan requests and Pay Plan updates.
- FY 24 Budget Development and Staffing requests.
- FY 24 Salary Increase Scenarios and Retention Payment.
- HB3120 Property Tax Rates and Levy Impact.
- HEERF III Reconciliations.
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures
- Hiring Report review.
- Human Resources Executive Director job description.
- Institutional Effectiveness Plan.
- Interim Title IX Coordinator keynote review.
- Keynote memo on 4-day Work Week Schedule.
- LBB Administrative and Accountability reports.
- Local Policies Report Card and Current STC Policies review.
- Organizational Chart review.
- P Card update on procedures.
- Plan Funds Expenditure review and approvals.
- Position Reclassification forms review and approval of requests.
- Position Vacancy Reports for FAS Division.
- Professional Services Consultant for District Office.
- Public Information requests.
- Purchasing, Acquisitions, and Contracts review.
- RCPSE report review on Master Plan and Budgets.
- Review and Approval of documents.
- RFQ Criteria options for the Board.
- Salary Budget review.
- Salary Savings report for FAS Division.
- Scholarships report review of accounts.
- Sick Leave analysis and reports.
- TACC Administrative Salary information request review.
- TACCBO Accounting reports review.
- Tax Abatement review.
- THECB Report on Employee Retirement Benefits Allocation.
- TimeClock Plus (TCP) approvals.
- Travel – Chrome River approvals.
- Tuition and Fees for international students.
- Tuition for International Concurrent Enrollment students.
- Vacation Balances and Extensions review.

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

April 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 74

including Cashier Sub-Department

The Business Office provides financial and administrative services by maintaining the general ledger and related accounting records; processing transactions; performing financial duties in response to campus and external needs; adhering to external financial requirements; and providing internal management reports.

ACCOMPLISHMENTS

- Achieved 100% Timely Payment of Taxes/Benefits
- Achieved 100% Payroll Accuracy rate for amount of salaries paid
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's

ON-GOING PROJECTS

- ADP Implementation and Testing
- Direct Deposit Mandate Implementation.
- Developing more remote training sessions for TCP and Payroll.
- DocuSign Review Testing
- ERP Conversion
- GASB 96 Implementation.
- Revamping Tuition & Fees Report
- IPS Implementation testing for AP workflow

DIRECT DEPOSIT AND PAPER CHECKS APRIL 2023

Payroll & Position Control: This Department provides accurate and quality payroll operations for all South Texas College Faculty, Staff, and Administration.

The Position Control department assists the college's departments in maintaining their salary funds throughout the fiscal year. The department also assigns budgeted sources to positions and performs non-sufficient fund checking.

SALARY EXPENSE FOR APRIL 2023

VENDOR PAYMENT TYPE APRIL 2023

Accounts Payable & Travel: Accounts Payable department processes payments for goods and services purchased by South Texas College. Accounts Payable also ensures that payments are timely received by our vendors and is responsible for the printing and distribution of checks with the exception of Payroll checks.

The Travel office performs functions such as reimbursement of incurred travel expenses and the payment of conference registration fees on behalf of the individual, group and/or student travelers.

INVESTMENT PORTFOLIO BY FUND TYPE

Cash Management: The Cash Management Department provides cash management services to the college community by overseeing its liquidity, and initiating electronic payments for college obligations. The department also assists with investments, debt management and serves as a liaison between banks, financial institutions, credit card processors, and the College.

INVESTMENT SOLICITATIONS

Budget: The Budget Department is responsible for assisting the college's departments in maintaining their budget throughout the fiscal year. It processes budget transfers and performs non-sufficient fund checking.

TOTAL REVENUE BUDGET BY SOURCE

TOTAL REVENUE YTD BY SOURCE

REVENUES BY SOURCE

EXPEDITURES BY CLASSIFICATION

TOTAL EXPENSE BUDGET BY CLASSIFICATION

TOTAL EXPENSE YTD BY CLASIFFICATION

FY 2023 TAX RATE

General & Construction Accounting: General Accounting Department provides timely and accurate monthly management and board reports, prepares and analyzes the college's fixed assets report, sets up chart of account codes as needed, reconciles cash, and fixed assets in a timely manner.

The Department also maintains accounting and budgetary records for all of the College's construction projects and maintains accounting records for construction in progress, buildings, infrastructure and land improvements.

Grants and Contracts: Grants office serves as a financial and administrative liaison between College faculty/staff and grantors. It also assists to ensure that the College carries out all sponsored program activities in accordance with applicable regulations.

Accounts Receivable & Financial Aid Accounting: The Accounts Receivable department is the centralized billing and collection point for delinquent or bad debt student accounts and third-party accounts. Also performs periodic Federal Financial Aid student award drawdowns from the Department of Education automated processing system and resolves accounting discrepancies with appropriate Financial Aid personnel.

STUDENT PAYMENT BY TYPE

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY

Ruben Suarez, Chief of Police

April 2023

SOUTH TEXAS COLLEGE

Providing a safe educational environment for students, faculty, staff, and campus visitors.

Department Staff: **70**

25 Commissioned Peace Officers

7 Licensed Telecommunication Operators

38 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

- Police Services
- Dispatch
- Emergency Preparedness and Training
- Campus Safety
- Parking Services
- Jag Express

24/7 DISPATCH

956.872.4444

231

Calls for service

1,591

Incoming Calls

POLICE SERVICES

- Prepared Safety Plans for the STC Spring 2023 Graduation Ceremonies at Bert Ogden Arena.
- Held Clery Committee Meeting.
- Maintained daily Clery Crime Log for all STC campuses.
- Participated in the RCPSE's 2023 Public Safety and First Responder Expo.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English and Spanish.
- Held Phase 2 of the Civilian Response Active Shooter Training: Stop the Bleed.
- Monthly evacuation drills. Pecan Campus BLD AXD, MVC Campus BLD K and Starr campus BLD K.
- Provided surgical and KN95 masks district wide
- Set up services to distribute COVID - 19 at home testing kits at Pecan Plaza, MVC, and Starr campuses.
- Attended Safety Meetings to discuss various safety topics.

PARKING & SECURITY SERVICES

- Provided security services seven days a week district wide.
- Managed the collection of lost and found property for all STC campuses.
- Completed forty-three parking event request districts wide.
- Provided crosswalk services at Pecan campus.

SURVEILLANCE CAMERAS

- Continued maintaining, upgrading, adding, and replacing cameras district wide.
- Continued working with Facilities, Planning, and Construction on arranging camera locations for renovations and remodels districts wide.
- Planned summer cleaning of all camera's campus wide.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Attended Regional Transportation Advisory Panel meeting.
- Submitted Transportation report to the Lower Rio Grande Valley Development Council (LRGVDC) – Valley Metro.

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION ACTIVITY REPORT

Ricardo De La Garza, Director

April 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Acres
- **2,065,731** Sq. FT.
- **55** Permanent Buildings
- **53** Portable Buildings

RESPONSIBILITIES:

- Planning and construction of Capital Improvement Projects
- Planning and construction of Deferred Maintenance Program Projects
- Bond Construction Program Coordination
- Space Modification Requests
- Maintaining furniture standards, approval of furniture purchases, distribution of furniture inventory, and furniture replacement program.
- Staff, faculty, and furniture & equipment move requests.
- Assist faculty and staff with nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Pending Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations - Architect Contract Negotiations and Space Programming Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Bidding Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural on Hold until new evaluation process is approved; Civil Engineering Services for Plat under Contract; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Bidding Phase.
- Kinesiology Building Phase I – Schematic Design Phase
- South Academic Building J Generator Replacement – Construction In Progress.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program - Construction Phase.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Construction Phase
- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Bidding Phase for Roof.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase.
- District Systems Office – Preliminary Programming and Pre-Design Contract In Progress.
- NAH East Building A Generator Replacement – Construction In Progress.

TECHNOLOGY CAMPUS

- Welding Lab Expansion - Bidding Phase.
- Exterior Solar Panel Structures – Construction Phase.
- Truck Driving Range Expansion – Bidding Phase.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting – Final Completion Buildings D, E, G, H, K, L & P.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.

BUILDING PROGRAMS	BUILDING SQUARE FEET	PROGRAM COST
Pre-2001 Bond Program	579,164	
2001 Bond Construction Program	627,942	98,700,000
2013 Bond Construction Program	511,245	159,000,000
Other Non-Bond Projects after 2001 Bond Construction Program	324,430	
TOTAL	**2,042,781**	**$257,700,000**

WHAT WE DO

KEY FACTS

STAFF 8

MISSION

The Office of Accountability, Risk, and Records Management is dedicated to supporting South Texas College through services, programs, and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, and adherence to records management requirements.

- Oversee the policy localization program, including maintaining all local draft policies, review cycle process, and routine correspondence on new local board adopted policies.
- Policy Liaison for the College and TASB.
- Oversee the Records Management Program including, but not limited to provides trainings, maintains policy and procedure, manages record retention center inventory, issues routine correspondence on related matters.
- Annual insurance request for proposal.
- Supports institutional assessment and implementation of safety- related procedures, policies, and operations.
- Coordinate insurance claim matters with appropriate parties.
- Performs college-wide assessments on institutional operations and procedures giving specific attention to best practices and internal/ external requirements.

CURRENT/ON GOING PROJECTS

Updating local policy CIA: Equipment and Supplies Management - Records Management

Out of 124 local policies slated for board adoption, 37 have been adopted as of February 2023.

POLICY SECTION	BOARD APPROVED AS FEBRUARY 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	8
Personnel	8
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES ACTIVITY REPORT

Rebecca Cavazos, Director

April 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

33

To secure the best value in the acquisition of goods and services; maintaining an efficient system for delivery of goods and processing of mail for College departments; and maintaining an accurate and up-to-date inventory of the College.

LOCATIONS

Pecan Campus

- Purchasing
- Contract Management
- Mail Services
- Copy Center

Technology Campus

- Central Receiving
- Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2022 - **72** and FY2023 – **67**
- Completed **660** Purchase Orders April 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **392** Airfare Purchases in FY2023

CONTRACT MANAGEMENT

- Reviewed and Revised **17** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts

CENTRAL RECEIVING

- Completed **504** deliveries totaling **4,179** boxes/packages
- Completed **26** Faculty/Staff moves
- Prepares surplus property for auction or disposal

MAIL SERVICES

- Process **21,609** pieces of outgoing mail
- Process overnight delivery requests.

FIXED ASSETS

- Approved **72** new assets
- Adjusted **31** existing assets
- Coordinates the Annual Physical Inventory

COPY CENTER

- Completed **81,124** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	6,080	$58,438,416.39
2	College Assets	22,348	$418,106,178.16

OFFICE OF INSTITUTIONAL EQUITY ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Institutional Equity Investigator

April 2023

SOUTH TEXAS COLLEGE

TITLE IX

TitleIX@southtexascollege.edu

TITLE IX WEBSITE
https://www.southtexascollege.edu/title-ix/

WHAT WE DO:

- Promote an environment of respect, diversity, inclusivity, and equity for all members of the campus community.
- Ensure compliance with relevant federal and state laws.
- Develop and implement policies and procedures.
- Offer trainings and educational opportunities.

CURRENT/ON-GOING PROJECTS:

Administer and track mandatory training for incoming students.

Oversee compliance for Title IX, Section 504, and grievance processes including intake, outreach efforts, supportive measures, investigations, and pregnancy and parenting appeal requests.

Host college-wide events to promote Title IX and Section 504 topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504/-Diversity, Equity, and Inclusion.

POLICIES/ PROCEDURES:

POLICY 4216 - Sex Discrimination, Sexual Harassment, Domestic Violence, Stalking and Retaliation Prohibited
https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf

DAA - Employment Objectives Equal Employment Opportunities
https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf

TITLE IX PROCEDURES
https://www.southtexascollege.edu/title-ix/files/Title-IX-Procedures.pdf

SECTION 504/ADA GRIEVANCE PROCEDURES
https://www.southtexascollege.edu/accessibility/504-grievance-procedures.html

SB 212 REPORT:

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

Please see the link below for the latest SB 212 Report.

https://www.southtexascollege.edu/title-ix/annual-reports.html

OFFICE OF HUMAN RESOURCES ACTIVITY REPORT

Alicia Correa, Interim Director

April 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Place to view Employment Opportunities; finding forms, guidelines, and procedures for STC.
- Provide Employee Relation services: process payroll and compensation; provide Employee Benefits information to the new hired.
- Holding a recruitment and hiring event, training and meeting.

TOTAL EMPLOYEE BY LOCATION - 04/10/2023

HEADCOUNT BY LOCATION								
	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	3	1	1	1			72
FT-STAFF	708	76	51	83	56	6	1	981
PT-STAFF	109	24	40	24	13	3	33	246
WS	67	9	9	24	22			131
FACULTY	307	94	95	64	31	11	4	606
DUAL	2					1	321	324
TOTAL	1259	206	196	196	123	21	359	2360

CURRENT/ON-GOING PROJECTS

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Participated in the Society for Human Resource Management's Rio Grande Valley Chapter 390 April 2023 monthly meeting regarding Diversity, Equity and Inclusion.
- Participated in the GoToWebinar – Foster a Culture of Compliance: Making Use of Your Technology.
- Participated in the GoToWebinar – Why Investing in Technology is the Missing Link your Small HR Team Needs.
- Participated in the Retaining Top Talent in Today's Market Zoom webinar.
- Participated in the Mondays with Marvis & Marina – April Edition webinar regarding Americans with Disabilities Act accommodations process presented by Job Accommodation Network and Equal Employment Opportunity Commission.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6 + 1 WORK STUDY

- Attended Anthology Demo session
- Data Entry, review verification for April payrolls (monthly and semi-monthly) over 600 items processed.
- Child Support and Legal Judgement Chapter 13 processing.
- Review and updating of Banner positions in NBAPOSN banner form.
- Attended Human Resources college survey request meeting.
- Review and update Dual Credit Faculty work locations.
- Attended Texas Women in Higher Education Meeting at Pecan Campus.
- Attended ERP Implementation Team meeting.
- Participated in multiple position/salary adjustment or review meetings.
- Attended various LinkedIn Training courses.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Prepare logistics for events, such as, South Texas Leadership Academy (STLA), Safety Month, Jaguar Academy, Fall Convocation, Ambassador Cross Training Academy, 2023 Adjunct Job Fair, Years of Service Awards, and LinkedIn Learning.
- Meeting for Staff Council Project Update
- Campus Security Authority reports
- Meeting with Departments for Custom Trainings. (Inclusivity Training, Personality Awareness, Team Building)
- Actively screening, clearing, and preparing applications
- Hosted Adjunct Job Fair, Benefits Workshop: Employee Leave and FMLA Guidelines for Supervisors Training.

BENEFITS

EMPLOYEE COUNT: 5

- Attended Family Medical Leave Act information sessions for supervisors presented by the Department of Labor.
- Conducted Employee Leave Overview presentation for current full-time employees.
- Attended Diversity, Equity and Inclusion workshop provided by Society of Human Resource Management Rio Grande Valley Chapter.
- Sick Leave Pool Open Enrollment Period – 289 Renewals, 21 Enrollments, 4 Cancellations
- Participated in College Safety Committee Meeting.
- Attended Anthology Demo Session.
- Review and planning for upcoming Benefits Open Enrollment in July.
- Participated in Teacher Retirement System TEAMS reporting session.
- Participated in Americans with Disabilities Act webinar provided by Job Accommodation Network.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Cleaning and reviewing data to build the Human Resources portion of the Staffing Planning.
- Created the Position Classification for PeopleAdmin reengineering process.
- Active employee record digitization 85% complete.
- Auditing new hire records and terminated employee files.
- Participated in assisting ERO in the retention process.
- Participated in Anthology ERP (Enterprise Resource Planning) demonstration.
- Participated in Oracle Cloud refresher ERP (Enterprise Resource Planning) demonstration.
- Participated in Argos training to improve HRIS reporting process.
- Discussed DocuSign automation with DocuSign consultants and IT (Information Technology).
- Met with Vector Solutions solution engineers to resolve ongoing data issues.
- Met with RAS (Research Analytical Services) and IT to discuss the data warehouse and mapping solutions.
- Ongoing meetings with IT to discuss Banner API (application programming interfaces) integrations for process automation.

STAFFING

EMPLOYEE COUNT: 7

- Worked on Faculty Renewal Notices distribution for full time regular Faculty who have been employed for less than one year.
- Participated in RGV Hires Hidalgo County Job Fair hosted by Disability Chamber of Commerce RGV.
- Participated in Starr County Industrial Foundations Job Fair hosted by Workforce Solutions.
- Hosted Faculty Adjunct Job Fair in partnership with Academic Affairs.
- Participated in South Texas College Career Expo.
- Attended Anthology Demo Session.
- Worked on testing Staff, Faculty and Adjunct postings on PeopleAdmin Reengineering.
- Assisted with hiring staff, faculty and direct wage employees.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

April 2023

SOUTH TEXAS COLLEGE

CAMPUS	BUILDING/ ROOM NO.	PROJECT DESCRIPTION	PROJECT COST
Pecan	X-218	Create new storage rooms, replace flooring	$10,649.65
Pecan	F-176	Update cabinets and flooring in break room	$9,805.31
Pecan	B-116	Update cabinets and flooring in break room	$6,323.04
Pecan	A	Complete change order in President's Administrative Staff area	
Pecan	A-103/ 106/111	Relocate doors and extend storage room. Combine 111 and 120 to convert into Jag Studio.	$4,500.00
Tech	A-210/211	Remove wall to combine two rooms into one	
MVC	A	Remove & replace existing circulation desk	

FACILITIES SUMMARY

Pecan Campus
17 Buildings
27 Portable Buildings
824,986 Square Feet
147.76 Acres

Mid Valley Campus
10 Buildings
7 Portables Buildings
357,881 Square Feet
53.37 Acres

Starr County Campus
13 Buildings
3 Portable Buildings
247,813 Square Feet
63.78 Acres

Regional Center for Public Safety Excellence
1 Building
5 Portable Buildings
27,708 Square Feet
67.22 Acres

Technology Campus
4 Buildings
5 Portable Buildings
295,738 Square Feet
33.57 Acres

Dr. Ramiro Casso Nursing Allied Health Campus
3 Buildings
3 Portable Buildings
222,132 Square Feet
15.60 Acres

Pecan Plaza
3 Buildings
66,523 Square Feet
5.6 Acres

System Office
1 Building
22,950 Square Feet
2.98 Acres

KEY FACTS

STAFF 146

Responsible for the operation of all physical facilities to support the mission of South Texas College.

- **Custodial Services:** provides a high standard of cleanliness and services for all campuses
- **Energy Management Services:** energy conservations program
- **Environmental, Health & Safety Services:** promotes safe best practices with all rules and regulations
- **Maintenance Services:** ensures all facilities are well maintained and follows a PM program
- **Operations Contract Services:** oversees all contracts for facility related services
- **Operations Inventory Management Services:** maintains an inventory management system
- **Auxiliary Services:** Bookstore Services, Snack Vending, and Soda Vending

FACILITIES MAINTENANCE SERVICES
MISSION STATEMENT

The Maintenance Department of South Texas College will provide support services for the purpose of maintaining a well-functioning and safe facility that is conducive to a quality learning and work environment for all who encounter the college. The Maintenance Department will conduct all its business in a manner that is integral to the overall mission of the college and provide assistance to all who require the services from the Maintenance Department.

CUSTODIAL SUPPORT SERVICES
MISSION STATEMENT

Custodial Support Services is responsible for maintaining a clean environment within all buildings maintained by South Texas College, including cleanliness of the interior, entryways, porches, steps, etc., of all academic and administrative buildings. We perform our daily cleaning in a variety of areas such as classrooms, hallways, offices, labs, examining rooms, athletic areas, special technical areas, restrooms, stairwells, patios, porches, steps and entrances. We provide exceptionally clean and sanitary environments for South Texas College students, faculty, staff and visitors committed to achieving excellence in teaching, learning and service.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE: MAY 16, 2023

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2023 – APRIL 30, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Working on Continuing Education General Brochure with Continuing EDUC Dean, AA Project Manager and Graphic Designer, April 4
- Attended Texas Pathways Institute, Dallas, April 12 -14
- A&M University News Conference, April 10
- STC STEM Summit, Friday, April 14
- Adjunct Fair was conducted on Saturday, April 15
- Adjunct Processing: Working with HR to revise their process to include adjunct prescreening of credentials by Academic Affairs, so HR can communicate with candidates if they do not qualify. In addition, HR is creating a report for the Deans and Chairs of qualified candidates.
    - 72 external and internal 80 internal as of April

STC Board & Foundation Board	4
Industry Partners	16
Higher Education ❖ 12 (UTRGV/Costep) ❖ 1 (Lady of our Lake)	13
Nursing Workforce	6
Non-profit	16
ISDs	17

- Workforce Summit Discussion - Panel on Apprenticeships with a Future Focus, April 17
- Met to discuss Valley Scholars/Promise Program, April 18
- Workforce Summit: Coordinating the Workforce Summit, scheduled for April 21
- Finalizing budget and staffing requests for the Division
- Submitted the stipends for NAH faculty from Hidalgo County
    - City of McAllen funding $220,000 (to be processed in May)
    - 26 full time ($8,000) and 6 part-time ($2,000)
- Following up with HB 1636 progress for the STC 6th Bachelor
- Met with Vice Presidents of Institutional Advancement and Economic Development on South Texas College System Next Steps, April 24
- Attended RGV Hispanic Chamber of Commerce Small Business Luncheon, April 24
- Facilitated Academic Council Meeting, April 24

- Dual Credit Programs Taskforce Steering Committee Meeting, April 25
- Idea Public Schools Meeting, April 25
- Providing update for Board on Pathways Institute and La Joya lease for new building, April 25
- Meeting with VP Finance and HR Interim Director about TASB Local DJ, DMC, & DMD Policies with, April 26
- Working on a Presentation for EWDC in May, Starfish Early Alert System
- Working with Dual Credit Programs on a Notice of Non-Compliance for PSJA ISD
- ERP Implementation Team - Initial meeting, April 27

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Monitoring faculty and enrollment reports
- Reviewing the policy changes for TASB transition
- Developing student guide (online modules) for each Meta-Major
- Working with Academic Affairs Taskforces
- Implementing Action Plan for the Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

DIVISION DEAN'S REPORT:

- Attended Perkins Workshop hosted by Academic Affairs Academic Initiatives Officer, April 4
- Pharr EDC Foundation Annual Casino Night fundraiser, April 6
- Texas A&M University News Conference, April 10
- Award Kick-Off for WE CAN TX, April 10
- Donuts with Dean Recognition of students receiving Kenedy Scholarship, April 11
- BPST Division Perkins Workshop, April 11

- Attended Facilities Board meeting to discuss contract with Shah Center for Cosmetology expansion, April 11
- Texas Strong Talent Pathways Conference, April 12-14
- Workforce Summit preparation meeting, April 17
- Advanced Manufacturing Advisory Committee meeting, Meet and Greet with Executive Director from NIMS and tour, April 20

- Attended Workforce Summit and hosted panel discussion on Apprenticeships, April 21
- Attended IPEC Meeting, April 24
- Discussion of Non-credit/credit programs, April 24
- RGV Hispanic Chamber of Commerce—Small Business Luncheon, April 24
- Academic Council Meeting, April 24
- Carl Perkins Basic Grant FY24 Planning workshop, April 25

- South Texas Manufacturer's Association luncheon, April 25
- April Division Leadership meeting, April 25
- Discussion of Cosmetology Staffing Plan and expansion, April 26
- College Safety Committee team meeting, April 27
- Public Safety Expo, April 28
- Institutional Leadership Council meeting and presentation of Cosmetology expansion, April 28

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Flammable Liquid and Gas Fire Training Area, Canopies for Students and Vehicles Bi-Weekly Construction Meeting, April 12
- BPST Leadership Division Meeting, April 25
- RCPSE Two Story Fire Structure Construction Meeting, April 26

Major Activities:

- 1st Quarter Clery Act Committee Meeting, April 13
- Institutional Leadership Council Meeting, April 14
- Public Safety and 1st Responders Expo Planning Meeting, April 17 & 24
- Police Academy Advisory Board Meeting, April 24
- Interview with Channel 5 regarding Public Safety Expo, April 26
- Met with Dean Lozano regarding duties for new Public Safety Expo, April 27
- Worked on Texas Commission on Law Enforcement (TCOLE) Pre-Screening Training Provider License for Police Academy, various dates in April

External Visits

- Met with Weslaco Fire Training Captain to plan future car fire and vent trailer training, April 21

Accomplishments:

- Received New Dumpster Fire Prop, April 12
- Received New Propane Tank Fire Prop, April 24
- Received New Forcible Entry Door Fire Prop, April 26
- Obtained MOU with Palmview Fire Department for trainings, April 25

Events held at RCPSE:

- Street Smart Virtual Reality Simulator for STC Police Academy Cadets, April 13-14
- Fire Vent Trailer Familiarization
- Course (La Joya), April 15
- Basic Telecommunicator Academy, April 17-May 5
- Texas Law Enforcement Peer to Peer Network Training, April 18-21
- Public Safety and 1st Responders Expo, April 28

Upcoming RCPSE Events:

- Basic Telecommunicator Academy, April-May 5
- Arrest and Control Tactics Instructor Course, May 1-5
- 30th STC Fire Academy Graduation Ceremony, May 5
- TCIC/TLETS Full Access Course, May 8-10
- Weslaco Fire Department Vent Trailer Training, May 8
- Weslaco Fire Department Car Fire Simulator Training, May 9
- STC Police Bike Class for STC Security Personnel, May 10
- TDD/TTY Training for Telecommunicators, May 11
- Mission Jr. High Tour of RCPSE, May 11
- DPS E-Tag Training, May 15-16

- Rafael Cantu Jr. High GEAR UP Tour of RCPSE, May 15
- Pharr Police Adult and Youth Police Academy Vritra Simulator, May 16-17
- Incident Command System (ICS) 300 & 400 Course at RCPSE, May 22-26
- Writing Narcotic Search Warrants, May 24-26

Project Manager

- Carl Perkins Workshop, April 4 & 25
- Award Kick-off Meeting with We Can TX, April 11
- Donuts with Dean & Kenedy Scholarship Awards, April 11
- Perkins Basic Update FY23 with Academic Initiatives Office, April 13
- Valley View High School Technology Tour, April 17
- RGV Focus Leadership Meeting, April 19
- UMOS Technology Campus Meeting/Tour, April 19
- Advanced Manufacturing Advisory Meeting, April 20
- Workforce Summit, April 21
- South Texas Manufacturing Association Lunch Meeting, April 25
- Cosmetology Staffing Plans Meeting, April 26
- Meeting with Culinary Department on Perkins Basic, April 26
- Public Safety & First Responders Expo, April 28

Guided Pathway Specialist – Business GPS

- Student contacts and advisement activities:
  - 74 Telephone contacts
  - 249 Personal emails
  - 2,718 Email reminders
  - 54 Student registrations
  - 32 Students advised
  - 15 Graduation audits
  - 21 Student meetings
  - 1 Signed degree plan
  - 2 Course substitutions
  - 5 Events
  - 3 Meetings
  - 2 Trainings

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 95 Telephone contacts
  - 628 Personal emails
  - 77 Students registrations
  - 63 Students advised
  - 31 Student Meetings (In-Person)
  - 2 Course substitutions
  - 9 Events
  - 12 Division/Program meetings
  - 2 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 33 Students registered
  - 39 Email contacts
  - 29 Phone contacts
  - 18 Students advised
  - 11 Student meetings (In person)
  - 15 Starfish contacts
  - 2 Campus tours

- 8 Course substitutions

Emerging Technology Simulation Specialists (ETSS)

- UMOS tour in zSpace Lab, April 19
- Showcasing the FLAIM simulator, zSpace, Welding Simulator, and Phantom 4 RTK drone at Work Force Summit at Pecan, April 20
- Showcased Vrtex 360 welding simulator at Welding Career Expo, April 26
- Showcased FLAIM firefighting simulator at Public Safety/First Responders Expo at Regional Center, April 28

Advanced Manufacturing Technology

Major Meetings & Events

- Hosted manufacturing company, Royal Technologies, new manufacturing plant manager toured AMT Dept, met to seek potential opportunities, May 4
- AMT recipients of the Gene HAAS Scholarship gathered for a picture, May 4
- Presented at Vanguard to a group of H.S. students, May 5
- Met with UTRGV Manufacturing Dept. for a potential summer internship through our partnership, May 12
- Hosted a hands-on workshop for 20 migrant seniors from Edinburg North, May 14
- Participated in a dept tour for UMOS, May 19
- Held AMT Advisory Committee, May 20

- AMT Tour for Montez King, NIMS Executive Director, where Mr. Olivera was acknowledged as a NIMS quality Inspector, May 20
- Hosted Chamber of Commerce group of entrepreneurs and investors visiting from Zacatecas and Aguascalientes, Mexico, May 21
- Faculty held the Faculty Learning Community (FLC) Training specifically on lathe operations, May 21

- Held an AMT – STEM event for PSJA ISD and Vanguard Academy where students were able to design and machine the parts, May 28

Architectural & Engineering Design Technology

Major Meetings & Activities

- Carl Perkins FY24 Planning Workshop, April 4
- Faculty collaborated and coordinated a model-making workshop for students in architectural design courses, April 3-4

- Faculty collaborated and coordinated preparations for a “Save the Date” invitation to industry partners for the 2023 AEDT Career Expo, April 5
- We Can Tx Grant Activity: Meeting to discuss JFF updates, April 5
- Award Kick-Off: WE CAN TX Program Enhancement Program, Educate Texas Fund of Community Foundation of Texas, April 10
- AEDT leadership attended BPST Division Perkins Workshop, April 11
- Advisory Meeting Spring 2023 - Survey and Geospatial Technology program, April 12
- AEDT leadership held a Twinmotion Software Meeting with IT, April 12
- KRGV/NoticiasRGV interview Prep, April 13

- Faculty participated in the LOC Subcommittee Meeting: Core Objective Critical Thinking Improvement Plan, April 13
- Faculty volunteered at the LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14
- AEDT department student club, ACD2 Club Volunteered at the LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14

- Noticias RGV Morning Show Interview for Surveying & Geospatial Technology Program, Apr 14
- AEDT faculty participated in the Border Issues of South Texas: Predeveloping meeting with the organization and UTRGV students, Apr 14

- AEDT department hosted Edinburg North HS Migrants for an AEDT Presentation and hands on activities for virtual reality, augmented reality, and surveying, April 14
- AEDT faculty participated in the STC Adjunct Fair, April 15
- AEDT Department held Saturday Open Lab to assist and tutor students, April 15
- We Can Tx Grant Activity: Jobs for the Future (JFF) Meeting, April 15
- Faculty participated in the Core Objective Critical Thinking Improvement Plan AEDT Arch. faculty meeting, April 18
- AEDT Spring Advisory Committee Meeting, April 19
- Department hosted a Career Expo, April 20
- Department attended the 2nd Annual South Texas College Workforce Summit, April 21
- Faculty attended Carl Perkins Basic FY2024 Planning, April 25
- April BPST Division Leadership Meeting, April 25
- Faculty participated in the LOC Subcommittee Meeting: Core Objective Critical Thinking Improvement Plan, April 27

Upcoming Travel, Meetings, and Conferences:

- DFTG 2438 Final Project Reviews, May 2
- STC Years of Service Recognition, May 3
- Save the date Perkins workshop, May 4
- AEDT Student Exhibit and Graduation Celebration, May 4
- STC BPST Graduation Ceremony, May 6
- Border Issues of South Texas Community Project: Design Studio Presentations, May 8

Community Outreach:

- AEDT faculty volunteered at the LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14
- AEDT department hosted Edinburg North HS Migrants for an AEDT Presentation and hands on activities for virtual reality, augmented reality, and surveying, April 14
- Surveying & Geospatial Technology program: Noticias RGV Morning Show Interview for Surveying & Geospatial Technology Program, April 14

External visits (site/organizations):

- Field trip to the Al Khair Islamic Society of RGV, Edinburg with the History of Architecture students as we are studying Islamic Architecture, April 4
- AEDT Faculty participated in the Texas Southmost College Architecture Program Design Review: BARKitecture in Brownsville, TX, April 5

Automotive/Diesel Technology

- The Diesel Technology Department was awarded the Cotton Committee Grant to be used to purchase a cavitation pump trainer, April 1
- The Diesel Technology advisory committee convened at the Technology Campus, April 12
- Automotive instructors attended the GM Advisory Committee Meeting, April 12
- Automotive instructors attended the Automotive Advisory Committee Meeting, April 13
- Associate Professor coordinated and conducted a Tour of the Technology Campus and presentation of the Automotive Programs to visiting Edinburg School District Automotive Program, April 13
- Students from Weslaco ECHS Diesel Program visited the Technology Campus with instructor to utilize the virtual lab and take a tour, April 18
- Automotive and Diesel faculty participated in various trainings, webinars and workshops throughout the month.

Business Administration

- Business administration faculty attended the VITA ceremony sponsored by United Way of South Texas in recognition of all locations that held VITA centers. Accounting instructor led the STC Pecan VITA center and Business Administration led the STC Mid-Valley center, April 27
- Texas A&M and STC held an RGV Agricultural Symposium at the STC Pecan campus. Texas A&M faculty presented topics in Agricultural Economics to STC students and TAMU students. Economics instructor organized and emceed the event. April 20

- Business administration held 2 registration events at STC Mid-Valley and Pecan campuses to help students register. Department Chair, Business GPS and Academic Affairs-VP Admin GPS, Business Administration instructors were in attendance to help students, April 18 & 25
- Kappa Beta Delta Honor Society inducted 4 candidates into the organization for lifetime membership. Economics instructor is the Faculty Advisor that inducted the 4 candidates, HR Specialist Department Chair was the guest speaker for the event, and Business Administration Chair was present to support event, April 15

- Accounting and Economics instructors attended the Adjunct fair as representatives for Business Administration, April 15

Culinary Arts

- Dual credit meeting with PSJA discuss possible screening process for potential students, April 5
- Culinary Arts Advisory Board Meeting, April 6
- Mid-Valley Culinary Arts Renovation Construction meeting, April 12
- Night of the Stars Gala planning meeting, April 12
- Culinary Arts faculty attended the Adjunct Fair, April 15
- Culinary Arts students and faculty attended the Food Summit at UT-RGV, April 21
- Cake Decorating 1 students competed in the first cake decorating competition the school has held in three years, April 21
- Culinary Arts faculty hosted a Gear-Up virtual session with Region One, April 21
- Culinary Arts faculty hosted about 90 students from La Joya High, Palmview High and Lincoln-Juarez High Schools, April 24

- Cake Baking and Production students hosted a cupcake competition during the scheduled lab, April 26
- Culinary Arts faculty and students participated in the morning and evening sessions of the Emerging Scientist Symposium, April 27
- Culinary Arts Capstone students assisted in preparing 50 lunchboxes for an event at the Public Safety Expo at the Regional Center, April 28
- Culinary Arts faculty visited Edcouch-Elsa High School and spoke with students about the Culinary Program, April 28

Design and Building Technology (Construction Supervision, Electrician Assistant and Heating, Ventilation, Air Conditioning and Refrigeration)

Major Meetings:

- Met with IAM staff and CNBT Program Coordinator to go over construction courses, April 3
- Met with CNBT Program Coordinator to review advisory committee meeting, April 5
- Met with Dual Enrollment and BPST Division Deans about dual enrollment faculty, April 10

- Attended Pre-Construction meeting for Mid-Valley Campus, April 10
- Attended Pre-Construction meeting for Solar Panel structure, April 10
- Online Skillabi/Skillsmatch meeting, April 10
- Online Pre-Construction meeting for STARR Campus, April 12
- Met with dual enrollment staff to discuss upcoming La Joya ISD meeting, April 12
- Attended adjunct faculty fair, April 15
- Met with ValleyView staff to discuss dual enrollment opportunities at their campus, April 17

- College-Wide Curriculum Committee Meeting, April 18
- Communicated with PSJA staff on planning for ELPT and HVAC Fall 2023 semester, April 29
- Attended Workforce Summit, April 21
- Digital badges meeting, April 25
- April Division Leadership meeting, April 25
- Met with CBE staff to discuss his role and initiatives, April 26
- NCCER's Instructor Lounge workshop online, April 26
- FMLA Guidelines and Regulations for Supervisors workshop, April 28

Cosmetology

- Meeting for Hiring process, April 3
- Perkins Workshop, April 4
- Council of Chairs meeting, April 4
- Perkins Workshop, April 11
- Concourse Syllabi & CV Chair Training, April 13
- Adjunct Job Fair, April 15
- Program enrollment projection & facility expansion meeting, April 17
- College-wide curriculum meeting, April 18
- New cosmetology site (enrollment projection) meeting, April 20
- Advisory Committee meeting, April 24
- FM workshop, April 25
- Division meeting, April 25
- Board meeting approval of new facility, April 25
- Adjunct instructor recruitment meeting, April 27

Human Resources/Office Administration

- Starr County instructor visited Rio Grande City High School to promote and advocate for careers in Office Administration to Juniors and Seniors, April 5
- The program participated in the R.G.V. Hires: Help Individuals Reach Exponential Success Hidalgo County Inclusive Job Fair, Mixer, and Networking Event, April 12
- Kappa Beta Delta International Honor Society Induction Ceremony - Chair was invited to speak to the inductees for this AY students receiving membership for KBD, April 15
- South Texas College Adjunct Fair, April 15
- Mid Valley Campus Registration Event with Business Administration, Human Resources, and Office Administration Depts., April 18

Welding

- Welding Department held a career fair. Faculty provided the students with lasting knowledge and skills, April 19
- Welding Department Workshop at JW Elementary, April 21
- STC Welding Competition at San Benito High School, April 21
- Students participated at the technology campus during a Welding Exposition, April 26
- Advisory Board Meeting hosted by Welding Department at the Technology Campus meeting with board members to advise and inform currently changes that have bettered the welding program for faculty and students, April 26
- Librarian appreciation at the high school. We say a loud and heartfelt "Thank you!", April 26
- Perfect Attendance Incentives given to students. Making sure students know we appreciate their efforts, April 26

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended a SACS-COC webinar on Prison Education Programs: New Policy Requirements, April 6
- Led a team of 14 through the first Institute of Talent Strong Texas Pathways, April 12 – 14
- Began discussions with Educational Technologies about prospective locations for two Pecan Campus Cyber Lounges. April 17, 25

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican America Studies (CMAS)

- The Ballet Folklórico South Texas College (BFSTC) traveled to Texas A&M University – Kingsville as invited guest for the annual Somos TAMUK: Cultural Spring Festival, April 1
- The BFSTC participated as invited guest at the annual Hidalgo BorderFest, April 2

- The Center and the BFSTC hosted the annual South Texas College Folklórico & Contemporary State Dance Competition at the McAllen Convention Center. The two-day event welcomed over 40 dance groups from local school districts and around the area and California, April 15 – 16
- A meeting with the McAllen Convention Center staff took place to discuss the Ballet's participation in MXLAN during Summer 2023. The Center coordinated efforts to bridge the participation of Ballet Folklórico de la Universidad de Guanajuato from Guanajuato, MX and Ballet Folklórico Mexcaltitlán de la Ciudad de Tepic from Nayarit, MX and the City of McAllen staff, April 16
- BFSTC welcomed María de los Ángeles Luna Ramírez, Assistant Art Director for Ballet Folklórico de la Universidad Veracruzana from Veracruz, MX for a weeklong dance and music workshop, April 17 – 21
- The Center continued discussion and exchanged information with staff at Oregon State University for the Ballet's participation at the OSU campus in June.

Communications Arts

- The Intro to Speech (SPCH 1311) class hosted an "Open Mic Event", April 18

Art

- The STC Annual Juried Student Art Exhibition was on display showcasing a variety of disciplines to include Drawing, Painting, Printmaking, Photography, Ceramics, Sculpture, digital media, and mixed media. The exhibition was curated and juried by Gina Gwen Palacios, a UTRGV Assistant Professor and Associate Director who accepted 70 artworks to be in the exhibition. Student prizes for Best of Show, 1st place, 2nd place, 3rd place, Dean's Choice Award, People's Choice Award, and Honorable Mention were distributed during closing reception, April 20 – May 5

- Art Faculty, presented "That's too sexy for my Art class" as part of the MV Human Sexuality Conference, April 12
- The exhibition, *She Roars*, and associated events were held this month. She Roars was made possible in part through a grant received from Humanities Texas, the state affiliate of the National Endowment of the Arts. The event is a collaboration between the STC Art Department and the STC Library Art Gallery, with support from the International Museum of Art and Science, the University of Texas Rio Grande Valley, and the McAllen Public Library, March 7 – April

Music

- The STC Music Department presented an evening of Chamber Music featuring a collaboration of STC String Faculty, UTRGV faculty, and guest artist Hilary Gamble-Villareal in the Cooper Center Theater, April 5

- The STC Guitar Studio and Ensemble performed a concert at the Cooper Center Theater, April 25
- The STC Brass Studio and Ensemble performed a concert at Cooper Center Theater, April 26
- STC Music student performed for All Access High School enrollment events during students' lunch at the Student Union Cafeteria, April 5, 19, and 27

- STC Woodwind, Percussion, and Jazz students performed as part of the Emerging Scientist Symposium in collaboration with the STC Psychology Department in the Student Union, April 27
- The STC Symphonic Band Ensemble gave an outstanding performance at the Cooper Center Theater. The performance also featured Woodwind Faculty member, as a soloist. April 28

History and Philosophy

- A lecture, "The Natural/Artificial Distinction" by Dr. Andrew McFarland, was hosted by the Philosophy Department, April 13
- The Philosophy Department sponsored the Art and Memory Conference including:
    - "Life and Death on the Border" by Dr. Trinidad Gonzales April 25
    - "Art and Animal Rights" by Dr. Micah Bailey April 25
    - "An Investigation of the Word: An Intersection of Fiction and Memory" by English Dept. Panel April 26
    - "My Boy Will Die of Sorrow: Memory of Immigration from the Front Lines" by Efren Olivares April 27
    - "Engaging Art and Memory in Atrocity Prevention" by Dr. Kerry Whigham April 27

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

DIVISION DEAN'S REPORT:

- Attended AACC Conferene, April 1-4
- Participated in ITK, STC, ICC Panel: Title Federal grant-funded coaching-powered organizational development, April 3
- Participated in the Pathways to Success Meeting, April 5
- Attended the Prison Education Program (PEP): New Policy Requirements Meeting via Zoom, April 6
- Participated in A&M University News Conference, April 10
- Attended VictoryXR VR Demo (VR Prep Call), April 11
- Participated in Division Curriculum Committee meeting, April 11
- Attended Texas Strong Talent Pathways in Dallas, Texas, April 12-14
- Meeting with McAllen Economic Development Corporation Executive Vice President, April 18
- Hosted BASOL-CBE Discussion, April 18
- Attended City of Mission STC Bachelor Programs Presentation, April 19
- Anthology Demo Session, April 20
- Attended the the Workforce summit, April 21
- 2023-2025 Bachelors and Math Division IE Plans, April 26
- Participated in Insitutional Leadership Coucul (ILC) meeting, April 28

Project Manager

- Attended Carl Perkins FY24 Planning Workshop, April 4
- Distinguished Leadership Academy Project Check-In Meeting, April 4
- Met with Education Technologies coordinator logistitcs for STEM Summit, April 11
- Coordinated STEM Summit, April 14
- Attended Coaching Powered Leadership, April 18
- Workforce Summit, April 21
- Carl Perkins Basic FY2024 Planning, April 25

- Attended Texas Women in Higher Education Meeting, April 25
- PANACEAS Grant Meeting, April 26

BACHELOR PROGRAMS:

Organizational Leadership

- Participated in the McAllen Chamber Grand Opening at 5 a Ronda, April 4
- Leadership McAllen Executive Board meeting, April 4
- VictoryXR VR Demo (VR Prep Call), April 11
- Participated in the McAllen Chamber Ribbon Cutting – McAllen District Office, April 11
- McAllen Chamber – 1 million Cups, April 12
- Leadership McAllen Steering Committee meeting, April 12
- Participated in the VR meeting with Distance Learning Dean, April 12
- LOC Subcommittee Meeting: Assessment Language, Norms, and Active Participation, April 12
- Participated in the Leadership McAllen Recruitment Mixer, April 13
- Attended 2023 Adjunct Faculty Fair, April 15
- American Association for Women in Community Colleges Board Meeting, April 17
- Participated in the McAllen Chamber Rebranding Celebration, April 18
- Attended the TSC Spring 2023 Graduation Fair to promote the Bachelor programs, April 20
- Participated in the STC Workforce Summit, April 21
- National Society for Leadership & Success Induction Ceremony, April 22
- RGV Hispanic Chamber Business Luncheon, April 24
- Attended the Idea Public Schools Meeting, April 25
- Facilitated the Introduction of the Texas Women in Higher Education STC Chapter, April 25
- Facilitated a meeting with Tarrant County Community District Regarding CBE, April 26
- Participated in the LOC Subcommittee Meeting: Assessment, April 26
- Participated in the Our Lady of the Lake La Feria Campus Mixer at Bubba's 33, McAllen, April 26
- Attended the HWNT Lady in Red Gala, April 27
- Participated in the National Society for Leadership and Success South Texas call with NSLS Chapter representative and the NSLS STC Board, April 28

Computer Information Technologies/ Computer Science

- Participated in Google Career Certificate Meeting vis MS Teams, April 3
- 2023-2025 COSC IE Plan, April 5
- EE Guide Office Hours Meeting, April 6
- Participated in Edu Partner Feedback UX and IT Automation Certificates Meeting with Kari Furman from Google, April 13
- Attended STEM Summit Event at the Student Union, Building H, April 14
- Participated in the Adjunct Faculty Job Fair, April 15
- Participated in AS-COSC: 2023-2026 PLO Assessment Plan Revision Meeting, April 18
- Attended the Spring Computer Science Information Session at Thelma Salinas STEM ECHS, April 19
- Participated in AS-COSC: 2023-2026 PLO Assessment Plan Revision Meeting via MS Teams, April 19
- Participated in 4YR Pub Meeting, April 20
- Attended STC Online Workshop: Gimkit Classes/ Assignments, April 20
- Participated in FMLA: Best Practices for Supervisors Meeting, April 21
- Attended RSA 2023 Conference in San Francisco, CA, April 24-27
- Participated in Affinity Group Conversation: Credit for Prior Learning and Google Career Certificates Meeting vi WebEx, April 24
- Attended STC Online Workshop: AA/FM Roundup- Accounts Payable & Travel Processes, April 25
- Participated in Google Career Certificate Implementation Meeting via MS Teams, April 28

Operations Management

- OPMG Team attended the One Million Cups Program at the McAllen Chamber of Commerce to network with local business owners and staff, April 12
- OPMG Team and Division Dean met with the McAllen Economic Development Corporation Executive Vice-President, Mr. Mark Garcia, April 18

- Led STC Bachelor Programs Presentation at the City of Mission City Council Chambers to City of Mission Employees, April 19
- Presented to the Starr County Commissioners to obtain their approval to conduct marketing and recruiting presentations to their Starr County Departments, April 24
- City of McAllen Convention Center and Performing Arts Center Board Member Meeting, April 24
- Attended the Public Safety & First Responder Expo at the STC Regional Center for Public Safety Excellence, April 28

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended LOC Subcommittee Meeting: Core Objectives EQS Improvement Plan, April 11
- Attended Awards: DTLA Committee Meeting, April 11
- Participated in Biology OER Workshop Series (Part 1): Understanding OER, April 14
- Attended STHS and STC Meeting, April 20
- Attended NSF-STEM Academy Orientation & spring Meeting, April 20
- Participated in LOC Subcommittee Meeting: Core Objective EQS Improvement Plan, April 25
- Attended Cord Ceremony, April 25
- Participated in the Institutional Leadership Council Meeting, April 28

Chemistry

- Chemistry faculty held supplementary group study for CHEM1412 students, April 2, 14
- Collaborated with Lab Coordinator to review Dual Credit chemical inventory and safety initial draft reports, April 2-17
- Chemistry faculty attended "Apps to Increase Accessible Course Content" workshop #267328, April 14
- Chemistry faculty and staff assisted with STEM Summit, April 14
- Attended Adjunct Fair, April 15
- Faculty finalized the new PLO assessment methods and target data. Additionally, worked collaboratively to develop the IE action plan for the 2023-2025 biennium, April 20-21
- Attended Mid-Valley Advisory Committee meeting, April 27
- Chemistry faculty held virtual review session for CHEM1405 students, April 28
- Attended Institutional Leadership Council meeting, April 28

Cybersecurity

- Attended the weekly meeting with the FBI Citizen's Academy, April 6, 13, 20
- Demo with partner Site24x7, April 10
- LOC Subcommittee meeting with Ms. Yolanda Jaramillo, April 11
- Met with Region One to discuss a Cybersecurity Workshop we would be hosting for their students, April 13
- Attended the STEM Summit Event, April 14
- Hosted a Cybersecurity Workshop (half-day event) for several school districts, April 15
- CTE STEM Spring Expo hosted at Vanguard Academy, April 19
- Attended the RSA Conference in San Francisco California, April 23-27
- Meeting with our partner TitanHQ, April 24

Information Technology

- Carl Perkins FY24 Planning workshop, April 4
- Attended Mentorship Event at Sharyland High School, April 5, 18
- Attended Coursera Conference, April 13
- STEM Summit, April 14
- Sam Training Workshop, April 20
- Participated in IT Advisory Committee Meeting, April 27
- Attended Computer and Advanced Technologies Committee Meeting, April 27

Physical Sciences and Engineering Department Chair

- Met with the laboratory staff and faculty secretary and discussed lab operation and Safety Threat-Active Shooter Scenarios, April 3
- Attended Engineering Planning Meeting and discussed 2023-2025 IE Plan for the engineering program, April 4

- Met with the Support Specialist and Program Manager, Office of the Vice President for Academic Affairs and Physics Laboratory coordinator and discussed a requested Display for PCN G 223, April 11
- Met with the Physics and Engineering Student Success Specialist and discussed strategies to increase course success and persistence rates of Physics majors and to improve the level of communication with them. April 11
- Presented curriculum modification requests at the division-wide curriculum committee monthly meeting to add ENVR1401 and ENVR1402 courses to the Natural and Physical Sciences core curriculum. April 11
- Met with two professors from the Mechanical Engineering department, UTRGV and the STC Engineering faculty and discussed collaboration opportunities, April 13
- Attended STC Adjunct fair, April 15
- Met with the Environmental Science Faculty member, UTRGV, Physical Science Instructor, STC, and grants officer STC and discussed a collaboration opportunity on grant application, April 18
- Physical Science instructor attended SbySTech23 Conference (Student by Student Technology and Leadership Conference) at Region One ESC in Edinburg and promoted department programs, April 21
- Physical Science instructors helped Hurricane Expo organizing committee and facilitated 2023 Hurricane Expo, April 21
- Attended NISOD Virtual Event - When Students Have Ninety-Nine Problems and Your Syllabus Is One: Five Equity-Minded Practices That Remove Barriers for Success, April 24
- Attended Institutional Leadership Council (ILC) Meeting, April 28
- Presented at South Texas College Physics Social event, April 28

UNIVERSITY RELATIONS:

Agreements Awaiting Signing Ceremony:

- Texas A&M University – Corpus Christi
- Texas Women's University

Agreements in Progress:

- Texas Southern University College of Pharmacy
- University of Houston - Victoria
- Southern New Hampshire University
- Lamar University Program Articulations
- University of the Incarnate Word Feik College of Pharmacy
- Texas A&M University at San Antonio
- TAMUK BAAS (STC Fire Science to BAAS)
- Community College of the Air Force
- TAMU Biomedical Sciences
- TAMU Engineering
- University of Arizona Global Campus
- Texas Southern University

Agreements Being Edited:

- Texas State Technical College
- Texas Women's University Culinology Program

Completed Agreements:

- University of Cincinnati (Social Work Program)
- Purdue University Fort Wayne (Applied Baccalaureate Programs)
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Reaching out to students regarding eligibility for the Texas A&M University Engineering Academy, ongoing
- Attended the Annual Conference for the Texas Association for College Admissions Counseling, April 2 – 4
- Moderated the Creative Wellness Session for the American Association for Women in Community Colleges, April 5
- Met with the Project Manager for Institutional Research, Effectiveness and Special Projects about Enrollment, April 5
- Participated in the Talent Strong Texas Pathways Project Convening, April 12 – 14
- Attended the Texas A&M University Engineering Academy at South Texas College Counselor Luncheon, April 13

- Met with representatives from the Texas A&M University Engineering Academy about program progress, April 17
- Led the Board Meeting for the American Association for Women in Community Colleges, April 17
- Attended the Texas Transfer Advisory Committee Meeting, April 17
- Met with representatives from the Texas A&M University Engineering Academy about recruitment efforts, April 19
- Attended the April Transfer Talk hosted by NACADA on "Using Data to Support Transfer Students." April 20
- Attended the 2023 Workforce Summit, April 21
- Attended the FMLA Guidelines and Regulations for Supervisors workshop, April 21
- Met with representatives from the Texas A&M University Engineering Academy about the current status, April 24
- Attended the April 2024 Academic Council Meeting, April 24
- Attended the AA/FM Roundup, April 25
- Attended the Institutional Leadership Council Meeting, April 28

Upcoming Events:

- Signing Ceremony with Texas A&M University College of Agriculture and Life Science, TBD
- Signing Ceremony with Texas A&M University – Corpus Christi, TBD
- Launch event with University of Maryland-Global Campus, TBD
- Signing Ceremony with Texas Women's University, TBD
- Fall 2024 College Fair, October
- Transfer Advising Academy, Fall 2024

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Prevent, Treat, and Beat Diabetes Symposium held at the NAH Campus in collaboration with South Texas Health System, Prominence Health Plan, and Unidos Contra la Diabetes, April 1
- Attended the Project Firstline Community College Collaborative Session 4: Healthcare Pathways: Taking a Closer Look at Your Community and Beyond webinar, April 3
- Provided welcome remarks to students attending the Traditional Track and LVN-ADN Transition Track Orientation, April 4
- Attended the Carl Perkins FY24 Planning Workshop, April 4
- Attended the Organization for Associate Degree Nursing (OADN) Board of Directors Meeting, April 4

- Met with students at the ADN Capstone Orientation, April 5
- Worked on the Self-Study Report for the Texas Board of Nursing (TBON).
- Followed up on work for the Organization for Associate Degree Nursing (OADN) Board, OADN DEI Committee, and Philippine Nurses Association of South Texas - RGV.
- Attended the Accrediting Commission for Education in Nursing (ACEN) 2023 Spring Self-Study Forum and Program Administrators Workshop held in Atlanta, Georgia, April 11 – 14
- Attended the Transitioning Successfully to the Next Generation NCLEX (NGN) webinar, April 12
- Attended the 2023 Survey of College and University Chief Academic Officers webcast which discussed key findings and insights of the survey, April 12
- Followed up on the status of grant funds for the NAH Division.
- Attended the 2023 1st Quarter Clery Committee Meeting, April 13
- Attended the Adjunct Faculty Job Fair held at the Pecan Campus, April 15
- Attended the McAllen Genetic Conference and Resource Fair, April 15
- Followed up on the Progressando Grant.
- Took part in the Workforce Summit Discussion – Panel on Apprenticeships with a Future Focus, April 17
- Met with OTA program chair to discuss the OTA reaccreditation site visit, April 17
- Attended the online NurseAchieve NGN Demo, April 18

- Attended the Addressing Social Risk Factors webinar hosted by ATW Health Solutions, April 18
- Held meeting with the simulation coordinator to discuss room layouts for the upcoming Workforce Summit, April 18
- Research Conversation on Non-Credit to Credit Pathways webinar hosted by EAB, April 18
- Political Science Club's Meet and Greet with Local Government Officials, April 18
- Attended the Spring 2023 Career Expo held at the Pecan Campus, April 19
- Prepared for the panel discussion for the upcoming Workforce Summit.
- Attended meeting with the director of Academies and Career Tech Pathways to discuss dual credit early admission to the ADN Program, April 19
- DHR Health Networking Social, April 19
- Attended the South Texas College Workforce Summit; took part in panel discussion, April 21
- 16th Annual Spring Nursing Forum hosted by the University of Houston, April 21
- Attended the 2023 National Nurse Educator Summit held in San Antonio, TX, April 24 – 27
- Carl Perkins Basic FY2024 Planning virtual workshop, April 25
- Prepare to Succeed: Annual Marketing and Recruitment Plans for Graduate and Online Programs webinar, April 25
- Attended the College Safety Committee Team virtual meeting, April 27
- Worked on finalizing the 2023 – 2025 IE Plan for the NAH Division.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Meeting for Educate Texas + DOL + TWC: Registering Teacher Apprenticeships 101, April 3
- Attended Pathways to Success Meeting, April 5
- Meeting for the SBS Division Curriculum Meeting, April 6
- Strive Success Program Initiative, April 10, 24
- Meeting for Starfish Report, April 10
- Met with Interim HR Director on Child Development Center – 36-hour work week, April 11
- Meeting with Director of Dual Credit and Education Chair to discuss dual credit faculty in the Education Department, April 17
- Meeting with Vice President of Academic Affairs to discuss organization changes, April 17
- College-Wide Curriculum Committee Meeting, April 18
- Attended Political Science Club Meet and Greet with Local Government Officials, April 18
- Anthology Demo Session -Student/IT, April 20
- Workforce Summit, April 21
- CDC Oversight Committee Meeting, April 25
- Attended Emerging Scientist Symposium (ESS). It is a research symposium where we hope to foster and promote psychological science, scientific thinking, literacy, and inquiry/research skills while highlighting other disciplines that converge with psychological science. We want to assist our students in furthering their education and help them develop marketable skill sets that are needed in many academic programs and in the workforce, April 27

- Institutional Leadership Council (ILC) meeting, April 28

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- The month of April is designated as National Autism Awareness Month. To participate in raising awareness, members of the Child Development Club joined Edinburg CISD and TEAM MARIO at their Autism Awareness

Fair in the HEB Park in Edinburg, Texas. Club members volunteered and shared information with attendees. They also participated in a 5k walk/run and Buddy Walk to celebrate children and their families. This event provided the opportunity for students to gain and enhance communication and interpersonal skills with young children, teenagers, and adults living with Autism Spectrum Disorder, April 1

- The Child Development Club and Child Development and Early Childhood department hosted an event to celebrate children, families, and CDEC majors. They joined The National Association for the Education of Young Children (NAEYC) in their Week of the Young Child annual celebration. CDEC majors fulfilled program learning outcomes by planning literacy, math, science, and art activities, selecting materials, and implementing lesson plans with young children. More than 50 children and their families attended the STC WOYC celebration, April 5

- Child Development and Early Childhood majors shared resources from the Children's Advocacy Center of Hidalgo County during the Week of the Young Child event hosted by the STC Child Development Club at the Pecan Campus. They joined the effort to raise awareness and prevent child abuse by wearing blue and sharing information on the signs of abuse, reporting suspected abuse, and local programs offering services for families and victim support. April is national child abuse prevention month, April 5
- The Child Development Club advisors wrapped up the Spring 2023 semester by presenting the club officers and members with appreciation and participation certificates. The club members were given the opportunity to enhance their marketable skills and gain leadership competencies as they remained active in the events and collaborations with the community, April 20

Education

- The annual Teacher for America Gala is a night to honor those people, institutions and organizations who continue to advocate for a quality education of all students in the Rio Grande Valley. It is also a night to celebrate the wonderful work that has been done. As a member of the Education department at STC, this gave me an opportunity to network with others in our community who want the very best for our students. Aside from visiting with our very own college, I was also able to brainstorm with some of the best on ways we can help recruit STC students, and future educators, into the National renowned Teacher for America program, March 31

- Student Government Association hosted its 2nd Annual Student Leadership banquet. It was a night to recognize and honor the dedication and hard work of our student leaders at the Starr County campus. Student Organizations, including our very own Starr County Education Club, were recognized and awarded a certificate of achievement at the event. Education Faculty, four education club officers, plus four other members were in attendance, April 13

- In this hands-on workshop, EDUC students created a digital professional portfolio using Google Sites. Students left the 2-hour workshop with a tool they can use to showcase their educational and professional experience, their philosophy of education, and other teaching artifacts to represent their growth in the field of education, April 18

- The Great American Cleanup represents the largest cleanup event that Keep McAllen Beautiful hosts in the City of McAllen. As part of their required Service-Learning Project in EDUC 1300: Learning Frameworks, traditional and online classes decided to join Student Activities & Wellness to participate collaboratively in helping cleanup McAllen's streets, hike and bike trails, railroad tracks, parks, and schools. Faculty worked in collaboration with Student Activities & Wellness staff, as well as with Ms. Chris Lash and the Keep McAllen Beautiful (KMB) staff. 5 STC students from EDUC 1300 along with Student Activities & Wellness, Psychology Instructor participated in preliminary set-up activities for the event. The STC team worked alongside KMB staff to unload boxes, signs, and related materials from a truck and proceeded to organize all those materials at McAllen Municipal Park – the starting point for all activities. Afterward, the team shared a celebratory lunch while enjoying the park. EDUC 1300 met with Student Activities & Wellness to participate in the Great American Clean-Up. A handful of STC students engaged in registering participants and in handing out supplies such as gloves, empty trash bags, backpacks, and other materials. The majority of these EDUC 1300 students engaged in collecting refuse from the city streets, hike and bike trails, railroad tracks, parks, and schools. Afterward, STC students enjoyed a meal together along with the viewing of talented performers at the Municipal Park. In addition to EDUC 1300 students, 6 students from STC's Student Leadership Academy also actively participated in the Great American Cleanup activities. During this event, STC students had an opportunity to learn more about community organizations such as Keep McAllen Beautiful and STC's Department of Student Life, to be actively engaged in an environmental cause, to develop communication, teamwork, and leadership skills, and to practice time management and organizational skills. Most importantly, students practiced social responsibility – engaging directly with their local community, mastering one of STC's core curriculum's objectives. Keep McAllen Beautiful honored STC with a plaque for "Most Participation" for our contributions in service to the community, April 14 and 15

- Education-Library Collaboration – Guest Speaker & Student Participation, faculty member with the Education Department, collaborated with Programming Librarian, during the Fall 2022 semester, to arrange for guest speakers for the Spring 2023 semester. The goal of Education-Library collaboration is to provide programming for all students at STC, but especially to meet the needs and interests of students enrolled in EDUC 1300-PSYC 1300, EDUC 1301, and EDUC 2301. Anat Samid, a Licensed Social Worker and the founder of Central NJ Mental Health Professional Network presented to STC students, faculty, and staff via a Zoom Webinar, on Emotional Intelligence. Emotional Intelligence is the ability to perceive, interpret, demonstrate, control, evaluate, and use emotions to communicate with and relate to others effectively and constructively. Some experts suggest that emotional intelligence may be more important than IQ for life success. A total of 62 STC faculty, staff, and students attended the Emotional Intelligence workshop including many students from EDUC 1300, 1301, and 2301 classes. Psychology Faculty, who teaches the cross-listed course to EDUC 1300 -- PSYC 1300 -- was also in attendance, April 19

- EDUC 2301 students learned what it may feel like to have an orthopedic impairment or health impairment that limits fine motor skills. With this simulation, students discussed the inclusion strategies that teachers could use to meet their diverse learning needs, April 23
- In this interactive workshop, EDUC students learned tips on how to transform a standard worksheet into an engaging learning activity. The tips shared were (1) Whole group practice, (2) Round Robin & Quiz, Quiz,

Trade, (3) Reciprocal learning, (4) Room Scoot, (5) Relay, (6) Use of manipulatives, (7) Showdown, (8) Gaming, (9) Clue, and (10) Digital slides. Workshop attendees included Presenter and five EDUC 1301 and EDUC 2301 student, April 26

Kinesiology

- Mid-Valley Spring Relay was opened to the entire community and organized by the Kinesiology Department to benefit the Mid-Valley Child Development Center. The relay race consisted of teams of up to 4 participants with each running 1 mile. Medals were awarded to the overall top three teams

Psychological Science

- Psychological Science faculty has participated in over 60 career days all over Roma ISD, Rio Grande City Grulla CISD, Idea RGC & Mission, and McAllen ISD. This is important outreach as children since that age will start getting interested in psychology and in attending STC upon high school graduation. Got to start early in instilling the college-going culture that South Texas College always strives for.
- The Starr County Campus Psychology Club attended the annual STC Starr County Campus Jaguar Leadership Banquet. Each campus club that was active this spring 2023 semester was recognized with a certificate of recognition. The top 3 most active members from each club, along with the club advisors, were invited by the Student Government Association to attend this banquet. The Starr County Campus Psychology Club has been active for over 14 consecutive years, making a positive difference in the college and Starr County Community, and representing the Psychological Science Department and Social & Behavioral Sciences Division to the best of their ability, April 13

- The Psychological Science faculty at the Mid-Valley Campus hosted their 8th Biennial Human Sexuality Conference Presenters included faculty from the Criminal Justice, Sociology/Anthropology/Social Work, Art, and Psychological Science Departments. Around 60-75 students and community members were in attendance every evening. Cengage Publishing and HEB provided refreshments and gift cards as door prizes for students throughout the three-day conference. SBS Guided Pathway Specialist, was also available to distribute information, advise, and register students. Some of the information included careers in psychology, courses within psychology, and degree plans. Presenters: Criminal Justice Faculty - Erecting Safe Boundaries: Penal Systems View of Copulation, Psychological Science Faculty - A Brief History of Sex, Chair, Sociology/Anthropology/Social Work - The Legend of Lucy Hicks: How the government "re-regulates" sex identity, gender identity, and sex via the courts, Psychological Science Faculty - Do You Like Me?, Psychological Science Faculty - What is Love?, Sociology Faculty - Is My Sex Life Any of Your Business?, Associate Professor, Art - That's Too Sexy for My Art Class, Chair, Psychological Science - Ovulation Nation: It shouldn't end with a period, Psychological Science Faculty- Sex Education: Myths and the Media, April 10 - 12

- Mariana Aguirre, Noticias RGV Anchor, interviewed Psychological Science Faculty. The topic was "Toxic Relationships" during "Noticias RGV". Defined toxic relationships as destrutive and unhealthy relationships in which one party is causing harm to the other or both are to each other. Toxic relationships can occur not only with a romantic partner, but also with friends, family members, and co-workers. He then elaborated on the characteristics of toxic relationships to identify red flags in one's relationships. Characteristics of toxic relationships include control, manipulation, jealousy and envy, egotistical behaviors (seeking one's own interests without empathy for the other person), aggressive communication, in addition to any type of abuse (physical, verbal, emotional, sexual, economic) and efforts to destroy a person's self-esteem (feelings of self-worth). Lastly, he emphasized the importance of seeking professional help if one is in a toxic relationship,

counseling /thearpy, and provided some local resources including the National Domestic Violence Hotline, April 18

- STC Starr County Campus Counselor invited the Starr County Campus Psychology Club to an Alzheimer's Community Forum. At the conclusion of the 13th Starr County Mental Health Awareness Conference, she distributed flyers of the Alzheimer's Community Forum event. The Alzheimer's Association will host a forum. It will be a listening session on Alzheimer's disease, dementia, and memory loss. The Starr Psych Club has committed to attend this important forum so that the students learn more about Alzheimer's Disease. Counselor also received a certificate of appreciation for serving as presenter of the 13th Starr County Mental Health Awareness Conference, April 20
- Department Chair was invited to participate in a cross-disciplinary workshop ***Fostering Two-Year College Collaborations with Disciplinary Societies*** under a National Science Foundation (NSF) Grant (#2311493) representing the discipline of Psychological Science, two-year faculty, and in collaboration with the American Psychological Association's (APA) Committee on Associate and Baccalaureate Education (CABE) that held its first virtual meeting**.** The workshop schedule begins April 2023 and will end with a final report published in October 2023. Workshop participants include 70-80 community college faculty and disciplinary society leaders from 11 disciplines from across the country. Workshop goals are 1) Develop and begin to implement action plans that expand collaborations between two-year colleges and disciplinary societies, 2) Explore cross-disciplinary opportunities to support faculty and students, 3) Learn more about NSF grant opportunities for 2YCs that address both discipline-specific and cross-disciplinary needs, and 4) Build networks and communities of 2YC faculty and disciplinary society representatives, April 23

- The Department of Psychological Science prepared for the upcoming Emerging Scientist Symposium and began setting up the Student Union Ballroom for the scientific poster session. Set-up included hanging all posters, setting up exhibitor tables, and transporting event materials, April 26
- Psychological Science Faculty represented the Department of Psychological Science during a television appearance on *Buenos Días Valle*. discussed the upcoming Emerging Scientist Symposium and invited the community to attend the event, and learn more about the psychological science program at South Texas College, April 26

- The Psychological Science department hosted the inaugural Emerging Scientist Symposium (ESS). The mission of the symposium is to foster and promote psychological science, scientific thinking, literacy and inquiry/research skills among emerging student researchers. The overall goal was to assist students in furthering their education while providing a unique opportunity to help them develop marketable skills needed in many advanced academic programs and across the workforce. The symposium consisted of day and evening scientific poster sessions showcasing 30 different research proposals and research competition; over 150 people in attendance including President Solis and Trustee Dalinda Alcantar-Gonzalez. The ESS concluded with an awards ceremony that recognized first, second, and third place winners from each presenting category receiving prizes (1st: iPad Air, 2nd: $100 Visa Gift Card, 3rd: Echo Dot) sponsored by Macmillan Learning, McGraw Hill, and Cengage Publishing. Posters were printed with the help of a sponsor, Bellevue University. Lunch for presenters was provided by Cengage Publishing for both the day and evening session. Plans for next year's ESS are already in motion. Presenters consisted of STC students, both traditional and dual credit, as well as younger students (K-5th grade) from St. Paul Lutheran School in McAllen, all of which presented original scientific work. Various departments were also in attendance and informed students on programs and services offered at STC. Department of Psychological Science faculty from Pecan, Starr, and Mid-Valley campuses were present and shared information about the

major, helped students with advising and registration, and demoed some of the psychological processes discussed in the curriculum. The Music, Biology, Education, and Culinary Arts departments all participated in the symposium. The Dean of Student Services office provided light refreshments, lanyards, and other promotional items, April 27

- The Department of Psychological Science Outreach Committee and Psychology Club, collaborated and set up information tables at our Emerging Scientist Symposium for our students on Pecan Campus at the Student Union Ballroom. Participating Faculty and Psychology Club Advisors were there to assist students with questions about being a psychology major, careers in psychology, and various programs, April 27
- The Starr County Campus Psychology Club created a new flyer and it was distributed throughout campus for recruitment purposes. The Starr Psych Club flyer shows students, club achievements/recognitions, and has important information such as how to contact the advisors, the benefits of joining (including eligibility to the $1,000 scholarship), what activities they do (psychology-related events, educational events, community service, fundraisers, social events), core values (excellence, teamwork, service, perservance, reliablity, optimism), and signature events the club has sponsored for over 14 years that include *Starr County Role Models Get Inspired Conferences, Starr County's Got Talent shows, Starr County Mental Health Awarneess Conferences,* and *Crossing Discplines Conferences.* The Starr Psych Club recruitment flyer was placed throughout the academic Building E (club bulletin board and display case, outside faculty advisors' offices, and in the hallway student tables/chairs areas for easy student access), April 26

- The Starr County Campus Psychology Club bulletin board was updated for upcoming summer and fall 2023 courses were posted as another recruitment strategy to increase in-person enrollment for Starr County Campus psychological science courses. The bulletin board has information on the Starr Psych Club and also on the Department of Psychological Science. It also highlights student success, such as the scholarship recipient and Top 10 Most Active Members of the semester, in addition to some recent events hosted on campus, April 26

- Psychological Science Faculty was invited by radio host and journalist Jorge Luis Badillo to have a segment on his radio show on psychology topics. Interviewed Jorge Luis Badillo, known as "Doctor J Noticias" because he has a doctorate degree in journalism, for his show RGV Stars. Doctor J Noticias Show has coverage throughout the Rio Grande Valley, even in Mexico and in the Laredo area, April 26
- Starr County Campus Psychological Science Faculty along with some Starr County Campus Psychology Club members, attended the inaugural Emerging Scientist Symposium sponsored by the Department of Psychological Science. Starr Psych Club members enjoyed and learned from the symposium, April 27

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- VictoryXR planning meeting, April 5
- Vendor Meeting and Evaluation Session, Class Technologies, April 5, 24
- Participated at the Texas A&M University News Conference, April 10
- Attended the Texas Strong Pathways Conference, April 11
- Hosted and facilitated the Distance Learning Advisory Council Session, April 21
- Participated at the Texas Workforce Summit, April 21
- Met with Global Market Development Manager to discuss international students and how DL will assist them, April 25
- Vendor meeting with Internship programs (GTX), April 28

College-Wide Activities:

- College OER committee meeting, April 3

- VictoryXR planning meeting, April 5, 11, 12 (BASOL)
- Vendor displays to Nursing, Engineering, Liberal Arts for synchronous classes, April 5-12
- Planning and Launch of Drop-in Online Open Labs for the end of the academic semester, April 5-18
- Collaborative session Planning with OPOD, April 21
- Participated in Academic Council Meeting; April 24
- Met with chair and instructors for Operations Management, re: course redesign, April 21-25
- Participated at the Institutional Leadership Council Meeting, April 28.

DL Office Activities:

- Led training for the IDs to enhance engagement in course modules, April 3-30
- Hosted in the Distance Learning Leadership Meeting, April 17
- Initiated project to redesign the Blackboard Landing Page, April 26-28

DIRECTOR'S REPORT:

- Develop the DL faculty training schedule for the remainder of the semester, April 5, 10 and 27
- Participated at the Texas A&M University News Conference, April 10
- Participated at the Jagnet Content Committee, April 13
- Develop sole source for PressBooks, April 17
- Participated at the Texas Workforce Summit, April 21
- Met with Global Market Development Manager to discuss international students and how DL will assist them, April 24
- Participated in Academic Council Meeting; April 24
- Participated at the Institutional Leadership Council Meeting, April 28

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Spring 2023 courses and faculty/student enrollments through ILP Admin, April 1 - 30
    - Batch upload for all drop students in term Spring 2023 courses through the Blackboard integration, April 3, 10, 17 and 24
    - Created 2 Spring 2023 minimester courses crosslist requests in Blackboard, April 1-30
    - Updated information modules and pop-ups in Blackboard, April 1-30
    - Updated the institutional hierarchy for all Spring 2023 term, April 1-30
    - Updated Blackboard Assist resource page, April 1-30
    - Troubleshoot gradebook settings and exams, April 1-30
    - Updated the Training and Development Manager on Blackboard's production server, April 1-30
    - In collaboration with IT department, updated the banner scripts for the "Course at a Glance" drop student report in Blackboard.
    - Develop the Niche Academy LTI integration, April 4, 11, and 18
- Distance Learning Portal
    - Modify dean/chair reports on the dashboard.
    - Fix bugs/errors.
    - Updated faculty certification list.
    - Develop a script to pull data from the OPOD system.
- Distance Learning Ticketing PowerApp
    - Fix bugs/errors
    - Develop an auto-populated user filter based on A number or email account option when creating tickets in the system.
    - Develop an automatic close ticket after pending for 3 days.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - **Numbers for the month**

Blackboard Student/ Faculty Tickets:	369
Helpdesk Phone Calls received by DL Staff:	216

Social Intent – Distance Learning Chat	55
Blackboard Support Chats/Calls:	50
Total	**690**

- **Trainings/ Workshops/ Professional Development**
  - Professional Development
    - Lockdown Browser and MS Teams Live Proctoring, April 5
    - NACADA Academic Coaching Session, April 18
    - Employee Training Matters by LMS 365, April 27
  - Training
    - Respondus Live Proctoring, Lockdown Browser and MS Teams, April 3-5
    - Pathways to Success training for GPS/SSS, April 5
    - Advanced Ongoing InsideTrack Academic Coach training, April 12
    - DHSI Focus Group meeting, April 19
    - NAH campus – All day On Campus Training Session, April 19 and 26
    - Achieve ECHS Parent Presentation, April 21
    - Faculty Advisor Council, April 21
    - Virtual Drop-In Advising sessions, April 25-27
  - Workshops
    - Distance Learning Advisory Council Session, April 21
- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising	124
Telephone/ Text Contacts:	97
Virtual Campus Advising Email:	127
Radius Inquires:	151
Register Online Students	1
Register TxDOT Students	30
Academic Coach Sessions:	22
Email Reminders Sent:	6,073
Total:	**6,625**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology and Student Success Weekly Meeting, April 3, 17 and 24
- Distance Learning Technology Team participated with Blackboard's Service Delivery Manager Session, April 4, 11 and 25
- Distance Learning Leadership Staff Monthly Meeting, April 18
- Distance Learning staff participated at the STC Tech Support committee Meeting, April 26

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

DEAN'S REPORT:

- Held a follow-up planning meeting with Hidalgo ISD Administration to expand career technical program offerings, April 4
- Attended the Texas Strong Talent Pathways Institute where a Presentation was conducted with Vice President of Academic Affairs on Building Brighter Futures for Latinx Students through Dual Credit Programs, April 13-14
- Meeting focused on the Weslaco ISD 21st Century CTE Campus closure and action plan of student transition, April 19
- Meeting with Idea Public Schools to discuss details regarding the dual credit programs partnership, April 25

- Held its Spring 2023 Taskforce Steering Committee Meeting, April 25
- Hosted a Program New Staff Overview highlighting each department responsibilities and services provided, April 26
- Conducted a DualEnroll rough walkthrough in preparation for a pilot with a partnering high school in Fall 2023, April 28

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- The 2022-2024 Academy Program Application review consisted of **two hundred seventeen (217)** which were assessed by the Selection Committees consisted of Staff and Faculty from respective departments from Biology, Criminal Justice, Business Administration, and Engineering. The following outlines the applications received:

Program	AppReview	Location
DEMSA-Biology	52 (Accepting Only 48)	Mid Valley Campus
DEEA-Engineering	26 (Accepting Only 24)	Mid Valley Campus
DECJA-Criminal Justice	16	Mid Valley Campus
DEBAA-Business Administration	13	Mid Valley Campus
DEMSA-Biology	49 (Accepting Only 48)	Pecan Campus
DEEA-Engineering	29 (Accepting Only 24)	Pecan Campus
DEBAA-Business Administration	21	Pecan Campus
DEMSA-Biology	11	Starr County Campus

- Academy Programs held its annual Cord Ceremony for seventy-one (71) Dual Enrollment Academy Program's Prospective Graduates. STC Faculty from the respective fields were in attendance, as well as student's family and friends, were gathered to recognize each student's accomplishment.
  - Pecan Campus: April 20, 2023
    - 38 Prospective Graduate
  - Mid Valley Campus: April 25, 2023
    - 33 Prospective Graduates

- Academy Programs Senior STEM Education Trip was held for Thirty-three (33) Students from the Mid Valley and Pecan Campuses. Students visited the Texas State Aquarium and the Corpus Christi Museum of Science and History in Corpus Christi, TX, April 28
- Staff held a meeting with the University of Texas Rio Grande Valley MD Vaqueros Program to discuss the possibility of an early admission agreement for Dual Enrollment Medical Science Academy (DEMSA) Program students, April 12

- Staff held a meeting with the University of Texas A&M University-Kingsville to discuss the possibility of an agreement for Dual Enrollment Engineering Academy (DEEA) Program students, April 17
- Staff utilized the Starfish Progress Survey #2 Report to identify Dual Enrollment Academy Students with academic concerns and conducted the following Case Management:

Campus	Case Management
Pecan Campus	31
Mid Valley Campus	16
Total	47

- Staff hosted Friday Workshops for Academy Students at the Pecan and Mid Valley Campuses to administer the Online Senior Exit Interview/Survey. Additionally, students were provided an overview of the Commencement Ceremonies date and times. Students were provided the Senior Checklist, which is used to collect information on Scholarships provided to students and acceptance to 4-year institutions, April 14
- Staff held an in-person meeting at the La Joya ISD Central Office with La Joya ISD CTE Director and Chairs for the HVAC, Construction Supervision, and Electrician Programs to discuss offering programs, April 14
- Staff coordinated and attended an STC Technology Campus visit by Valley View ISD Administration to view the facilities and learn about the HVAC, Construction Supervisions, and Electrician Program, April 17
- Staff held a TexPREP Year 1 Program Parent information session for Hidalgo ISD, April 18

DUAL CREDIT ACADEMIC PATHWAYS:

- Attended the Rio Grande Prep ECHS Meeting as support for an Educate Texas Highlight series of Dual Credit Programs around Texas, April 13
- Attended follow-up planning meeting with Hidalgo ISD Administration to expand career technical program offerings, April 4
- Conducted Degree Management and Planning with Counselors from La Joya ISD, April 13
- Attended a meeting focused on the Weslaco ISD 21st Century CTE Campus closure and action plan of student transition, April 19
- Presented at the STISD Parents Night with South Texas ISD in an effort to support recruitment efforts for the Virtual High School, April 20
- Met with STC Tech campus administrators to discuss program growth in La Joya ISD, April 20
- Attended a DualEnroll rough walkthrough in preparation for a pilot with a partnering high school in Fall 2023, April 28
- The following Sessions/Meetings were held with Partnering School District Stakeholders:

School	School District/Campus
What is my GPA Presentation	Open to all
Student Advising Sessions	Rio Grande City High School
Palmview HS Advising	Palmview High School
CCRSM Leadership Meeting	Juarez-Lincoln T-STEM Campus
Student Advising Sessions	Donna High School
Apply Texas Support	Weslaco CTE 21st Century ECHS
Parent Workshop	Achieve ECHS
Student Degree Audits	Donna T-STEM Campus
Jagnet / Degreeworks Training	PSJA Thomas Jefferson ECHS
Jagnet / Degreeworks training	Vanguard
Parents Meeting	Vanguard
Jagnet/Degreeworks	PSJA Southwest
Jagnet / Degreeworks Training	Edinburg Economedes
Enrollment Student Support	Sharyland SA3

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Director along with Dual Credit Dean and the Dean attended DualEnroll Follow-Up Meeting via Zoom. April 17
- Held a Homeschool Group Event Discussion, April 20
- Presented for the Spring 2023 Dual Credit Programs Taskforce Steering Committee Meeting via Teams, April 25
- Presented in the Dual Credit Programs New Staff Overview, April 26
- Participated in a STC DualEnroll demonstration walkthrough, April 28
- Working with Department Program Chairs with both faculty and section changes.
- Dual Credit Enrollment Services attended the following events, as shown below:

Date	School	Purpose
April 3, 2023	McAllen Achieve ECHS	Summer Fall Registration
	PSJA TSTEM ECHS	Student Info session
April 4, 2023	McAllen Achieve ECHS	Summer Fall Registration
	STISD Med High	Apply Texas
	Weslaco High School	Parent Info Session
	Mission Veterans High School	Parent Info Session
April 5, 2023	Weslaco High School	Parent Info Session
April 11, 2023	Edinburg North High School	Apply Texas
	Mercedes High School	Apply Texas
	Weslaco CTE 21st Century ECHS	Apply Texas
	Weslaco East ECHS	Leadership Meeting
April 12, 2023	Edinburg Economedes ECHS	Apply Texas
	Edcouch Elsa ECHS	Apply Texas

	Weslaco CTE 21st Century ECHS	Apply Texas
April 13, 2023	Edinburg North ECHS	Apply Texas
	Weslaco CTE 21st Century ECHS	Apply Texas
	Palmview High School	Student Info session
	Home School Parent meeting (Harlingen)	Parent Info Session
April 17, 2023	Rio Grande City HS	Summer Fall Registration
April 18, 2023	Sharyland High School	Apply Texas
April 19, 2023	Sharyland High School	Apply Texas
April 20, 2023	Mission Veterans High School	Parent Info session
April 21, 2023	Vanguard Mozart ECHS	Summer Fall Registration
	McAllen Achieve ECHS	Summer Fall Registration
April 24, 2023	Rio Grande City HS	Summer Fall Registration
April 26, 2023	La Joya AHSP	Summer Fall Registration
April 27, 2023	Roma HS	Apply Texas
	Weslaco B. Garza Middle School	Parent /Student Info Session
	Edinburg North High School	Summer Fall Registration
April 28, 2023	Roma HS	Apply Texas
	Mission Veterans High School	Parent Info session

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations district-wide.
  - 2023 1st Quarterly Clery Committee Meeting, April 13
  - Academic Council Meeting, April 24
  - Dual Credit Programs Taskforce Steering Committee Meeting, April 25
  - Participated in the MV Advisory Committee Meeting, April 27
  - Institutional Leadership Council Meeting, April 28
- Biology Dept. hosted Health & Wellness Seminar:
  - Taking Control of Your Sugar, April 14
  - Five Keys to Conquering Cancer, April 28
- Will'n Weslaco Academic Conference, April 18
- STC Kinesiology Dept. hosted Mid Valley Spring 4 by 1600m Relay in cooperation with MVC Child Development Center, April 22
- Career & Employer Services hosted Healthy Habits of Financial Wellness Presentation for students, April 24
- MVC Dual Enrollment Academies Cord Ceremony for graduating students, April 25
- MVC Child Development Center hosted their Annual Spring Festival, April 26

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
  - Weslaco Museum Retreat which took place at STC MVC, April 1
  - Ribbon Cutting: Children's Advocacy Center of Hidalgo and Starr Counties, April 12
  - Weslaco Chamber Board Meeting, April 18
- RGV Down Syndrome Association held their monthly parent meeting, April 3
- UTRGV Transfer Information Table, April 6
- Psychological Sciences Dept. hosted Annual Three Days of Sex Conference. STC faculty presented educational and informational talks for students, April 10-12
- Bellevue University Transfer Information Table, April 12
- Texas A&M University Kingsville Transfer Information Table, April 12
- Weslaco Chamber of Commerce hosted Career Fair and showcased 38 local community businesses with job openings for students and local community, April 20

- Hurricane Ready Expo was hosted by STC Physical Sciences Dept. and brought lots of hurricane preparedness information to students and local community members, April 21
- Mr. Daylen Adams hosted Linked in Basics Presentation for local members of the community, April 24

ENROLLMENT ACTIVITIES:

- Priority Registration for Business Program Students, April 18
- College Connections hosted various All-Access Events for student registration:
  - Edcouch/Elsa/Monte Alto ISD, April 18
  - Progreso ISD, April 25
- Sociology Dept. hosted Sociology Program recruitment and information table, April 18 & 19

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Starr County Autism Awareness Festival at local community facility.
- Meetings for Welding expansion project progress.
- Child Abuse Awareness event on campus to meet and greet community members.
- World Health Care Day on campus to greet community members.
- Meeting with Texas A&M-Health Program to tour completed facility for occupation in May 2023.
- Attended monthly meeting of Starr County Community Coalition.
- Served on monthly Rio Grande City Planning & Zoning Commission.
- Attended Annual Workforce Summit at Pecan Campus.
- Continued search for food services contractor from community.

COMMUNITY ENGAGEMENT:

- All Access Roma ISD, April 3
- BETA SIGM PHI City Council Meeting, April 3
- Student Activities & Wellness "Spring Celebration", April 4
- Construction Meeting, April 5
- 13th Starr County Mental Health Awareness Conference Psychology Club, April 5
- World Health Day-Health Fair, April 10
- Student Government Association meeting, April 10
- Mayors Men's Prayer Breakfast, April 11
- Jaguar Leadership Banquet, April 12
- Heart Saver First Aid/CPR/ALD, April 12
- Starr Co. Industrial Foundation & Workforce Solutions Starr County Job Fair, April 12
- Counseling & Student Access Services "Open house", April 13
- Student Activities &Wellness "Earth Day", April 18
- Conflict Strategies Inventory, April 18
- Student Activities & Wellness "Ping Pong Tournament", April 19
- Alzheimer's Association Community Forum, April 20
- Dept. of Psychological Science Course Registration Table for Summer & Fall 2023, April 20
- Student Activities & Wellness "Student Government Association Meeting", April 24
- College Connections "Rio Grande City Grulla ISD All Access", April 24
- Student Rights & Responsibilities April Info Booth, April 25
- Career & Employer Services "Healthy Habits of Financial Wellness", April 25
- Student Activities & Wellness "Game Time", April 25
- National Library Week, April 26
- P.A.S.S Program "POP in Event", April 26

ENROLLMENT ACTIVITIES:

- Continued support through meetings with RGCGISD to use facilities to serve traditional welding program students while campus construction continues.
- Enrolled Technical Programs students for summer/Fall 2023.
- Continued with enrollment of traditional students for 2023 summer/fall semesters.
- Collaborated with PR to schedule radio remote spots for recruiting purposes summer/fall enrollment.
- Confirmed post card recruiting mailouts to all 2023 Starr County School District graduating seniors for summer/fall enrollment.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended Council of Chairs meeting to be available for questions regarding the process of identification of OER course offerings due to a presentation from the Dean of Library & Support Services and Dean of Liberal Arts, April 4
- Texas A&M University Tres Lagos Campus announcement on their new Vice-President, April 10
- Physics Department meeting to help with curriculum-related questions regarding adding courses to the Core Curriculum, April 10
- Met with the developer for the proposed Associate of Science in Architecture to discuss the 5-year schedule and address questions regarding enrollment projections, April 13
- Viewed the THECB Texas Transfer Advisory Committee meeting for approval of the new field of study curriculums in Education and History, April 17
- Met with the department chair for Information Technology to discuss the curriculum for the Computer & Advanced Technologies program for possible consolidation of the program with IT, April 17
- Viewed the Leepfrog Technologies' "CourseLeaf 10" webinar which covered the new dashboard for the application, April 17
- Facilitated the College-Wide Curriculum Committee, April 18
- Met with Cashier's staff to discuss the board-approved changes to the tuition & fees page as well as the impact on the course attributes effective Fall 2023, April 19
- Attended the ERP demo for Anthology, April 20
- Attended the STC Workforce Summit, April 21
- Academic Council Meeting and presented on the proposed draft AY24-25 Academic Calendar, April 24
- Viewed the THECB Quarterly Meeting on potential changes to Texas Administrative Code rules, April 27
- Attended the ERP Implementation Meeting to discuss next steps in the ERP selection process, April 27
- Met with Grant and Educational Technologies staff to discuss a report for Spring 2023 hybrid course offerings, April 27
- Attended the Institutional Leadership Council Meeting to present on the proposed AY24-25 draft Academic Calendar, April 28
- Viewed the "When Students have Ninety-Nine Problems and Your Syllabus is One: Five Equity-Minded Practices That Remove Barriers for Success" webinar, provided by NISOD, April 24
- Emailed the syllabi & CV compliance reports to the Department Chairs and Deans. As of April 3rd, syllabi compliance was at 94.59% and CV compliance was at 97.30%; of April 19, syllabi compliance was at 95.61% and CV compliance was at 97.82% for the Spring 2023 term.
- Worked on the AY23-25 IE Plan for the Curriculum department.
- Created and uploaded the data files for the Synchronous Online Course Survey to be administered to students concurrently with their course evaluations via SmartEvals.
- Worked on the labor market data collection for the Computer & Advanced Technologies program to share with the department head.
- Worked on report for Office of the Vice President for Academic Affairs that listed all traditional course offerings at the Pharr Teaching Center.
- Reviewed the part-of-term dates for the proposed Spring 2024 schedule in preparation for the Spring 2024 schedule roll in May

- Worked on updating the Academic Calendar page in the catalog to include a reference for "Final Exams" and a link to the STC page to align with the new TASB policy going through review and approval.
- Worked on a Spring 2023 course modality report at the request of the Project Manager for ISP-SI for a grant being worked on.
- Worked on reviewing the documentation for the proposed Associate of Science in Architecture, including the 5-year projected schedule, curriculum, operating costs, and enrollment management plan.
- Updated the list of proposed instructional programs with input from the Continuing Education area.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a meeting with the Cashier Office to discuss attribute changes, testing, and the impact of future terms, held on April 25
- Attended Phase 2 Civilian Response workshop on April 28
- Reviewed and submitted curriculum revisions in the Texas Higher Education Coordinating Board portal for reporting of AAS, OSA, and certificate revisions effective Fall 2023.
- Worked on scheduling Concourse Training for Faculty for the start of the summer term; established HB 2504 deadlines and began drafting the resource flyer.
- Worked on the distribution of faculty handbook sections to respective departments in preparation for the 2023-2024 faculty handbook.
- Audited the Fall 2023 course schedules to ensure accuracy in internet/hybrid sections, faculty responsibility percentages, schedule types, and instructional methods.
- Assisted the Director of Curriculum with compiling labor market data using Lightcast for the Architecture and Digital Media & Cinema Production.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty. Results:

MO	24%
N13, K2, M6, N11	20%
N4	15%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, April 3 – April 28
- Met with program chairs and faculty to provide 2020-2023 and 2023-2026 PLO Assessment Plan assistance, April 3 – April 28
- Attended Texas A&M University News Conference at the Texas A&M McAllen Campus, April 10
- Facilitated the Learning Outcome Empirical & Quantitative Skills Improvement Plan Subcommittee, April 11
- Facilitated the Learning Outcome Communication Skills Improvement Plan Subcommittee, April 11
- Participated in the Suitable, ePortfolio, implementation meeting, April 11
- Met with the IEA Director to discuss the SACSCOC Summer Institute tracks, learning outcome summaries, and recommendation for the fifth team member, April 12
- Facilitated the Learning Outcome Assessment Language Subcommittee, April 12
- Facilitated the Learning Outcome Core Objective Course Alignment Subcommittee, April 13
- Facilitated the Learning Outcome Critical Thinking Skills Improvement Plan Subcommittee, April 13
- Attended the College-Wide Curriculum Meeting, April 18
- Participated in the Anthology Demo Sessions: Student Advising & Career Pathways and Academics, April 20
- Facilitated the Learning Outcome Core Objective Course Alignment Subcommittee, April 20
- Participated in Ambassador Cross Training Academy, April 20
- Participated in the 2nd Annual South Texas College Workforce Summit, April 21
- Attended the Carl Perkins Basic Workshop 2, April 25
- Facilitated the Learning Outcome Empirical & Quantitative Skills Improvement Plan Subcommittee, April 25
- Facilitated the Learning Outcome Communication Skills Improvement Plan Subcommittee, April 25

- Participated in the Suitable, ePortfolio, implementation meeting, April 25
- Met with Human Resources and Office Administrations program chair to clarify PLO revision requests, April 26
- Facilitated the Learning Outcome Assessment Language Subcommittee, April 26
- Participated in the ERP Implementation Team Intial Meeting, April 27
- Participated in Ambassador Cross Training Academy, April 27
- Facilitated the Learning Outcome Critical Thinking Skills Improvement Plan Subcommittee, April 27
- Participated in the Institutional Leadership Council Meeting, April 28

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access SharePoint and OneDrive Folders, revised PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewed PLO Targeted Improvement Plan submissions and followed up with program chairs. Provided program chairs and faculty training on Targeted Improvement Plans and SharePoint navigation.
- 2023-2024 Catalog – Finalized the updated PLO descriptions for the 2023-2024 catalog and shared them with the Curriculum Department for publication.
- 2023-2026 PLO Assessment Plan Revisions – Shared PLO Assessment Plan drafts for approval to programs and requested clarification on revisions. Met with program chairs and faculty to provide assistance with the revision process and provide an overview of the PLO Assessment Plans.
- Budget: Planned 2022-2023 & 2023-2024 encumbrances and collaborated with Curriculum AA on expenditures.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in spring 2023 master syllabi. Collaborating with Program Chairs on inconsistencies.
- Department Training: Provided team members with training on the catalog PLO description spreadsheet documentation, template for PLO revision requests, core objective course alignment, JagPRIDE PLO course mapping, and cross-referencing of added CLOs.
- IE Plan: Updated staff professional development documentation for the current plan and drafted the new plan.
- Power App training to add new programs, restructuring of the Learning Outcomes Committee Teams Group and updated channels, PLO Description spreadsheet, and PLO Revision Request follow-up with program chairs.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to troubleshoot student sign-in processes. Met with IT Applications Manager to discuss the timeline for SSO and API. Met with Suitable and pilot study teams to discuss progress on projects.
- Handbook of Operations: Developed the JagPRIDE Instructor Audit guide, Instructor Audit, Duplicate CRNs, Canceled Course Guide, and Completed Session Audit.
- JagPRIDE Spring 2023 – Audited the data loads, mass activity inserts, updated PLO descriptions, clarified CLOs, and verified PLO and CLO course mapping within JagPRIDE. Updated instructor of record and sunset sections that did not make. Shared reminder emails to program chairs with pending session data.
- Learning Outcomes Committee: Continued meeting with subcommittees, provided updated resources and correspondence after each meeting in Teams channel. Met with liaisons, faculty, and program chairs who needed assistance. Finalized 88% of the spring 2026 Statement of Commitments and shared it with liaisons, deans, and program chairs. Received pending liaison approvals for fall 2023 college service hour documented time and efforts. The subcommittees met regularly to provide meta-major department feedback. The goal is to be able to share the approved updates with the VP, deans, and program chairs before the end of the spring 2023 semester. The following is a summary of each subcommittee's progress:
    - Empirical and Quantitative Skills Targeted Improvement Plan – Finalized and shared with the VP, Deans, respective program chairs, and subcommittee members.
    - Assessment Language - Pending meta-major department feedback for the final decision by Tuesday, May 2, 2023.
    - Communication Skills Targeted Improvement Plan – Pending meta-major department feedback for the final decision by Tuesday, May 2, 2023.
    - Core Objective Course Alignment – Pending dean and program chair feedback by Tuesday, May 2, with a follow-up subcommittee meeting on Tuesday, May 9
    - Critical Thinking Skills Targeted Improvement Plan - Pending meta-major department feedback for the final decision by Thursday, May 4

Reports:

- Core Objective Course Alignment

    - Division Courses with Required Core Objectives
    - 2018-2023 Course Selections
    - 2023-2026 Proposed Course Selections
- Spring 2023 JagPRIDE Data Load Audit *(based on faculty who have completed all semester data entry)*
    - Core Objectives: 2% (5 out of 224 faculty members) 553 sections
    - Program Learning Outcomes: 3% (14 out of 434 faculty members) 1,040 sections
- Spring 2023 JagPRIDE Instructor Audit
- Spring 2023 JagPRIDE Session Audit

GRANT & PROJECTS:

- Collaborated with campuses, program chairs, faculty, and campus schedulers to schedule spring 2023 and summer 2023 courses in the ALCs.
- Collaborated with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborated with departments and campus schedulers to schedule spring 2023 and summer 2023 events in the ALCs.
- Updated ALC inventory records and cross-referenced to silver tag Argos inventory reports.
- Met with the Psychology Program Chair to follow up on glass board requests for the Emerging Scientist Symposium, April 24
- Met with the Academic Operations Officer to transition ALC scheduling, inventories, and pending repair projects, April 24
- Collaborated with IT to update the ALC Request group email permissions.
- Collaborated with IT to sunset the Financial Literacy group email.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

Meetings

- Held the Valley Scholars monthly meeting, April 14
- Held the End of Semester Celebration for Academic Excellence Programs, April 28

Volunteer

- Students volunteered at the Great American Clean-up & Don't Mess with Texas Trash-Off at the McAllen Municipal Park, April 15
- Assisted with the Spring 2023 Career Expo, April 19

Administrative

- Attended the AA Round up on April 25
- Attended the Academic Council Meeting at the Pecan Student Union

PHI THETA KAPPA:

Recruitment

- Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- Met with students that had questions and were interested in Phi theta Kappa.
- Held an Information Session for new and eligible students, April 3

Meetings

- Held the PTK Spring Induction Ceremony, April 13
- Held the End of Semester Celebration for Academic Excellence Programs, April 28th
- Advisor and 2 officers attended the PTK 2023 Catalyst Convention held in Columbus, OH from April 20th- 23rd

Volunteer

- Students volunteered at the Great American Clean-up & Don't Mess with Texas Trash-Off at the McAllen Municipal Park, April 15
- Assisted with the Spring 2023 Career Expo, April 19

Administrative

- Prepared travel arrangements for advisors and officers attending the catalyst in Columbus, Ohio.

HONORS PROGRAM:

Recruitment

- Answered emails and phone calls from students that were interested in joining the Honors Program.
- Met with students that had questions about the Honors Program and were interested in joining.

Volunteer

- Students volunteered at the Great American Clean-up & Don't Mess with Texas Trash-Off at the McAllen Municipal Park, April 15
- Assisted with the Spring 2023 Career Expo, April 19

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Data Request Portal Training for Starfish Team, April 5
- Pathways to Success Team Meeting, April 5
- PR Interview with Guided Pathways Specialist, April 5
- A & M University New Conference, April 10
- Starfish Spring 2023 Report Discussion & Review with Deans, April 10
- Starfish Onboarding Training for Academic Coach, April 11
- Institutional Planning & Effectiveness Committee, April 17
- South Texas College Career Expo, April 19
- Center for Learning Excellence Initiative Pilot, April 20
- South Texas College Workforce Summit, April 21
- Academic Council Meeting, April 24
- Workshop #272984: Accounts Payable & Travel Training, April 25
- EAB Progress Surveys Discussion, April 26
- Institutional Planning & Effectiveness Committee, April 26
- Institutional Leadership Council Meeting, April 28

PROJECTS:

- Spring 2023 semester finalizing 2nd progress survey, documentation of interventions, and follow up for registration events and determining analysis for the DHSI external evaluator
- DHSI Year 2 and Year 3 documentation and progression on objective goals, meeting expectations, and outline projected means for successful completion of each activity required for grant documentation
- User Guide manual final editing and evaluation for distribution to all faculty and staff for continued advancement of the Starfish Early Alert System. Guide will provide each user the opportunity to easily evaluate the step-by-step use of the system and identify needed information for utilizing the technology.

Starfish Monthly Report	
Date:	5/3/2023
Reporting Period:	April-23
Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	896
Flags Addressed:	224
To-Do's:	182
Referrals: (Tutoring)	13
Kudo's: (Paws up Jaguar)	0
Notes:	60604

Total Number:	61919

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Started first Property and Casualty Insurance License Preparation Course, April 1
- Attended the Texas Pathways Institute in Dallas, April 12-14
- Received truck simulator to use for CDL training, April 19
- Successfully closed out grant with Dollar General Literacy Foundation, April 20

PROJECTS:

- Preparation continues for summer camps
- Working on a home buying workshop with Movement Mortgage
- Finalizing submission of CDL apprenticeship program

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Division of Liberal Arts Grant Meeting, April 3
- Educate Texas, DOL, and TWC Registering Teacher Apprenticeship 101 meeting, April 3
- Carl Perkins Workshop Session 1 for Division of Academic Affairs, April 4
- AEDT Departments Meeting for WE CAN TX Grant (JFF Requirements), April 4
- Bank of America Grant Update with NAH Division and Continuing Education, April 5
- Workforce Summit Logistics Meeting, April 10, 11
- Award Kick-off – WE CAN TX Grant, April 10
- Workforce Summit Logistics Meeting, April 11
- BPST Workshop – Perkins Basic, April 11
- American Institute of Architects Tournament Meeting, April 11
- Grants Office Monthly meeting, April 12
- Workforce Summit Logistics Meeting, April 12
- American Institute of Architects Fundraising Tournament, April 14
- Workforce Summit Panel Discussion Meeting "Panel on Apprenticeships with a Future Focus", April 17
- Advanced Manufacturing Technology Tour with Executive Director of NIMS, April 17 & 20
- Workforce Summit, April 21
- Academic Council, April 24
- Carl Perkins Basic Workshop 2 for Academic Affairs Division, April 25
- Childcare Department Stipend Meeting, April 25
- Grant Opportunity for Women in Apprenticeship and Nontraditional Occupation, April 27
- Institutional Leadership Council Meeting, April 28
- Power Bi License Meeting (Perkins Basic requirement), April 28

PROJECTS:

- Workforce Summit – April 21, 2023
- Perkins Basic - Academic Affairs Application FY24
    - Workshop Sessions
- TACTE Presentation
- HR Process Mapping
- COP & IE Plan – Strategic Planning Alignment

ACADEMIC GRANTS:

- Apprenticeship Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST.
- HTX Grant – Liberal Arts Division
- Nursing Shortage Reduction Program – NAH
- Association of Public and Land Grant Universities – MSITB
- Perkins Basic FY 2023 – Academic Affairs CTE Programs

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with VPAA and Dean of Continuing Education to discuss promotional materials, April 4
- Workforce Summit logistics meeting with Facilities, April 10
- Workforce Summit logistics meeting with ET, April 11
- Workforce Summit planning meeting to discuss Panel on Apprenticeships, April 17
- Met with VPAA and Academic Excellence Programs Coordinator to discuss Valley Scholars and Promise Programs, April 18
- Met with OPOD to discuss faculty awards, April 18
- Met with ET to develop online survey for Workforce Summit, April 19
- Attended 2023 Workforce Summit, April 21
- Attended Academic Council Meeting, April 24
- Attended Texas Women in Higher Education information meeting, April 25
- Attended FOCUS Academy Graduation Ceremony, April 26

PROJECTS – BOOKLETS, EVENTS, PRESENTATIONS AND REPORTS:

- Assisted OPOD with selection of “This I Believe” statements
- Assisted with coordination of 2023 South Texas College Workforce Summit
    - Assisted with logistics and set-up of event
    - Developed online survey to collect stakeholder feedback
    - Finalized edits and printed handout: Workforce Programs Overview
    - Finalized development of updated 2022-2023 STC Programs and Degrees bi-fold
    - Prepared talking points and introduction of speaker/s
- Began coordinating updated content for 2023-2024 CPWE promotional materials
- Continued to coordinate photo sessions for 2022-2023 Faculty Spotlight
- Continued to coordinate recognition items for distribution to 2022-2023 faculty retirees
- Continued to develop/coordinate PPT presentation on Starfish Early Alert System
- Coordinated Academic Council Meeting
- Developed announcement of administrator’s election to board of national organization
- Finalized and submitted 2022-2025 Comprehensive Operational Plan for the OVPAA
- Finalized and submitted PPT presentation for Texas Pathways Institute
- Updated CPWE/ITED/RCPSE data slides

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- 2022-2023 Faculty Spotlight
- 2022-2023 STC Programs and Degrees Bi-Fold
- Continuing Education booklet redesign
- Distinguished Leadership Academy designs for OPOD

    - Logo Redesign
    - Certificate Design
- Emerging Scientist Symposium name badge design
- Fall 2023 Adjunct and Dual Credit Faculty Professional Development Day booklet artwork
- OVPAA related design projects and requests
    - Proposed VPAA Organizational Chart updates
    - Professor Emeritus Certificate design
    - South Texas College Academic Seal for Academic Affairs design reconstruction and color updates
- PTK Program/Booklet design for Academic Excellence
- Starfish related design projects and requests
    - Starfish Triage Approach and Workflow for Flags chart designs
        - Level 1: “I need Help.”
        - Level 2: Missing Assignments
        - Level 3: In Danger of Failing
        - Reformatted all charts to fit in individual PowerPoint slides
    - Starfish User Guide for Faculty and Staff cover design

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. DAVID C. PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: MAY 1, 2023

SUBJECT: ACTIVITY REPORT FOR APRIL 1, 2023 THROUGH APRIL 30, 2023

DR. DAVID C. PLUMMER, VICE PRESIDENT
OFFICE OF ISPP&SI

MEETINGS

- Board Meetings
- Board Committee Meetings
- Pre-Cabinet and Cabinet Meetings
- Visited TAMU Building
- Institutional Leadership Council Meeting
- Division Comprehensive Operational Plan and Institutional Effectiveness
- Department Staffing Requests
- Unite Us Software platform
- Educational Technologies Academy Pilot Presentation
- Organizational Chart Review
- Ellucian
- Marketing for AAS in Law Enforcement and Fire Science
- Austin Capital for Senate Bill 692 for sixth baccalaureate degree
- Workforce Summit micro-credentials panel
- Sprint Group 1 Asset Mapping
- South Texas College System Next Steps
- Summer and Fall Enrollment projections
- Strategic Planning
- NTIA Grant Kick Off
- ERP Implementation Team Initial Meeting
- Public Safety Expo

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team completed the latest Banner patches and upgrades in the test environment. All functional areas are testing the new Banner functionality. Deployment is scheduled for the weekend of May 6. In terms of self-service functionality, HR (Human Resources) and IT (Information Technology) continue to work together to create the admin and faculty appointment letters in an Office 365 Power App platform moving away from the Self-Service Banner. The Team continues to work on creating a connector that will allow Banner data to flow into the Office 365 environment.

JAGNET

PR (Public Relations) and IT led the first Jagnet Content Committee for 2023 on April 13. Many items were discussed including providing deep links for faculty, transcript links that are more visible to students, and a new color scheme for Jagnet. The Committee also discussed future development in Jagnet, including how to incorporate electronic portfolios/badges and how to highlight OER (Open Educational Resources) courses. Feedback from the Committee was received, and the next meeting will be scheduled for June to highlight the development created.

DEGREE WORKS

The DegreeWorks upgrade had to be postponed due to several functional projects that were being tested. The Team has received a new week to update the environment, which will be the week of May 1. The upgrade in production is tentatively scheduled for Fall 2023.

OFFICE 365 MIGRATION

The MS Office Project Team implemented a self-service password reset utility within Office 365 to make it easier for students, faculty, and staff to change their password and to unlock and secure their accounts with multifactor authentication using their existing STC credentials.

The IT Team continues to work on strategies to promote the Self-Service Password Reset Tool. The total number of users, students, faculty, and staff continues to increase steadily. As part of the new strategy, users are being encouraged to register in the new password reset tool and change their password whenever they login to Blackboard. Distance Education is assisting by providing personalized password expiring notices when users log in to Blackboard.

The IT Team participated in numerous enrollment events district-wide to promote and assist students to enroll in the password reset tool and create their profile.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT Team continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and Tyler Junior College (TJC); no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team continues to work on the banner configuration to point to the local database at TJC. The IT Team will also be working on the configuration of Banner user authentication.

The new module required for email notifications for the generator in building M was purchased by the Maintenance Department. The Maintenance Team and the IT Department have worked on the email notifications module configurations. The email notifications are confirmed to be working and notify the correct teams.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link.
The IT Team will begin upgrading the Virtual Desktop infrastructure host servers 2016 operating systems to Windows Server 2019. They began the process to review the upgrade process for the Virtual Desktop infrastructure servers.
The IT Team worked on Windows 11 test image template for the Welcome Center and for recomposed desktop pools. The IT Team also worked on converting Pecan P2.135, P2.138 and P2.140 lab computers from physical to Virtual Desktops.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Renewal for DUO Telephony Credits has been completed, users have been notified as well.
- Conducting a feasibility assessment on two-factor authentication for students.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Texas DIR requested for South Texas College to submit a Prohibited Technology Policy for it to go through a review process by Department of Public Safety. This was in regards to the state mandate to block TikTok in all college's networks. Information Security has received the approval from the Texas Department of Information Resources on April 22nd for the Prohibited Technology Policy Submitted for South Texas College (704.38).
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP, Dr. Plummer. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the health check of our email security.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- AT&T Cybersecurity Final TCF Assessment report provide to Information Technology and Information Security Program.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement and evaluating the quotes for the TouchNet payment terminals.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.
- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

DATA LOSS PREVENTION

- McAfee MVISION DLP on the CASB environment is 100% configured. In the future we plan cutting over from Office 365 to McAfee.
- Configuration policies that will help us automate and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
  DLP is key component of our security it must be configured with industries best practices

MEETINGS

- DIR Monthly Security Meeting
- TxISAO Meeting

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

SACSCOC

- Vanguard Beethoven ECHS – Developing the prospectus
- Mercedes Early College High School – Site approved to offer 50%+ coursework towards the Associate of Arts and the Associate of Science
- CBE Institutional Approval – The HVAC CBE has been approved in January 2023
- SACS Enrollment Profile – Report submitted electronically
- Cosmetology New Site – Developing the prospectus

MEETINGS/TRAININGS

- IRE&SP Leadership Weekly Meeting
- Meeting with VP Plummer – Discussed Strategic Planning previous to the next meeting. Review the Summer and Fall enrollment projections

- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Virtual Reality Equipment Feedback – Finalized presentation for stakeholders
- Enrollment Assumptions – Met with Mr. Hebbard and Dr. Plummer for a quick review on assumptions and got feedback from IPEC
- Fall 2023 Traditional Enrollment - Met with Mr. Hebbard and Dr. Plummer on enrollment projections
- ERP Demo – Attended the workday session
- College-Wide Curriculum Committee Meeting - Discussed the reinstatement of Public Administration AAS and the Public Services Assistant Certificate and the approval of the Architecture AS
- Tx Success Center - Leading Talent Strong Texas Pathways Workshop in Houston TX (April 12 to 14, 2023)
- Administrative Assistant Meeting
- Administrative Professionals Luncheon at the McAllen Convention Center
- Building a Collaborative Culture Through Effective Data Governance Webinar
- Meeting with Jennifer Guerra – Discussed the strategic planning and data used as STC

PROJECTS

- Strategic Planning – Meeting with Lightcast. Met with Dr. Plummer and TIPS Strategies to discuss the plan
- Data Dashboards – Met with Human Resources and RAS, as well as met with Stephen Crum to review the plans, cost and features of Power BI and Snowflake to utilize the Perkins Basic Grant Funds
- College Reorganization – Met to review the proposed charts, and next steps
- Planning Focus Groups for OPOD – Provided report

MISCELLANEOUS

- IE Analyst Search Committee – Met to follow-up
- IRE Weekly Report to ISPP&SI – Uploaded 4 reports to Share Point
- Compile the IRE, IEA and RAS Weekly Reports Every Week for the IRE&SP Leadership Meeting
- IRE March Monthly Report to ISPP&SI
- Updated Organizations' Budgets
- Travel Arrangements to Houston TX
- The Senior Administrative Assistant Assisted the IEA Department on:
    - Travel arrangements
    - Weekly meeting
    - IEA April's weekly reports
    - Upload Comprehensive Operational Plans to Share Drive
    - Annual Inventory
- IRE Annual Inventory

DR. BRADLEY W. DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Research on Data Standards and Integrity (including Presentation) – Data definitions
- 2019-2021 & 2021-2023 IE Reports for IEA Website - Created and submitted a tracking report for the ISPPSI to ensure plan writers submit their reports according to each IE cycle (2019-2021, 2021-2023, and 2023-2025)
- Assistance to Plan Writers on 2023-2025 IE Plans
    - Communications
    - Computer Science
    - Health and Administrative Services
    - Health Information Technology
    - Medical Assistant Technology
    - Psychological Sciences
    - Patient Care Technician
    - Emergency Medical S
    - CITP
    - World Languages
    - RDMC
    - FAS
    - SAEM
    - Starr County Campus
    - Bachelor Programs
    - Child Development
    - IAED
    - Grant Development

    - Cosmetology
- Direct Support to Departments/Divisions – Set up meetings for future 2023-2025 IE Plan reviews and discussions
- 2021-2023 and 2019-2021 Submission Track Status
    - Prepared a detailed tracking report for the last three IE cycles to LA and ISPPS
    - List of incomplete and not submitted units for the three IE cycles (2019-2021, 2021-2023, and 2023-2025)
- 2022-2025 C.O.P. Master Sheet
- C.O.P. Status Report AY 2021-2022 – Follow-up with departments that have not submitted the 2021-2022 COP Status Report due in November 2022
- Xitracs Maintenance – Spring 2023 User Training
- 2022-2023 through 2024-2025 Comprehensive Operational Plans
    - Updated submission tracking and followed up with some departments regarding their initiatives due on February 2023
    - Prepared template VP's Request for Approval for COPs
- Support for Program-based Accreditation (Re-accreditation)
    - OTA and ADN on accreditation/self-study issues
    - Confirmed continued existence of Board Policy through the transition to the TASB format
- SACSCOC Ongoing Activities – Discussed the pending certificates being developed for approval
- Indirect Support to Departments/Divisions for IE Plan Mid-Biennium Report (2021-2023) or 2019-2021 IE Plan Report Completion
    - Set up seven "Open Labs" and conducted four on the 2023-2025 IE Plans and their relationship to the COP (to be held on April 12 - 19)
    - Created a pilot COP/IE Plan tracking update document for vice presidents to see gaps in submissions for two COP-based submissions and three IE Plan cycles

FACTBOOKS AND DATA PORTAL

- Data Portal Update
    - FTIC cohort tracking reports
    - FTIC Fall to Spring persistence reporting update

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- QEP Assessment Data Support
    - Requested feedback from Dr. Garcia regarding the use of SENSE/CCSSE results in a meeting with AtD consultant
    - Updated the QEP cohort tracking data
- Data Requests
    - CtN
    - HEC Enrollment Data for La Joya and Pharr
- 2023 Program Reviews Data

MEETINGS/TRAININGS

- Data Management & Integrity (DMI) Committee Meeting - Meta Verse and Power BI
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning Meeting
- IEA Staff Weekly Meeting
- Institutional Leadership Council (ILC) Meeting – Factors affecting enrollment projections
- Institutional Planning and Effectiveness Committee (IPEC)
- Meeting with Dr. Plummer (VP-ISPPSI) - Departmental submissions to the 2020-2021 COP status reports, 2022-2025 COP development and mid-biennium reports for the 2021-2023 IE Plans
- Ambassador Cross Training Academy (A.C.T.A) Spring 2023
- 2023-2024 DLA Informational Session – Informational session
- Emotional Intelligence Workshop with Anat Samid

PROJECTS

- Institutional Effectiveness Analyst Hiring Process
- Integrated Institutional Effectiveness and Planning - Interviewed three program/departmental chairs: 1 in SBS and two in NAH regarding enrollment and outreach for the Enrollment workgroup of IPEC
- Fifth Year Interim Report – Setting up SharePoint site to support the report narratives
- Enrollment Dashboard – Testing Power BI

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI – Uploaded 4 reports to Share Point
- IEA March Monthly Report to ISPP&SI
- Updated Organization's Budget
- Travel Arrangements to Cleveland and Dallas
- IEA Annual Inventory
- Student Class Presentation about Podcast and Radio Show – IEA Analyst gave a presentation about her podcast, Radio, and indie film industry experience to students. The purpose is to motivate and build confidence to persist with their dreams in college

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment Survey
- Summer 2023 Campus Enrollment Report
- Summer 2023 Enrollment Progress Chart

SURVEYS

- ADN ACEN Survey
- Dual Credit Stakeholders Survey
- Faculty Satisfaction Survey
- Faculty Senate Election Survey
- HEDS Alumni Survey
- La Joya Community Outreach Survey
- New Programs Survey
- Starfish Faculty Survey

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- DHSI Starfish Focus Group
- Focus Group questions/protocol - Distance Learning
- OPOD - Center for Teaching and Learning Focus Group
- Virtual Reality Presentation

DATA REQUESTS

- Aggregate data for Project MALES (11 Years Student Measures)
- Alumni Data
- Dual Taskforce data
- Enrollment for selected programs for budget review
- Fall 2022 FTIC Cohort Data
- Fall 2022 FTIC Cohort Data NSC Tracking
- Fall 2022 FTIC Cohort transfers
- Hispanic-Male Enrollment Falls 2019-2022
- Starfish Progress Survey #2 final reports
- Stop-Out List
- Summer Traditional Students Enrollment

MEETINGS

- BUGs monthly meeting
- Carl Perkins Basic Workshop 2 Meeting
- Data Verse / Data Warehouse Discussion for DMI Meeting
- DHSI Focus Group - Online Tutoring Meeting
- DHSI Midpoint Report/Data Meeting
- Distance Learning Focus Group Planning Meeting
- DMI - Data Warehouse - Snowflake Demo Meeting
- Enrollment Assumptions ILC IPEC Presentation Review Meeting
- ILC Meeting
- IPEC Meeting
- IRESP Leadership Weekly Meeting
- Light cast Meeting
- Project MALES South Texas/RGV Project Data Meeting
- Qualitative Team Meeting

- Quantitative Team Meeting
- Search Committee Meeting
- Summer and Fall Enrollment Projections Meeting
- Trellis Research Meeting

OTHER RESEARCH/SUPPORT

- ACTA presentation
- IRB Amendment
- RAS IE Plan
- Reviewing Draft of CBM0C1 and CBM0CS for 202320
- Summer/Fall traditional enrollment review and projections
- Summer 2023 enrollment progress chart

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Presented on revisions to OER course markings proposal at Academic Council.
- Presented on revisions to OER course markings proposal at Senate Faculty.
- Coordinated AAC&U IOER action plan review.
- Corresponded with Texas Library Interiors regarding the Library materials moving contract.
- Prepared revisions to OER course markings proposal in preparation for presentation to Academic Council.
- Reviewed TSI resources page update.
- Finalized and shared Library and Learning Support Services summer service hours.
- Revised and submitted Library & Learning Support Services staffing request and submitted requests for position title changes and requested reviews of selected positions.
- Reviewed revised Learning Commons & Open Labs and Educational Technologies department IE2023-2025 IE plans.
- Reviewed applicants for administrator position in connection with search committee.
- Coordinated Library and Learning Support Services summer service hours with department administrators.
- Revised OER portal to incorporate recommendations.

MEETING HIGHLIGHTS

- Participated in NTIA grant kickoff meeting.
- Participated in Search Committee meeting.
- Participated in Institutional Leadership Council (ILC) Meeting
- Participated in Texas Library Association taskforce meeting.
- Attended the Texas Library Association (TLA) Conference.
- Participated in mediation involving former Library Services employee.
- Met with VP ISPP&SI to discuss staffing request for Library & Learning Support Services group.
- Convened meeting of Library & Learning Support Services administrators.
- Met with Facilities Planning & Construction and Learning Commons and Open Labs staff to discuss renovation of Pecan F-134 (extended hours area).
- Participated in discussion of OER course marking with JagNet Content Committee
- Met with Office of Professional and Organizational Development Office to discuss development of OER training plans and role of OPOD in OER Portal Trainings section.
- Participated in discussion of OER course marking with Council of Chairs.

TRAINING HIGHLIGHTS

- Completed FMLA update workshop

LISA B. WALTERS, ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Pecan Campus – Library Specialist Interview
- 2023 Texas Library Association Annual Conference
- Pryor Solutions Training
- Nursing & Allied Health Campus – Book Weeding
- Educational Technologies Interviews – Project Coordinator

MEETING HIGHLIGHTS

- Attended Librarian II Meeting
- Attended Librarian III Meeting
- Attended Friday Headcounts Meeting
- Attended NTIA Grant Kick Off Meeting
- Attended Discussions for Supervisors Meeting
- Attended Automation Work from Home Meeting
- Attended Library Books & Central Receiving Meeting
- Attended Systems & Applications Bi-Weekly Meeting
- Attended Institutional Leadership Council (ILC) Meeting
- Attended Art & Memory Conference Discussion Meeting
- Attended Outreach & Instruction Librarian & ADLS Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Automation Work from Home Meeting
- Attended Technical Services Cataloging Discussion Meeting
- Attended Specialist Position applications Discussion Meeting
- Attended Librarian II Meeting
- Attended Librarian III Meeting
- Attended Hotspot Discussion Meeting
- Attended LSTA Grant Review Panel Meeting
- Attended ER&L Conference Review Meeting
- Attended Circulation, Reference, & Reserves Bi-Weekly Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended Collections Manger Job Description Review/ Revise Meeting
- Attended NTIA Grant Workshop & Instruction Sessions Discussion Meeting
- Attended Outreach & Instruction Meeting
- Attended NAHC Library Discards Discussion Meeting
- Attended Open Educational Resources Initiative Meeting
- Attended Library Public Services & Open Labs Monthly Meeting
- Attended Outreach & Instruction Budget Communications Meeting

LIBRARY DATA:

Monthly Statistics **April 2023**

- Library Website Visits: 8,857
- Discovery Search Visits: 3,774
- Active Community Users: 186
- Library Events: 2
  - Attendance In Person: 13
  - Attendance Online: 100
- Visitors: 10,530
- Reference/Research: 36
- Non-Reference/Research: 30
- Library Art Events: 3
  - Attendance In Person: 76

Events and Library Art Gallery Highlights

Welcome Butterfly, My Love

Leila Hernandez, STC Instructor	**Starr Campus Library**	**January 23 – July 1, 2023** **Workshop: Feb 23, 2023**

Hernandez is a native of El Salvador and earned a Master of Fine Arts degree from the University of Florida. Her international travels have influenced her artwork, where she echoes the color, texture, and compositions of the countries she has visited into images that honor her background and ideas of transformation, healing, and love. Her environmentally sustainable artwork, composed mainly from repurposed used clothing, stems from her studies of *Diseño Artesanal* (Handcraft Design) at the Universidad Dr. Jose Matias Delgado, where Hernandez learned about ceramics, textiles, and metals.

15! Angela Dominguez Has Something to Say

Angela Dominguez	**Pecan Campus Library**	**February 6 – June 6, 2023** **Workshop: March 7 & 8, 2023**

Hernandez Illustrator and author Angela Dominguez was born in Mexico City and earned an MFA at the Academy of Art University in California. She recently illustrated the New York Times Bestseller, "Just Help! How to Build a Better World," written by Sonia Sotomayor. *This exhibit and event are part of the "She Roars" series made possible in part by a grant from Humanities Texas. It is a collaboration between the STC library and art department plus partners the University of Texas Rio Grande Valley - School of Interdisciplinary Programs and Community Engagement, International Museum of Art & Science, and McAllen Public Library.*

Life & Death on the Border, 1910-1920

Bullock Texas State History Museum	**Pecan Campus Library**	**February 9 – June 6, 2023** **Round Table: Feb 9, 2023**

A panel exhibit that includes photographs, postcards, court documents and rare artifacts that tell the story of daily life and re-examines Texas historical events of the early 1900s in the Rio Grande Valley and South Texas. This exhibit was originally produced by the Bullock Texas State History Museum in collaboration with Refusing to Forget. The exhibit has been made possible in part by a grant from the National Endowment for the Humanities: Sustaining Humanities through the American Rescue Plan in partnership with the American Historical Association.

Cultural Portrait

Lupe Navarro	**Technology Campus Library**	**February 13 – July 21, 2023** **Workshop: April 25, 2023**

The South Texas College Technology Campus Library Art Gallery showcases a University of Georgia Jewelry and Metals MFA graduate Guadalupe Navarro. He uses traditional Copper and Silversmithing techniques to create vessels, wall-hanging pieces, and sculptural objects that focus on his experience as a first-generation Mexican American. Navarro's artwork was recently featured in a prestigious Craft in America exhibit.

Colorful Paradise		
Jerry Medina	**Mid-Valley Campus Library**	**February 21 – July 21, 2023** **Workshop: April 26, 2023**

Mixed-media artist Gerardo Medina earned a BFA at the Art Institute of Dallas in 1991 before returning home to McAllen and starting his own advertising firm. This exhibit features surrealistic artworks in digital and traditional media.

Will'n in Weslaco Academic Lecture: "Conquering Fortune: The Macbeths' Enterprise"		
Dr. Dustin Gish	**Hybrid (Zoom/Mid-Valley Campus)**	**April 18, 2023 @ 6PM**
Source: Will'n in Weslaco	**Dr. Bryan Smith**	**Attendance: 51**

Will'n in Weslaco is the Rio Grande Valley's first and only annual Shakespeare festival. Every spring, Weslaco celebrates one play by the Immortal Bard. The STC Library will host a lecture by Professor Gish (University of Houston) on Shakespeare's Macbeth on April 18 at 6PM. Join us either on Zoom Webinar or in room G288 on Mid-Valley Campus for this informative guest lecture.

Emotional Intelligence with Anat Samid		
Anat Samid, LCSW	**Online (Zoom Webinar)**	**April 19, 2023**
Source: Education Department request	**Dr. Lydia Bean**	**Attendance: 62**

Emotional intelligence is the ability to perceive, interpret, demonstrate, control, evaluate, and use emotions to communicate with and relate to others effectively and constructively. Join us to learn about this skill and how to cultivate it in your life and career with Licensed Psychotherapist and founder of the Central NJ Mental Health Professionals Network Anat Samid.

PROJECT HIGHLIGHTS

WebCheckout
Projected End Date: October 2023
Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 95%
Phase 3 – CLE Inventory – 5%
Phase 4 – Library Art Gallery Inventory – 0%
Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items and staff are preparing the library inventory data imports.

FOLIO ERM
Projected End Date: June 2023
Progress: 50%
Summary: Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. The system has been configured for EBSCO eHoldings and sending emails, and electronic resources staff has begun entering data and is working to identify which modules and features they would like to use.

Power BI Library Dashboards
Projected End Date: June 2023
Progress: 55%
Summary: Create Power BI dashboards for the new library content moved into Microsoft 365. The IT department has completed requested configuration changes and the team is working to create streaming dataset connections, troubleshoot errors between SharePoint and Power BI, explore different visualizations and settings, and get feedback from key stakeholders.

Annual Reporting (ACRL, iPEDS, STC)
Projected End Date: May 2023
Progress: 60%
Phase 1 – Assign sections of survey to teams – 100%
Phase 2 – Compile and Review data – 100%
Phase 3 – Write the annual report (STC Annual) – 60%
Phase 4 – Format, edit, and finalize a print tri-fold brochure (STC Annual) – 0%
Phase 5 – Complete the ACRL web survey (February date) – 100%
Phase 6 – Complete the iPEDS web survey (February date) – 100%

Summary: There are three annual reports/surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY22 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY22 STC report will be completed after all the data is collected.

ACTIVITY HIGHLIGHT

- Pecan Campus – Library Specialist Interviews
- District Wide – Library Open House
- Emerging Scientist Symposium (ESS) Tabling Event – Attendees: 62
- Mid-Valley Campus – Pop-up Library
- Nursing & Allied Health Campus – Instruction Session - 2
- Pecan Campus – Library Instruction Session – 2
- Pecan Campus – Library Technician Temporary Position Interviews
- Starr Campus – Library Instruction Session
- Outreach & Instruction – Will'n in Weslaco Academic Lecture: 51 attendees
- Outreach & Instruction – Emotional Intelligence Session: 62 attendees
- Library Art Gallery – Texas Association of Museums Conference – Panel Presentation
- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- HEERF Laptops Project – Ongoing
- BAT Laptops Cataloging/Circulation – Ongoing
- HEERF Hotspots Circulation/Check-ins – Ongoing
- LibAnswer Tickets Coverage – Ongoing
- LibChat – Pecan Staff staffed the LibChat throughout the week
- Library Reno Project /Moving Furniture (First/Second Floors) – Ongoing
- F220 Conversion to Office Space – Ongoing
- Nursing & Allied Health Campus – Orientation - 5
- Pecan Campus – Library Instruction Session – 4
- Starr Campus – Library Instruction Session
- Starr Campus – Pop-Up Library – Campus Health Fair
- Outreach & Instruction – New Library Spotlight Workshop: 13 attendees
- Collection Development FY22-23 Ongoing
- Library Book Displays
- OER SharePoint Portal Development – Ongoing
- Library Technician Position Screening – Ongoing
- F220 Conversion to Office Space – Ongoing
- Nursing & Allied Health Campus – Book Weeding
- Nursing & Allied Health Campus – Library Instruction – 1

- Nursing & Allied Health Campus – Presentation – Summer 2023 Event
- Nursing & Allied Health Campus – Library Instruction – 2
- Pecan Campus – Library Instruction – 1
- Starr Campus – Pop-Up Library

MEETING HIGHLIGHTS

- Staff members participated in Librarian II and Librarian III Meetings
- Staff members participated in Headcounts Meeting
- Staff members participated in Discussions for Supervisors Meeting
- Staff member participated in Pecan Campus & Purchasing Meeting
- Staff members participated in Outreach & Instruction & Staff Meeting
- Staff member participated in Mid Valley Campus Coordination Meeting
- Staff member participated in Pecan Campus Intersession Hours Meeting
- Staff member participated in Mid Valley April Advisory Committee Meeting
- Staff members participated in Outreach & Instruction Niche Academy Meeting
- Staff members participated in Regional Center for Public Safety Excellence Meeting
- Staff member participated in Pecan Campus Special Community User Cards Meeting
- Staff member participated in Technology Campus & BAT Program Inventory Meeting
- Staff members participated in Starr Campus Study Survey Improvement Plan Meeting
- Staff members participated in Outreach & Instruction Data Collection Discussion Meeting
- Staff members participated in Outreach & Instruction LOEX Presentation Planning Meeting
- Staff members participated in Outreach & Instruction Hours of Operation Discussion Meeting
- Staff member participated in Technology Campus, Automation & Shipping & Receiving Meeting
- Staff members participated in Outreach & Instruction & Staff Leadership Development Meeting
- Staff members participated in Regional Center for Public Safety Excellence & Automation MS365Meeting
- Staff members participated in Outreach & Instruction & Library Art Gallery Art Exhibit Schedule Meeting
- Staff members participated in Outreach & Instruction Texas Women in Higher Education Chapter Meeting
- Staff member participated in Technology Campus & HVAC Meeting
- Staff members participated in Programming Update Librarians Meeting
- Staff member participated in Mid Valley Campus & Starr Campus Meeting
- Staff member participated in Pecan Campus Open House Logistics Meeting
- Staff members participated in Library Art Gallery & Potential Artist Meeting
- Staff member participated in Outreach & Instruction Research Project Meeting
- Staff members participated in Library Art Gallery Fall Art Exhibits & Brochure Meeting
- Staff members participated in Outreach & Instruction National Library Week Meeting
- Staff members participated in Outreach & Instruction Faculty Portal Discussion Meeting
- Staff members participated in Reginal Center for Public Safety Excellence Expo Meeting
- Staff members participated in Outreach & Instruction Data Collection Discussion Meeting
- Staff members participated in Pecan Campus Library Specialist Search Committee Meeting
- Staff members participated in Nursing & Allied Health Campus & Pecan Workshop Recap Meeting
- Staff members participated in Outreach & Instruction Library Engagement SharePoint List Meeting
- Staff members participated in District-Wide Hotspot Meeting
- Staff member participated in Mid Valley Campus Weekly Staff Meeting
- Staff member participated in Mid Valley Campus Monthly Staff Meeting
- Staff member participated in Pecan Campus Attorney Mediation Meeting
- Staff members participated in Library Art Gallery & Potential Artist Meeting
- Staff member participated in Technology Campus & HVAC Discussion Meeting
- Staff members participated in Outreach & Instruction Fall Event Discussion Meeting
- Staff member participated in Outreach & Instruction Marketing Committee Meeting
- Staff member participated in Technology Campus Research Strategies Recap Meeting
- Staff member participated in Outreach & Instruction Fall Workshop Grant Series Meeting
- Staff members participated in Reginal Center for Public Safety Excellence TidBits Meeting
- Staff members participated in Library Art Gallery She Roars Expenditures Finalization Meeting
- Staff member participated in Outreach & Instruction Framework Workshop Discussion Meetings
- Staff members participated in Outreach & Instruction Dual & Adjunct Professional Development Day Fall Presentations
- Staff members participated in Outreach & Instruction & Niche Academy Staff LTI Troubleshooting Integration Meeting
- Staff member participated in Outreach & Instruction Meeting
- Staff members participated in Library Art Gallery & Art Department Faculty Meeting

- Staff members participated in Outreach & Instruction Tabling Event Planning Meeting
- Staff members participated in Outreach & Instruction Niche Academy LTI Tool Meeting
- Staff member participated in Outreach & Instruction Budget Communications Meeting
- Staff member participated in Mid Valley Campus Emerging Scientist Symposium Meeting
- Staff members participated in Outreach & Instruction Library Engagement Module Meeting
- Staff members participated in Library Art Gallery She Roars Expenditures Finalization Meeting
- Staff members participated in Outreach & Instruction Ask Academic Staff Assignments Meeting
- Staff member participated in Starr Campus & Outreach & Instruction Research Workshop Interview Meeting

TRAINING HIGHLIGHTS

- Staff member attended LibAnswers Training
- Staff member attended training: Self-Awareness
- Staff member attended webinar: Accountability
- Staff member attended 2023Texas Association of Museums Conference
- Staff member attended LinkedIn training: Working with Upset Customers
- Staff member attended workshop #272258: Benefits Workshop Employee Leave
- Staff member attended workshop: FMLA Guidelines & Regulations for Supervisors
- Staff member attended LinkedIn training: Three Steps to Mental Well Being at Work
- Staff members attended workshop #272985: AA/FM Roundup Accounts Payable & Travel Processes
- Staff member attended webinar: Supporting Out-of-Workforce and Single Parents
- Staff member attended LinkedIn training: Finding Your Time Management Style
- Staff members attended the 2023 Texas Library Association Annual Conference
- Staff member attended Distinguished Leadership Academy Session
- Staff member attended virtual training: TEXAS$AVER Program
- Staff members attended virtual training: FMLA Best Practices
- Staff member attended training: Emotional Intelligence
- Staff member attended webinar: Building Stronger Libraries: Strategies for Member Engagement
- Staff members attended Pryor Training – Discipline & Criticism Skills for Managers
- Staff member attended LinkedIn training: Getting Organized for Peak Performance
- Staff member attended LinkedIn training: How to Manage your Customer Queues
- Staff member attended webinar: NYLA Library Speaker Consortium
- Staff member attended webinar: AAUW Money Smart Workshop
- Staff member attended training: Accessibility
- Staff member attended training: CPR
- Staff member attended LinkedIn training: Rediscovering your Joy, Energy and Purpose
- Staff member attended workshop: Excel Training, Intermediate & Advanced
- Staff member attended webinar: Harnessing the Power of AI in Education
- Staff member attended webinar: Going Beyond Captions
- Staff member attended training: Padlet

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 4/03/2023: ET Project Update Meeting
- 4/04/2023: Interviews – Project Coordinator, Physics Classroom Displays Discussion
- 4/11/2023: ET Project Update Meeting, ET Project System Progress Meeting, ET Academy Pilot Collaboration Meeting
- 4/12/2023: Wellness Center Requisition of Google Displays, ADC Conference Planning Meeting
- 4/13/2023: ET Academy Pilot Presentation, LLSS Administrator Meeting
- 4/17/2023: ET Project Update Meeting, ET Director One-on-One, Planning for Admin Prof Day
- 4/20/2023: CMC-LN Meet and Share Meeting #2, DEI Interest Group: Managing with DEI in Mind
- 4/24/2023: ET Project Update Meeting, Tour of Campuses TCH, RCPSE, NAH, & MVC
- 4/25/2023: Monthly Department Meeting, NTIA Grant Kick Off
- 4/26/2023: ET Specialist Interviews, ET Assistant II Interviews
- 4/27/2023: Bert Ogden Arena Meeting, CMC: NTIA Grant Discussion
- 4/28/2023: Institutional Leadership Council Meeting

2022

MONTHLY SPECIAL EVENTS COMPARISON

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	89
Sept	104
Oct	199
Nov	167
Dec.	130
Total:	**1255**

2023	
Jan	98
Feb	99
Mar	117
Apr	165
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**479**

2023

Total Man Hours

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	121.15
Aug	124.14
Sept	291.75
Oct	359.25
Nov	359
Dec	676.25
Total:	**3649.55**

2023	
Jan	227.15
Feb	504.6
Mar	238
Apr	527.6
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1497.35**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended the monthly meeting with the Associate Dean of Library Services to discuss projects and concerns.
- The Director met with the Off-Sites Logistics Manager to discuss the Learning Commons & Open Labs schedules.
- The Director held meetings with the Open Labs Analyst, Pecan Logistics Manager, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting to discuss updates from each campus.
- The Director met with the Logistics Managers to discuss the Learning Commons & Open Labs summer schedules.
- The Director attended a meeting with the Music Department and Educational Technologies representatives at the Mission CEED to review needs for the space and logistics on the studio.
- The Director hosted the Library & Learning Support Services PR & Marketing Meeting to discuss updates on the department's marketing initiatives.
- The Director attended a meeting hosted by the Office of Professional & Organizational Development to plan for the ADC Conference.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director attended a meeting with Facilities, Planning & Construction to review the PCN F134 space modification.
- The Director met with the Logistics Managers to discuss FY 2023 operational budget and purchases.
- The Director held a meeting with the LCOL Makerspace Team to discuss upcoming open house and workshops.
- The Director attended the Texas Libraries Association Conference and attended the following sessions:
    - Libraries Anywhere, STREAM Makerspaces, Virtual Reality in Libraries, eSports in Libraries, and more
- The Director attended the Ambassador Cross Training Academy (A.C.T.A) Spring 2023 session.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs operations.
- The Director attended the Institutional Leadership Council (ILC) Meeting
- The Director attended the FMLA Guidelines and Regulations for Supervisors training, hosted by Human Resources.

ACTIVITY HIGHLIGHTS

- The 3D printing supplies and extrusion heads for the 3D printers were received from Stratasys.
- The Learning Commons & Open Labs have begun the Argos Silver Tag audit.
- The Director and Logistics Managers worked on the 4-day work week schedules.
- An Open Lab Technician attended the CPR training held at the Starr County Campus on April 12th, 2023.
- The printing and application reports were analyzed for forecasting needs.
- The Learning Commons & Open Labs participated in the Library Open House at the Nursing, Technology, and Pecan Campuses on April 25th, 2023.
- The Learning Commons & Open Labs participated in the Library Open House at the Mid-Valley, Starr County, and Pharr Regional Canter for Public Safety Excellence Campuses on April 26th, 2023.
- The Learning Commons & Open Labs participated in the Emerging Scientist Symposium at the Pecan Campus on April 27th, 2023.
- The Learning Commons & Open Labs participated in the Public Safety + First Responders Expo at the Pharr Regional Center for Public Safety Excellence on April 28th, 2023.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - APRIL 2023 ATTENDANCE STATISTICS: 3,987

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	3,150	980	
Nursing and Allied Health Campus	2,452	699	
Pecan Campus	4,775	1,640	7

Pharr Regional Center for Public Safety Excellence	259	32	
Starr County Campus	901	252	
Technology Campus	2,217	600	
Campus Totals:	**13,755**	**4,204**	**7**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Mid-Valley Campus		4
Nursing and Allied Health Campus	8	
Pecan Campus	7	9
Pharr Regional Center for Public Safety Excellence	2	
Starr County Campus	3	
Technology Campus	1	
Total:	**21**	**13**

JagPrint - Printing Report

Apr 1, 2023 to Apr 30, 2023

Totals

Type	Users	Jobs	Pages
Printing	3592	18561	117367
Web Printing	1616	11566	35453
Total	5208	30127	152820

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	858	3388	25466	221	2235	7665	1079	5623	33131
NAH	524	3966	24678	830	6584	18161	1354	10550	42839
Pecan	1427	5990	42762	489	2441	8616	1916	8431	51378
RCPSE	39	258	3972	1	2	26	40	260	3998
Starr	223	1175	8832	60	244	784	283	1419	9616
Tech	521	3784	11657	16	61	201	537	3845	11858

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**April 2023**
▪ Tutoring Sessions: ○ In-Person: 996 ○ Online: 267 ○ In-Class: 421 ▪ Assignment Review: 1,955 ▪ Supplemental Instruction: 478	▪ Visitors: 11,557 ▪ Workshops: 16 ▪ Workshop Attendance: 231 ▪ Independent Study: 799 ▪ Starfish Flags addressed: 2,701 ▪ CLE Information Requests: 11

PROJECT HIGHLIGHTS

CLE Marketing Spring 2023	**Progress: 75%**	**End Date: May 2023**
Spring Game Nights' flyer was sent to PR to add to STC calendar. CLE is presenting a panel and workshop at Adjunct and Dual Credit Faculty Professional and Organizational Development Day. Will be presenting at History department meeting. Faculty and Staff email was sent out a second time regarding CLE presentations. Met with Library and with Dual Credit, and they will be promoting CLE services. Presented two workshops at the Adjunct & Dual Credit Faculty Professional and Organizational Development Day. Presented to individual departments. CLE tabling occurred at Pecan campus. The CLE is preparing for Welcome Week. Tabling for Career Expo at Pecan. Participated in Welcome Week and additional events. Met with OPOD for staff presentation. In class presentations continue. Participated in STC club fair event. Flyers created and sent to liaisons for student distribution at Starr campus. LLSSPR and Marketing meeting to discuss marketing initiatives throughout the college. Specialist developed social media calendar. Snacks are provided to students. Meeting was held to discuss campus specific marketing strategies and social media marketing. CLE participated in Pecan Student Activities events. Continuing in class CLE presentations. MVC is having Game Night; tabling and marketing took place. Email sent to faculty and staff for Academic Coaching information session. Academic Coach information session held. IT Career Expo participation; three workshops were given. CLE presented to prospective student at Technology Campus. CLE presenting to the Counseling & Accessibility Service Center Open House. LVN to ADN Orientation presentation. Presentation for faculty on Academic Coaching and Distance Learning. Finals prep workshop fliers distributed. Finals' week snacks distributed to specific campuses. Marketing fliers and tabling displayed. The CLE participated in the STC Career Expo. Faculty staff emails sent out for the finals' events. All campuses participated in National Library Week. Pecan tabling at Emerging Scientist Symposium. CLE tabling and promotion for Finals Countdown. Conducted finals prep workshop.		

Tutor Training for FY 2022-2023	**Progress: 89%**	**End Date: August 2023**
Coordinators will meet to discuss Spring 2023 Tutor Training Days. They will utilize the CLE Amazing Race activity. Sending notifications within Teams calendar for CRLA trainings. Revisions to the Spring 2023 Training are underway. Meeting was held to discuss Spring 2023 agenda. Items on the CLE Amazing Race activity were modified. Equipment was requested for TTD and reservations were confirmed for locations. Final testing and construction of Amazing Race activity complete. Completed TTD and SI Training Day. Set calendar for Spring Training dates; Coordinators will meet to solidify schedules. Schedules solidified for the year. Tutor trainings will be posted for February. Academic Coaches are conducting Workshop presentations. Dates for trainings are posted on Teams and will be shared at campus locations via flyers. Level 2 and 3 trainings completed for February. March trainings scheduled. Event calendar is being created for March. Met with STC PD to discuss in person Active Shooter training. Scheduled CRLA trainings are currently being held. Training Calendar continues to be updated to improve efficiency and support staff leveling up. Training schedule updated and recalibrated for tutor availability. Trainings actively being held.		

TSI Marketing Project	**Progress: 99%**	**End Date: March 2023**
Currently working on template to revamp CLE website to highlight TSI resources. TSI promotional material will also be created. Discussed the potential concept for a TSI Banner. TSI introduction video will be created for the website landing page. TSI Website page mockup has been completed and submitted to Library Technical Services for development. TSI Website has been developed in the PR test site. TSI Video Script has been completed. Categorization for ELAR and Math strands has been completed. Published an updated TSI Resources page available from the CLE homepage, which will be further refined in the spring. Met to discuss further updates on the information presentation on the website. Draft video is in production. Meeting scheduled to finalize updates. Anticipated launch date Feb. 17th. Further refinements have been made and approved. Launch date still set for Feb. 17th. Student introduction video to resources is being created. Edits being made to video. Webpage was launched March 1. Feedback and changes are being applied. May 1st launch date set for finished TSI videos.		

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 83%**
IE Plan Objectives: 2	**COP (2021-22) 3**	**End Date: August 2023**

Researching marketing strategies to target Distance Learning population. Working on monthly report. We are working on compiling the semester report data as well. Year 2 Summary Report has been provided to grant manager. Meeting with Distance Learning staff to discuss marketing strategies for the Distance Learning student population. Reports on student service has been added to the evidence folder. Request for Year 2 Annual Activity Report has been reviewed and submitted. Key DHSI Program Activities report has been completed and submitted. Working on marketing strategies through Blackboard to reach the Distance Learning population. Online Tutoring video was put up on Blackboard. Completed an email campaign that specifically targets online students. Starfish also sent out marketing email regarding Finals Countdown. Data request to facilitate distribution of toolkits to online students from Fall 2022 has been submitted. Report will be generated next week. Year 3 mid-year report was generated and sent to the external evaluator. Tool kits will be distributed to students based on RAS analysis. Emails have been sent to eligible students with instructions to pick up their tool kit. DHSI-required focus group logistics have been settled in cooperation with RAS. Focus groups tentatively scheduled for April. Toolkit tracking information sent to staff and students; eight kits have been picked up at Pecan. Marketing campaign for Distance Learning launched for spring. Continuing to collect data for tutor sessions. Contacted Dual Enrollment Department to distribute more tool kits to dual enrollment students. Planning committee meeting for focus group for online tutoring component. 180 kits were delivered to students. End of the semester reporting is being compiled. Feedback on the formative assessment has been submitted. Asynch paper service usage is being tracked.

Development of CLE Online Trainings		**Progress: 100%**
IE Plan Objectives: 2	**COP (2020-21) 1**	**End Date: May 2023**

Learning Support Manager and Online Specialist met to review ACTLA standards for certification. Certification would complement the standardization of online tutor trainings. Online Specialist will develop trainings based on certification requirements. Meetings with fellow colleges that are certified will be scheduled. Met with UMN Crookston regarding ACTLA Certification. Completed Training Session Plan for the Communication Training. Session plan for Technology and accompanying PPT are about half complete; Session Plan for Diversity and PPT are also about half complete. Reviewed CRLA training components that can be integrated into the development of ACTLA trainings. Meeting with tutors next week to pilot the Communications training. Met with tutors regarding the development of Tutor Content Specific training. In contact with ACTLA representative to set-up meeting. Continuing to work on the application. Full-time SLA completed slides for STEM Content Specific training. Continuing to work on asynchronous content training development. Met with ACTLA representative regarding application requirements. Observations of online sessions are planned for second half of January. Required ACTLA trainings have been completed. Application for certification is being prepared for submission. Application has been submitted. Currently working on invoice. Submitted invoice and confirmation has been received. Application fee has been paid. Application fee has been paid. Meeting held with ACTLA board member for clarification and feedback. Feedback on application has been emailed to ACTLA board for revision.

Standardizing Onboarding Process		**Progress: 65%**
IE Plan Objectives: 2	**COP (2022-23) 3**	**End Date: August 2023**

Review QC measures and refine as needed. Develop a standardized onboarding process across all CLEs. The team met to discuss the platform, the length, and the content of the onboarding process. A follow-up meeting was held to discuss additional topics added to the onboarding process. Coordinator and Specialist met to develop wording of "No Wrong Door" policy. A meeting was held to discuss the progress of the development of the onboarding process. Safety training component to be added to onboarding process. Mid semester and deadline update meeting held. Communicating with other departments to discuss training support. Progress has been made on SharePoint structure. Update meeting planned for May 16th.

IE Objective 3: Quantitative & Qualitative Assessment of Embedded Tutoring & SI

Quantitative & Qualitative Assessment of Embedded Tutoring & SI		**Progress: 71%**
IE Plan Objective 3	**COP (N/A)**	**End Date: May 2023**

Developed an assessment of the correlation between participation in ET and course performance. Will continue to track data for the new semester for both embedded tutoring and the Supplemental Instruction program. Meeting planned to discuss future metrics. Embedded and SI sessions are ongoing. Data is continually being attained and attendance and outreach is being tracked. Met with Distant Education about targeted survey responses. Meeting to update semester assessment tools underway. Pop-up on Blackboard created for a qualitative student survey. Distance learning meeting for information disbursement.

EVENTS HIGHLIGHTS

ACTLA Online Tutoring Program Certification **Event Date: April 3, 2023**

The Centers for Learning Excellence has been awarded the Online Tutoring Certification through the Association of Colleges for Tutoring and Learning Assistance.

STC's CLE Online Tutoring Program is the first in Texas and the ninth in the nation to achieve this recognition. This certification is in addition to the CRLA International Tutoring Training Program Certification they currently hold.

2023 ACTLA Conference **Event Date: March 29 - 31, 2023**

CLE staff attended the 2023 Association of Colleges for Tutoring & Learning Assistance Conference. The ACTLA Conference focused on the concept that disruption is a positive act for transformation, supporting Student-Centered pedagogies like ungrading, embodied learning, social emotional and cultural wealth, and communities of learning. Some of the session attended were "Collaborating with Student and Staff to Improve Online Tutoring".

Student Success Workshops **Event Date: April 24, 2023**

The CLE and Distance Learning Departments have teamed up to offer a workshop series on topics vital to student success such as "Effective Note-Taking," "Interactive Reading," "Test-Taking Fundamentals," and "Finals Prep." The workshops have been marketed to both students and faculty/staff. Workshops were facilitated by CLE Academic Coaches and Distance Learning Academic Coaches. Over 125 students attended and engaged in the online workshops.

NTIA Grant Kick Off **Event Date: April 25, 2023**

The NTIA awarded South Texas College a grant of $2,850,148.35 under its Connecting Minority Communities Pilot Program. The grant will enable us to support teaching and learning at South Texas College. The CLE will be able to hire a full-time Academic Coach to assist with the Student Success Workshop provided to students acquiring mobile hotspot devices. In short, this grant will help us connect the dots from fiber running into our buildings to the instruction, learning support, software, and technology students will be able to access from home.

RCPSE Expo **Event Date: April 28, 2023**

The CLE participated in the RCPSE Expo where they promoted the many services offered by the learning center. The event sought to provide students and the public with valuable information about the college's public safety programs including fire science, law enforcement program, emergency medical technician (EMT), and criminal justice. Local departments also brought their specialized equipment such as tactical ambulances, watercraft, aircraft, and firefighting equipment for public viewing.Along with the RCPSE expo, the CLE also marketed at the PCN Career Expo, Emerging Scientist Symposium, National Library Week Open House, and several other STC events.

MEETING HIGHLIGHTS

- Met with Pharmacy Tech Chair about HMAS learning strategies
- Met with PCA Chair regarding Bootcamp workshops
- 4C Workshop Planning
- U of Kentucky CRLA Consult
- DHSI Focus Group Planning
- CLE Specialists Meeting
- Yuja Testing Meeting
- Review of Additional Tutoring Hours
- Vocational Nursing Tutor Meeting
- Academic Coaching Meeting
- Met with ADN Advisors
- Met with Respiratory Faculty
- Onboarding Manual SharePoint Site Planning Meeting
- SI/Embedded Tutoring Evaluation Planning Meeting
- Additional Tutoring Hours Committee Meeting
- Full-time SLA Meeting
- CLE, Open Labs, and Library Collaboration Meeting
- Upswing Service Tickets Meeting
- Poll Everywhere with YuJa Meeting
- YuJa | South Texas College Meeting
- Budget Transfers and Savings Meetings
- Finals Workshop Meeting
- STC & Upswing Feature Requests Meeting

- STC Advanced Ongoing InsideTrack Training
- Academic Coaching Weekly Meeting
- NTIA Grant Workshops Meeting
- South Texas College Monthly Touchpoint Upswing Meeting
- LLSS PR and Marketing Committee Meeting
- Usability Study Planning
- Business Office Budget Meeting
- Budget and Transfer Requests Review
- 4C Workshop Planning Meeting
- Adjunct and Dual Credit PDD Planning Mtg
- Embedded Tutoring at Palo Alto CC
- NTIA Grant Workshops Planning and Coordination
- Upswing Monthly Touchpoint
- "No Wrong Door" tutor training meeting
- Met with ADN Advisors
- Met with PCA Faculty
- Met with ADN Faculty
- Met with FT SLA Meeting
- Met with Open Lab Supervisor for Summer Center Availability
- Math Chair Check In
- History Chair Check In
- Presenting at History Department Meeting over Recruitment
- Presenting at Physical Science/Engineering Dept Meeting over Recruitment
- SI Mentor Meeting
- Physics Dept Meeting
- CLE Initiative Pilot Meeting
- Website Usability Proposal Meeting
- YuJa Testing Meeting
- Finals Workshop Meeting
- Academic Coaching Meeting
- Revisit of Usability Study Proposal
- 4C Monthly Meeting
- IE plan meeting with OTA Chair
- ADN Remediation Committee meeting
- No Wrong Door Policy meeting
- Public Safety and First Responders Expo planning meeting
- Met with Pharmacy Technology Faculty-Summer Support
- Finals Prep Review Meeting
- TSI Video Updates Meetings
- NTIA Grant Kick Off
- Academic Coaching Weekly Meeting
- Institutional Leadership Council (ILC) Meeting
- Identify Resources Run Through meeting
- Onboarding Process Meeting
- Specialists/Social Media Meeting
- Full-Time SLA Meeting
- Mid Valley Advisory Committee Meeting
- Mid Valley LLSS Coordination Meeting

TRAINING HIGHLIGHTS

- Stafford CSA annual training
- Experiential Learning: How to Build & Grow Collaborative
- Next-Level Project-Based Programs
- Online Orientation: Moving Away from An LMS To Improve Enrollment, Access & Engagement
- Workshop #271589: TechByte: Poll Everywhere Competitions
- Protect Yourself: Self-Defense Workshop
- Distinguished Leadership Academy Presentation: Motivational Leadership
- MLA guidelines and Regulations for Supervisors

- 4C Workshop run-through
- CRLA Level 2: Identifying and Using Resources
- CRLA Level 3: Structuring the Learning Experience
- Online Orientation for Adjuncts: 5 Tips for Creating an Engaging Onboarding
- Intro to SWAY
- Overcoming Imposter Syndrome: Linkedin Training
- Ensuring Learning through Peer Connections: "Peer Educator Power"

EVENT HIGHLIGHTS

- LVN -ADN Orientation Transitional Cohort for Summer 2023
- Student Success Workshops- Dosage Calculation
- Work Study Appreciation Week
- Counseling Presentation
- FACT Session 6 Academic Coaching
- Student Success Workshops- Dosage Calculation
- Coordinator Swap - Pecan/Mid-Valley
- Association of Colleges for Tutoring & Learning Assistance Virtual Conference
- Marketed at Spring 2023 Career Expo with Career Services
- Coordinator Swap – Tech/NAH
- Public Safety and First Responders Expo
- Finals Prep Workshop
- National Library Week
- Emerging Scientist Symposium

PROJECT COMPLETION HIGHLIGHTS

- Updating Mission Statement
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- 4C Tutor Conference
- Student Success Workshop Series
- Year 2 DHSI Grant Participation
- Repository for CTE Student Support resources on Academic Coach page
- Tutor Training for FY 2021-2022
- NSF Grant Year 3
- Implement Faculty Assisted Training for SLAs
- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- UPSWING PLATFORM CONSOLIDATION completed!
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21

- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name: RCPSE Registration Process
Project Role: Project Manager
Scope: Develop a Course Application using the Radius program
Status: Vendor obtaining requirements
Ongoing Work: Clarify Requirements
Finalize Scope
Status Meeting set for 5/10/2023

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Baseline Report Submitted
Ongoing Work: CMC Semi-Annual Performance submitted on 04/28/2023
Grant Funded positions have been posted

DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 3 Mid-Review by External Evaluator Completed
Ongoing Work: Planning for Year 4-5 Improvements and Budgets
InsideTrack Management Support Contract for Year 4
Pending DOE Response to Objective Change Request for years 3-4

Institutional Advancement and Economic Development

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT
DATE:	May 15, 2023
SUBJECT:	ACTIVITY REPORT FOR April 1-30, 2023

DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

Projects Completed or in Progress:

- Lunch -Faculty Senate President-April 4, 2023
- Cabinet Meeting-April 5, 2023
- Easter Break-April 6-9, 2023
- Texas A&M Chancellor John Sharp & President M. Katherine Banks-April 10, 2023
- RDMC and Grant Meeting-April 11, 2023
- Board Committee Meeting-April 11, 2023
- Commencement Meeting-April 12, 2023
- EDA Grant Meeting-April 12, 2023
- Stars Extravaganza-April 13, 2023
- Cabinet Meeting-April 19, 2023
- Dr. Joe May Workday Session-April 20, 2023
- Workforce Summit-April 21, 2023

- RGV Hispanic Chamber of Commerce Small Business Luncheon-April 241, 2023
- Board Meeting-April 25, 2023
- VIDA Graduation Celebration-April 27, 2023
- Public Safety and First Responders Expo-RCPSE-April 28, 2023

DR. CARLOS MARGO, DEAN OF INDISTRY TRAINING AND ECONOMIC DEVELOPMENT

Department/Program Reports:

- Reviewed and approved all monthly grant financial status reports
- Received and reviewed monthly ITED/IAM revenue and expense report
- Reviewed and approve monthly KPI report
- Reviewed IAM monthly enrollment reports
- Reviewed grant compliance reports
- Completed monthly activity report

Initiatives:

- Creation of IAM Apprenticeship procedures manual
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for IAM construction programs
- Customization veterinary apprenticeship and pre-apprenticeship programs
- Preparation for the hiring the new IAM Apprenticeship Manager and Navigator positions
- Preparation in anticipation of RN apprenticeship USDOL approval
- Brewery Technician training program
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership)
- Presentation and tour for prospective McAllen employer
- Business Retention and Expansion cooperation with Pharr EDC
- EDC of Weslaco retail and industrial training initiatives
- Heavy machinery operator safety program
- Planning for an STC Office of Industrial Safety
- Submission of proposal for an STC Office of Apprenticeship Training
- Customization of Construction Superintendent Apprenticeship program
- Discussion with TWC regarding RN Apprenticeship application
- Outreach to employers and school districts to promote grant and contract training
- Work on IAM grant budget amendments
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Review and modify course content for the IAM Facilities Maintenance Program
- Oversee and review monthly revenue projections from IAM staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth training program (Desi Holmes, TWC, ongoing)
- Collaboration with FUTURO RGV
- Culinary arts apprenticeship program
- EV Technicians apprenticeship program
- Maritime Logistics program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC IE plan
- International program/course and outreach initiatives
- Online workforce training platforms facilitated by Dr. Sale and staff

Meetings:

- Texas A&M Announcement Ceremony regarding new COO at TAMU McAllen Campus
- Meeting with RGV Focus regarding Business and Workforce Engagement Action Network.
- Multiple meetings with STC Divisions
- Preparation meetings and participation in STC Workforce Summit
- Meeting with Juan Carlos Aguirre regarding grant proposals
- Discussion regarding international initiatives
- Presented at RGV Focus Business and Workforce Luncheon

- Meeting and tour of Technology Campus with Rice Lake weighing systems
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with TWC to discuss Texas Talent grant signing ceremony
- Meeting with veterinary technician/curriculum developer to discuss course modifications
- Multiple meetings with IAM staff to discuss grant, revenue and KPI status
- Multiple grant initiation meetings with STC Office of Accountability and IAM staff
- Meeting with Dr. Rodney Rodriguez to discuss operational planning and departmental staffing
- Bi-weekly staff meetings
- Meeting with McAllen Economic Development Corporation and business prospects.
- Presented at MEDC monthly Board meeting
- Meeting with Texas A&M McAllen staff to discuss training partnerships
- Meeting with STC Distance Education staff to discuss workforce training programming and applications

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR OF RESOURCES DEVELOPMENT, RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

Number of New Awards	Dollar Amount of New Awards	Number of Active Awards in FY23	Dollar Amount of Active Awards in FY23
1	$10,000.00	101	$160,926,789.36

Meetings:

- Attended Camp Code Orientation for fiscal year 2023 presented by the Texas Workforce Commission (TWC).
- Attended the CMC-LN Webinar: Environmental & Historic Preservation, as our National Telecommunications and Information Administration (NTIA) grant has an award condition that must be lifted prior to equipment installation.
- Joined the Baseline Report Webinar presented by NTIA.
- Joined the Performance Technical Report Webinar presented by NTIA.
- Attended the news conference and reception at the Texas A&M University Higher Education Center at McAllen presented by Chancellor John Sharp and President M. Katherine Banks.
- Attended the STC ARPA Meeting.
- Joined the first session of the Banner Grant Module Consultation.
- Held a Pre-Kickoff Meeting for the NTIA Grant. The Grant Accounting team was in attendance to review the presentation by RDMC staff and provide input and address questions prior to official Award Kickoff held with awarded departments.
- Attended meeting to discuss the Economic Development Administration (EDA) Recompete Pilot Program Grant with Dr. Rodriguez, Mario Reyna and Judge Cortez.
- Joined the Anthology Demo Session which included a Finance, Procurement and Budgeting presentation.
- Attended the CMC-LN Meet and Share event. CMC grant recipients briefly described their projects, giving the CMC community a chance to share best practices.
- Meeting with Angela Lapetina, RDMC Associate Director and Grant Development Officers to review RDMC's COP plan and discuss and develop the new 2023-2025 IE Plan, due April 28.
- Attended the South Texas College Workforce Summit on April 21.
- Met with Dr. Rodriguez, VP Elizondo and the Grant Accounting team to discuss the STC Foundation, financial processes, MOU and grant activity.

- Attended the NTIA Grant Award Kickoff, which served as the official award kickoff for internal stakeholders implementing the NTIA grant award.

Grant Awards:

1. **Harlingen Cotton Committee, in the amount of $10,000.00**

   Funds will support students of South Texas College's Diesel Technology program and allow the purchase of a Pump Cavitation Simulator. Through this award, students will practice essential technical skills on one of the most advanced pieces of equipment that teaches students about cavitation, its common causes as well as its effects on a hydraulic system. This grant aligns with Strategic Direction #4, Foster Student Success, by providing a support system that promotes persistence and academic achievement.

RDMC Department Operations:

- Attended an Open Lab session for 2023-2025 IE Plan Development along with the Assistant Director and Grant Development Officers.
- Held meeting between RDMC and Grant Accounting departments. The purpose of the meeting was to discuss refining practices, improving communication and collaboration between the RDMC and Grant Accounting grant units. Bi-weekly meetings will be established to continue discussions on workflow and process improvement.
- Conducted interviews for the Career and Technical Education (CTE) Projects Manager position and a candidate has been recommended for the position.
- Held the first Bi-weekly RDMC/Grant Accounting meeting. Discussion points included new grant contracts, pending grants/documents, FY24 grant estimations and record retention.

Partnership/Vendor Meetings:

- AmpliFund
  - AmpliFund is a SaaS company that provides a cloud-based research and grant management platform. AmpliFund has a customizable dashboard, the system is intuitive, and its functionalities are similar to the internal processes the RDMC is currently seeking to transform to. Additionally, the platform is more cost effective than eCivis, AmpliFund's cost would be based on the college's initial grant portfolio size and eCivis has a limited license model pricing structure, which means there is a fee associated with every assigned user.
  - STC Application Development Manager Stephen Crum is reviewing this system's capability and whether it can support Banner integration.
- eCivis
  - eCivis is a SaaS company that provides a cloud-based research and grant management platform and STC's annual subscription totals $14,420.50, which is set to expire June 30, 2023.
  - RDMC is considering not renewing the contract eCivis as it plans to pursue implementation of AmpliFund if approved by STC's Application Development Manager.

Next Steps:

- Prepare for the EDA Recompete meeting with regional partners scheduled for May 3.
- Follow up with Stephen Crum regarding technical findings of AmpliFund.
- Meet with Mr. Tony Matamoros to discuss additional funding opportunities.
- Join Ellucian training on Managing Grants & Proposals.
- Attend meeting with Basic Needs Group (HIP Team).

- Facilitate the bi-weekly RDMC/GA meetings.
- Attend Harlingen Cotton Committee – Diesel Technology Award Kickoff.
- Attend COSTEP-STC RGV Promise Program Meeting.
- Attend the Institutional Leadership Council (ILC) Meeting.
- Meet with Associate Director of Grant Management and Compliance and Grant Development Officers to review the updated IE plan.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and the RDMC with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the RDMC team.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Major Meetings:

- Flammable Liquid and Gas Fire Training Area, Canopies for Students and Vehicles Bi-Weekly Construction Meeting, April 12
- BPST Leadership Division Meeting, April 25
- RCPSE Two Story Fire Structure Construction Meeting, April 26th

Major Activities:

- Public Safety Compliance Specialist Search Committee Interviews, April 13th
- 1st Quarter Clery Act Committee Meeting, April 13th
- Institutional Leadership Council Meeting, April 14th
- Public Safety and 1st Responders Expo Planning Meeting, April 17th
- Public Safety and 1st Responders Expo Planning Meeting, April 24th
- Police Academy Advisory Board Meeting, April 24th
- Interview with Channel 5 regarding Public Safety Expo, April 26th
- Met with Dean Lozano regarding duties for new Public Safety Compliance Specialist, April 27th
- Worked on Texas Commission on Law Enforcement (TCOLE) Pre-Screening Training Provider License for Police Academy, Various dates in April

Accomplishments:

- Received New Dumpster Fire Prop, April 12th

- Received New Propane Tank Fire Prop, April 24th

- Received New Forcible Entry Door Fire Prop, April 26th

- Obtained MOU with Palmview Fire Department for trainings, April 25th

Upcoming RCPSE Events:

- Basic Telecommunicator Academy, April -May 5th
- Arrest and Control Tactics Instructor Course, May 1st -5th
- 30th STC Fire Academy Graduation Ceremony, May 5th
- TCIC/TLETS Full Access Course, May 8-10th
- Weslaco Fire Department Vent Trailer Training-May 8th
- Weslaco Fire Department Car Fire Simulator Training, May 9th
- STC Police Bike Class for STC Security Personnel, May 10th
- TDD/TTY Training for Telecommunicators, May 11th
- Mission Jr. High Tour of RCPSE, May 11th
- DPS E-Tag Training, May 15-16th
- Rafael Cantu Jr. High GEAR UP Tour of RCPSE, May 15th
- Pharr Police Adult and Youth Police Academy Virtra Simulator, May 16-17

- Incident Command System (ICS) 300 & 400 Course at RCPSE, May 22-26
- Writing Narcotic Search Warrants, May 24-26

Events held at RCPSE:

- Street Smart Virtual Reality Simulator for STC Police Academy Cadets, April 13th & 14th
- Fire Vent Trailer Familiarization Course (La Joya), April 15th

- Basic Telecommunicator Academy, Apr. 17-May 5th
- Texas Law Enforcement Peer to Peer Network Training, Apr. 19th-21st
- Public Safety and 1st Responders Expo, Apr. 28th