SOUTH TEXAS COLLEGE

ACTIVITY REPORT

October 2023

Academic Affairs

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: OCTOBER 1, 2023

SUBJECT: ACTIVITY REPORT FOR OCTOBER 1, 2023 – OCTOBER 31, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a Dean's Meeting, October 2
- ARPA-21-110-034, Assistance to South Texas College Nursing Program on MSTEAMS, October 4
- Participated in a Cabinet Meeting, October 4
- Attended a MS TEAMS meeting for Talent Strong Texas Pathways meeting with Coaches, October 4
- Attended Manufacturing Day 2023 event, October 5
- Hosted a Fall 2023 Chair Academy, October 6
- Institutional Leadership Council (ILC) Meeting, October 6
- Attended the RGV Hispanic Chamber's State of the Congress Luncheon where Senator John Cornyn will be a speaker, October 9
- Hosted Innovation and Transformation Meeting, October 9
- Attended Coordinated Operations Council (COC), October 10
- Attended a Zoom Meeting for STC ARPA Discussion, October 10
- Attended a MSTEAMS Meeting for Non – Credit Data, October 11
- Attended a MSTEAMS Meeting to discuss HB1508- New Law, October 12
- Attended The McAllen Chamber of Commerce will be hosting a Meet & Greet for their new President & CEO: Ms. Elizabeth Suarez, October 12
- The OVPAA Staff celebrated with a breakfast for Boss's Day, October 16
- Attended a Zoom Meeting for the Texas Success Center Quarterly Meeting, October 16
- Attended a Zoom Meeting for GreenLight and South Texas College, October 16

- Hosted a MSTEAMS Meeting for Search Committee Meeting, October 16
- Attended a MSTEAMS Meeting for Workday Implementation - Student Module - Initial Meeting, October 17
- Attended a Board Committee Meeting, October 17
- Attended a City of Mission State of City event, October 18
- Attended a Transfer of CATA to Academic Affairs Meeting, October 18
- Attended a college-wide Workday ERP project kickoff event, October 19
- Hosted a Search Committee Meeting, October 19
- Attended the OVPAA Senior AA Meeting, October 20

- Attended a MSTEAMS Meeting for EPA Workforce Training Grant, October 23
- Participated in a Board Work Session - Strategic Planning, October 24
- Attended a Mtg between STC and Region One ESC Leadership Teams, October 24
- Had a Meeting with HR Director, October 25
- Attended a KPI Review and Discussion, October 26
- Hosted an Innovation Exchange Campus Tour – Starr, October 26
- Held a meet and begin the discussion of the smooth integration of the CATA with Academic Affairs Division, October 30
- Hosted Academic Council Meeting, October 30

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- Reviewing the policy changes for TASB transition
- 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
- STC ERP Project
- Preparing for Innovation Exchange Campus Tour
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN SPECIAL ASSIGNMENT FOR THE OVPAA:

- Working on revising the Handbook of Courses by Division
- Working on several new policies, EE, EGA, FC, etc.
- Working on an accurate Overload list for Spring 2023 for the Internal Auditor
- Worked on the Innovation and Transformation meeting Agenda and held the meeting
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Participated in IPEC meetings to select new KPIs
- Met with Dr. Davis to discuss CBE and PLA timeline and tasks
- Met with Ms. Jaramillo on draft PowerBI dashboards for Learning Outcomes
- Met with Ms. Jaramillo on the implementation of Suitable
- Worked with Ms. Cavazos on options for the AA in Architecture science options
- Worked on the EWDC presentation for Program and Departmental Cost
- Contacted other community colleges for HEB project expansion
- Reviewing summer HEB student responses to compile and provide HEB with qualitative data
- Reviewed budget format for new Program Development packet
- Reviewed ongoing training opportunities for PowerApps and took a PowerApp online training
- Met with PTK advisor aid in their College Honors Project for Mental Health Awareness Day

- Met with different stakeholders to discuss both the College Textbook Committee and the Student Email Taskforce

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS
DEAN'S REPORT:

- AVP attended the Educate Texas CCRSM South Texas Regional Convening, October 3.
- AVP met with Covenant Christian Academy Administration to discuss partnering with Dual Credit Programs for the AY24-25, October 4
- AVP along with Dual Credit Leadership held the La Villa ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 11
- Dual Credit Programs hosted virtual Academic and CTE Advisory Committee meetings with representatives from partnering school districts, October 12
- AVP along with Dual Credit Leadership held the Rio Grande City Grulla ISD Annual Partnership Meeting with Executive Leadership to discuss the program offerings and counselor training, October 17
- AVP along with Dual Credit Leadership held the Vanguard Academy: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 17
- Dual Credit Leadership held the Hidalgo ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 19
- AVP along with the Associate Dean for Teaching and Learning Center presented at the NACEP Conference in St. Louis on the STC Dual Credit Programs Professional Development Opportunities, October 20
- AVP along with Dual Credit Leadership held the Edcouch Elsa ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 26
- AVP along with Dual Credit Leadership held the Sharyland ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 26
- Dual Credit Programs hosted the School District & Higher Education Compliance Workshop, October 27.
- AVP along with Dual Credit Leadership held the Mission CISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 31

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff coordinated a student recruitment event with 72 attendees for La Joya ISD Juarez-Lincoln High School, which consisted of a group advising presentation, College services & resources, and a presentation from STC Welding Program, October 11
- Staff conducted a CTE Programs and benefits evening presentation at Donna High School, October 12
- Staff attended the Dual Credit Advisory Committee Virtual Meeting and provided a presentation, October 12
- Staff attended the Dual Credit CTE Advisory Committee Virtual Meeting and provided a presentation that provided an overview of Occupational Skills Awards (OSA) and the CTE Institutes, October 12
- Staff coordinated and attended a virtual meeting/presentation by the STC Barnes & Noble's Bookstore to provide information on use of vouchers to purchase books for dual credit students, October 13
- Staff held a follow up meeting with Texas A&M University-Kingsville Executive Director for Student Completion & Community Relations to develop an agreement between TAMUK College of Engineering that will benefit the Dual Enrollment Engineering Academy (DEEA) Program student population, October 16
- Staff held a follow up meeting with the UTRGV MD Vaqueros Early Assurance Program Administration and Faculty to develop an agreement that will provide Medical Science Academy Program students to gain admissions into the UTRGV Medical Program, October 16
- Staff conducted a Campus Tour and Group Advising Event for fifty-seven (57) Edinburg Economedes High School students, in addition to a presentation from the Information Technology Department Faculty, October 19
- Staff attended the Region One CTE Directors/Leaders Network Meeting and provided updates, as well as providing the opportunity for Program Chair to present on the Corrections Academy Program, October 26
- Staff conducted a Campus Tour and Group Advising Event for nineteen (19) Edinburg Robert Vela High School students, in addition to a presentation from the Information Technology Department Faculty, October 27

- Staff are conducting outreach to provide Dual Enrollment Academy Program information sessions with a total of one thousand six hundred thirty-six (1,636) students throughout the month of October:

Date	High School	Attendance
October 3	Health Professions HS	30
October 4	World Scholars HS	30
October 4	Roma HS	196
October 12	Mercedes HS	174
October 12	Donna HS	15
October 13	Progreso HS	42
October 17	Juarez-Lincoln HS	50
October 17	Edcouch-Elsa HS	70
October 18	PSJA Southwest ECHS	100
October 18	Donna North HS	30
October 19	Donna HS	60
October 23	Science Academy of South Texas	125
October 23	Edinburg North HS	300
October 24	Mission HS	100
October 24	Science Academy of South Texas	125
October 25	PSJA ECHS	100
October 25	Science Academy of South Texas	45
October 26	Health Professions HS	4
October 26	Vanguard Mozart Academy	40

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on October 6:
  - Pecan Campus: Staff hosted a Workshop for eighty-two (82) juniors and seniors, which provided students with the opportunity to learn about the STC Student Government Association, Chemistry Club, volunteer opportunities at Quinta Mazatlan, and from the Brazilian Jiu Jitsu Club.
  - Starr County Campus: Nine DEMSA (9) juniors, attended a workshop that focused on mental health and self-care, which was hosted by Suicide Hotline Prevention Supervisor. Fifteen (15) seniors attended a workshop hosted by the CLE, which focused on developing test taking skills and managing test anxiety.

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on October 20:
  - Pecan Campus: Forty-seven (47) Juniors attended a workshop hosted by Psychological Sciences Faculty, which focused on the importance of mental health and self-care. Eight (8) DEMSA students attended a workshop hosted by Texas A&M University Irma Rangel College of Pharmacy Representative.
  - Mid Valley Campus: Sixty-four (64) attended the Student Leadership Academy hosted by the Student Activities Department. Fifteen (15) students attended CHEM 1411 tutoring, twenty (20) students attended BIOL 2401 tutoring. Seventeen (17) DEMSA students attended the UTRGV MD Vaqueros Program presentation.
  - Starr County Campus: Nine (9) DEMSA students attended the Student Leadership Academy hosted by the Student Activities Department.

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on October 27:
  - Pecan Campus: Ten (10) seniors attended a workshop hosted by Career & Employer Services where they learned about interview preparation, services, and resources offered by the college. Forty-five (45) juniors attended a workshop hosted by the STC University Relations and Transfer Center and the CLE to provide tips for test taking.

Mid Valley Campus: Thirty-one (31) seniors attended a workshop hosted by Student Rights and Responsibilities. Sixty-two (62) juniors attended the Student Leadership Academy hosted by Student Activities. Eighty-two (82) juniors and seniors attended a workshop hosted by Texas A&M University which focused on providing information about available programs, transfer, application requirements, and timelines. Fifteen (15) DEMSA students attended BIOL 2401 tutoring and ten (10) DEMSA juniors attended CHEM 1411 tutoring.

DUAL CREDIT ACADEMIC PATHWAYS:

- Director and Coordinators attended the PSJA ISD Data Performance Meetings with Campus Administrations and Counselors which serves as an overview review of their progress and performance metrics:

October 9	PSJA Memorial ECHS
October 10	PSJA Ballew P-TECH
October 11	PSJA High School

- Pathways Staff attended the La Joya Parents night to support recruitment efforts, October 10
- Director presented on Dual Credit Resources during the Dual Credit Advisory Committee meeting, October 10
- Director and Coordinator presented at the monthly Weslaco ISD Dual Credit Meeting, October 16
- Director attended the Rio Grande City Grulla ISD Annual Partnership Meeting with Executive Leadership, October 17
- Director and Assigned Staff participated in the Vanguard Academy: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 17
- Department hosted the Fall Counselors Symposium with over 100 attendees which focused on the tools, services and resources available for Dual Credit Stakeholders. Additionally, the event had presentations from the Transfer Center and Center for Learning Excellence Departments, October 18
- Director and Assigned Staff participated in the Hidalgo ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 19
- Director attended the STC & Region One Leadership Meeting to discuss program sharing and opportunities, October 24
- Director and Assigned Staff participated in the Edcouch Elsa ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 26
- Director and Assigned Staff participated in the held the Sharyland ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 26
- Staff attended the first Dual Credit Programs Higher Education Compliance Workshop to share practices concerning Title IX, October 28
- Director attended the Annual La Joya Academies Induction Ceremony to introduce incoming 9th graders into Dual Credit Programs, October 30
- Staff conducted Advising sessions with over 225 dual credit students throughout the month of October.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Enrollment Staff attended the following PSJA ISD Data Performance Meetings:

October 2	PSJA Southwest ECHS
October 10	PSJA Ballew P-TECH
October 11	PSJA High School

- Enrollment Staff held Spring 2024 Preparation Meeting with the following Partnering School Administration and Counselors to discuss Timelines and Enrollment Requirements:

October 3	Roma High School
October 3	Monte Alto ECHS
October 4	Mission High School
October 5	Mission Collegiate ECHS
October 10	La Villa ECHS
October 11	PSJA High School
October 11	Monte Alto ECHS
October 13	Progreso ECHS

October 16	PSJA College & University
October 17	PSJA College & University
October 20	La Joya AHSP
October 25	South Texas High School for Health Professions
October 26	The Science Academy of South Texas
October 27	Donna High School

- Director and Coordinator for Dual Credit Enrollment attended the WISD ECHS Meeting, October 16
- Director participated in the Vanguard Academy: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 17
- Enrollment Staff presented at the Dual Credit Programs Counselor Symposium, October 18.
- Director participated in the Hidalgo ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 19
- Director and the AVP of Dual Credit Programs met with the Covenant Christian Academy Parent Dual Credit to discuss the Enrollment and Academy Programs at the Covenant Christian Academy, October 25
- Director and Assigned Staff participated in the held the Sharyland ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 26
- Director attended the Dual Credit Programs: School District & High Education Compliance Workshop, October 27
- Director participated in the held the Mission CISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, October 31.
- Dual Credit Enrollment Services conducted the follow events, as shown below:

Event date	School Name	Event Type	Participant Count	Grade Level
October 2	Vanguard Academy Rembrandt	Apply Texas Drive	90	9TH
October 4	Mercedes Early College Academy	Apply Texas Drive	20	9TH & 10TH
October 10	Monte Alto ECHS	Apply Texas Drive	11	9TH & 10TH
	Achieve ECHS	Apply Texas Drive	93	9TH & 10TH
	Juarez-Lincoln High School	Parent/Community	7	9TH
October 11	PSJA Memorial ECHS	Apply Texas Drive	99	9TH
	La Joya AHSP	Apply Texas Drive	60	9TH
	PSJA Memorial ECHS	Apply Texas Drive	68	9TH
	Mercedes Early College Academy	Parent/Community	62	11TH
	PSJA Memorial ECHS	Apply Texas Drive	56	9TH
October 12	PSJA Memorial ECHS	Apply Texas Drive	68	
	PSJA Memorial ECHS	Apply Texas Drive	77	
	PSJA Memorial ECHS	Apply Texas Drive	59	
	Donna North High School	Apply Texas Drive	30	All
	Donna High School	Parent/Community	82	All
October 16	Donna North High School	Apply Texas Drive	28	All
October 17	PSJA Elvis J. Ballew ECHS	Apply Texas Drive	41	9TH & 10TH
	Vanguard Mozart Academy	Apply Texas Drive	44	9TH
	Palmview High School	Parent/Community	20	9TH
October 18	PSJA Elvis J. Ballew ECHS	Apply Texas Drive	40	9TH & 10TH
October 19	Rio Grande City High School	Apply Texas Drive	30	All
	Edcouch Elsa ECHS	Apply Texas Drive	87	9TH
October 20	Edcouch Elsa ECHS	Apply Texas Drive	20	9TH
October 21	Mercedes High School	Parent/Community	48	All
October 23	PSJA Memorial ECHS	Apply Texas Drive	219	10th
	Palmview High School	Apply Texas Drive	30	9TH
October 24	PSJA Memorial ECHS	Apply Texas Drive	248	10th
	La Grulla High School	Apply Texas Drive	1	All

	Juarez-Lincoln High School	Student Info Session	85	All
	Mercedes High School	Apply Texas Drive	26	All
October 25	Achieve ECHS	Registration Drive	36	12th
	Juarez-Lincoln High School	Student Information	80	All
	ISD Partners	Parent/Community	50	All
October 26	PSJA Memorial ECHS	Parent/Community	17	All
	Roma High School	Student Information	18	All
	Roma High School	Apply Texas Drive	29	All
	Weslaco CTE Joe Calvillo Center	Parent/Community	300	All
October 30	Rio Grande City High School	Registration Drive	15	All
	PSJA High ECHS	Apply Texas Drive	80	All
October 31	PSJA High ECHS	Apply Texas Drive	40	All

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM
DIRECTOR'S REPORT:

- Attended the Deans Meeting where discussion of standardizing PLO/CLO content in the master syllabi took place. Discussion also covered microcredentials reporting and standardization, October 2
- Met with the Dean of Library & Learning Support Services to go over the presentation for support staff to increase awareness of OER course offerings, October 2
- Met with the Lightcast™ vendor to review two new potential reports in the Analyst product regarding market opportunities for potential new educational programs and using existing program data to determine improvements, October 3
- Attended the Talent Strong Texas Pathways Coach meeting to discuss the credential maps for the upcoming conference in November, October 4
- Met with the Department Chair for Social Work and Sociology to discuss the recently approved FOS from THECB and discuss the impact on the current curriculums, October 5
- Attended the Institutional Leadership Council Meeting, October 6
- Presented with the Dean of Library & Learning Support Services to student affairs staff regarding increasing awareness of OER course offerings to assist students with registration, October 6
- Attending the OER Coordinating Group Meeting to provide updates on current status of the Zero Textbook Cost initiative awareness and discuss next steps for dual credit OER and continuing efforts to increase OER in course offerings, October 9
- Attended the Innovation and Transformation Meeting with the Academic Affairs administrators to discuss the creation of taskforces for Microcredentialing, CBE Faculty Evaluation, Chair Evaluation and other topics, October 9
- Attended the THECB Lunch & Learn meeting where THECB staff provided an update on the transition of forms to the online portal followed by a Q&A, October 10
- Met with the Department Chair for the RN-to-BSN program regarding MATH 1442 changing to 3-credits and the impact on the curriculum; provided guidance and a plan of action, October 10
- Attended the Banner User Group meeting to discuss the Degree Works update and the next steps regarding testing, October 10
- Met with the VPAA and Special Assistant to the VPAA to discuss HB1508 and produce a plan of action to bring the institution into compliance, October 12
- Attended the Degree Works Testing meeting to review the new functionality of Degree Works and discuss details regarding testing before the update is applied in production, October 13
- Facilitated a meeting with Department Chairs and Deans regarding the completion of the Developmental Education Program Survey for THECB, October 16
- Met with the College-Wide Curriculum Committee Chair to review the agenda packet in preparation for the committee meeting, October 16
- Met with the Director of Learning Outcomes to discuss and review the Core Curriculum Course Proposal process to establish an internal institutional review prior to the annual submission to THECB, October 17

- Attended the Data Management & Integrity Committee to provide and update on the process of development and reporting of microcredentials, October 17
- Attended the "Communicating with Students via Starfish" workshop to learn more about the application and functionality, October 17
- Met with the Department Chair for Drama, Liberal Arts Dean and Director of Learning Outcomes to discuss the process for Core Curriculum course proposals, October 17
- Attended the Education and Workforce Development Committee (EWDC) in preparation for questions related to deactivated programs in the past few years, October 17
- Attended the College-Wide Curriculum Committee meeting, October 17
- Met with the Advanced Manufacturing Technology faculty and Director of Research and Analytical Services to discuss the NIMS certifications and data collection for THECB reporting, October 18
- Attended the Workday Implementation ERP Kickoff Online, October 19
- Attended the Workday Implementation - Student Module meeting to discuss current challenges with curriculum and scheduling processed and plan for future implementation, October 19
- Co-presented on Curriculum, Scheduling, and Concourse Syllabi at the Chair Academy, October 20
- Met with the Director of Institutional Effectiveness, Assessment and Accreditation to discuss the updated budget for the proposed AS - Architecture and receive feedback for corrections needed, October 23
- Met with the Director of Transfer and Educational Advancement to review the Prior Learning Assessment information and transfer files for her new role which was effective Fall 2023, October 23
- Attended the GreenLight Demo which highlighted a platform for storing industry credentials, transcripts, and other documentation to benefit students for internships and employment, October 23
- Met with the program developer for the AS - Architecture to review the proposed schedule and adjustments to the budget projections, October 23
- Met with the Academic Operations Officer and Curriculum staff to review the Faculty Handbook process and discuss transition of the process to the VPAA office effective AY24-25, October 24
- Attended the STC & Region One ESC Leadership Meeting where we collaborated with Region One staff on opportunities for partnering on events and initiatives to support student success, October 24
- Met with the chair of Information Technology to discuss progress of development for the proposed Network Security Certificate and Data Analytics Certificate and reviewed the labor market data, October 26
- Attended the Concourse Fall User Meeting in which product updates and changes in the organization were discussed, October 26
- Attended a Concourse Syllabi webinar, "Streamline it! From Chaos to Order with Laredo's Syllabi", where Laredo College presented their experience with the implementation.
- Worked with the Department Chairs to collect data on OER course offerings for Fall 2023 to update the counts for the course modality report which would assist the VPAA's office in determining which dual credit courses offer OER and which ones do not.
- Reviewed the audit report for faculty home designation departments which contained data from the HR Banner Tables and Student Banner Tables to identify discrepancies.
- Assisted Director of Student Financial Services with information pertaining to an audit for the US Department of Education.
- Assisted the Dual Credit Department with troubleshooting and correcting the optional courses block in Degree Works for dual credit students in the Engineering Academy.
- Worked on the Chair Academy homework activity and presentation for the upcoming session scheduled for the Curriculum department.
- Reviewed research and created an outline to develop a draft form and institutional guidelines for Core Curriculum course proposals; created a Microsoft Form for the Core Curriculum Course Proposal submissions.
- Worked on the Spring 2024 Zero Textbook Cost report and sent it to the department chairs to review for updates.
- Worked on reviewing the responses to the Developmental Education Program Survey and provided feedback on questions; finalized and submitted the Developmental Education Program Survey (DEPS) to the Texas Higher Education Coordinating Board.
- Produced and sent the Concourse Compliance Reports with data as of October 20th, and compliance percentages were as follows: Syllabi (94.8%) and CV (97.77%).
- Reviewed the AY24-25 Catalog implementation timeline in preparation for publishing.

- Created a template and shared with the instructional departments and divisions for collection of third-party vendor information resulting in awarding of credentials to students to compile the results into a submission for a survey from the Texas Higher Education Coordinating Board.
- Began reviewing the assigned SACSCOC standards for the Fifth Year Report and started collection of evidence items.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Facilitated a Dean's Meeting to review and discuss master syllabi and next steps to standardize the Comprehensive Learner Record (CLR), competencies, OSA/Industry Credentials, badging, branding, logistics, and reporting with Suitable, October 2
- Participated in the Talent Strong Texas Pathways Meeting with STC Coach, October 4
- Participated in the Jaguar Academy Workshop, October 5
- Participated in the Institutional Leadership Council Meeting, October 6
- Participated in the Academic Affairs Innovation and Transformation Meeting, October 9
- Met with the Law Enforcement Team to review and update 2020-2023 PLO Assessment Plans, October 10
- Met with the Suitable University Success Specialists and participating STC departments to review project status, future projects, and review of the sandbox OSA activities, October 10
- Met with the IT Analyst to troubleshoot JagPRIDE Completion by Course reporting, October 12
- Facilitated a PLO Assessment Plan Workshop with a learning outcome overview with the Physical Therapy Assistant Team, October 13
- Met with the Fire Science Team to review and update 2020-2023 PLO Assessment Plans, October 16
- Met with the Director of Curriculum to review and discuss the Core Curriculum Course Application, October 17
- Participated in the Suitable Insider Roundtable, October 17
- Met with the Program Chair of Drama and Director of Curriculum to review and discuss the Core Curriculum Course Application, October 17
- Participated in the College-Wide Curriculum Meeting, October 17
- Participated in the Jaguar Academy Workshop, October 19
- Participated in a YuJa Workshop to learn how to develop online video modules with ADA considerations, October 19
- Presented an overview of Learning Outcomes and faculty needs based on survey feedback at the Chair Academy, October 20
- Participated in a GreenLight demo to learn more about the student digital lockers and verification options, October 23
- Met with the IT Applications Manager to discuss JagPRIDE and Suitable updates, October 23
- Participated in the TimeClock Plus Workshop, October 24
- Met with the Suitable University Success Specialists and participating STC departments to review project status, future projects, and update on OSA activities, October 24
- Met with the Program Chair of Advanced Manufacturing to review and update the 2020-2023 and 2023-2026 PLO Assessment Plans, October 25
- Met with the IT Analyst to troubleshoot JagPRIDE reporting issues for programs submitting data for multiple types of student learning outcomes with the PLO application, October 25
- Participated in the College-Wide Curriculum Meeting, October 26
- Participated in the Jag Academy workshop, October 26
- Participated and presented an overview of Learning Outcome Department projects at the BPST Division Leadership Meeting, October 26
- Facilitated the Learning Outcomes Committee meeting onboarding new Liaisons and welcoming back second year Liaisons, October 26
- Participated and presented an overview of Learning Outcome Department projects at Academic Council, October 30
- Met with the Director of Curriculum and Program Chair of Drama to review and discuss the Core Curriculum Course Proposal draft for potential new courses, October 31

- Met with the Program Chair of Childhood Development to review and update the 2020-2023 and 2023-2026 PLO Assessment Plans for all programs, October 31.

GRANT & PROJECTS:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access to department SharePoint 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 to the PowerApp and followed up with program chairs. Provided program chairs and faculty assistance with Targeted Improvement Plans and SharePoint navigation.
- 2023-2026 PLO Assessment Plan Revisions – Shared PLO Assessment Plan drafts for approval to programs and requested clarification on revisions submitted to the PowerApp. Met with program chairs and faculty to provide assistance with the revision process and provide an overview of the PLO Assessment Plans. Implemented a revision audit. Updated PLO Summary formatting, course alignment, reporting terms, due dates, SharePoint Access list, and Reference tab addition.
- Budget: Collaborated with Curriculum AA on expenditures pending requisitions/payments, encumbrances, and fall conferences/travel expenses.
- Concourse Learning Outcomes Update: Continued the review of Course Learning Outcome alignment in master syllabi. Collaborating with Program Chairs on inconsistencies. Updated Course Learning Outcome descriptions with ACGM/WECM alignment in the Curriculum Map.
- Department Training: Provided team members with training on developing placeholder OSA badges and templates with course alignment in the Suitable sandbox, setting up a cross reference of the PTAS Program Learning Outcomes, Course Learning Outcomes, and Accreditation Standards, navigating and support of the Learning Outcomes Committee Teams Channel, and an overview of the department SharePoint sandbox.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Completed OSA Curriculum Templates, comprehensive spreadsheet, and all sandbox activities. Researching Industry Certifications for optional aligned activities for micro-credential documentation and reporting possibilities.
- IE Plan: Revised 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Fall 2023 – Realigned and mapped new PLO and Core Objective courses. Updated PLO descriptions, assessment methodologies, and expected proficiencies. Updated the PLO numbering for departments using common courses to improve the data collection process. Shared reminders with program chairs for pending session data. Assisted faculty with application navigation and submitting data.
- Learning Outcomes Committee: Facilitated the first College-Wide Curriculum Committee Liaison meeting for the 2023-2024 academic year providing Liaisons an overview of responsibilities, previous year projects/successes, and upcoming projects. Met with faculty, program chairs, and deans who wanted to learn more about the purpose of the committee and Liaison responsibilities.
- Suitable Taskforce: Leading a Core and Focus teams to standardize the competencies, Comprehensive Learner Record (CLR), branding, badging, OSA & Industry Credential integration, logistics, and reporting efforts. Reached out to all potential team members to provide an overview of the project and developed the Core and Focus Groups. The first meeting will take place in November.

REPORTS:

- 2022-2023 PLO Target Division Reports
  - Comprehensive 2020-2023 PLO Assessment Cycle Power BI Draft
  - Division 2020-2023 PLO Assessment Cycle Power BI Draft
- Fall 2023 JagPRIDE Data Load Audit
- Fall 2023 JagPRIDE Mass Activity Insert Audit
- Fall 2023 JagPRIDE Instructor Audit
- Fall 2023 JagPRIDE Session Audit
  - Core Objectives: 1% complete (2 out of 161 participating faculty) 330 sections
  - Program Learning Outcomes: 5% complete (22 out of 390 participating faculty) 965 sections

SHANNON PERALES
STARFISH ADMINISTRATOR
MEETINGS:

- Institutional Planning & Effectiveness Committee, October 2
- Starfish & Guided Pathways Specialist Meeting, October 3
- WE CAN Cancer Support Group, October 3
- EAB Services Support, October 4
- Institutional Leadership Council, October 6
- Helping Students with Zero Textbook Cost Course Enrollment, October 6
- Institutional Planning & Effectiveness Committee, October 9
- Innovation and Transformation, October 9
- Institutional Effectiveness Plan Training, October 10
- EAB Starfish Office Hours, October 11
- Workshop #298555: Communicating with Students via Starfish, October 16
- Breast Cancer Awareness Event, October 17
- Workshop # 298561: Communicating with Students via Starfish, October 17
- Strategy Hour with EAB Starfish, October 18
- Emerging Technology Academy, October 18
- Find Your Future Walk About, October 18
- Workshop #298562: Communicating with Students via Starfish, October 19
- ERP Kick Off, October 19
- Workshop #298563: Communicating with Students via Starfish, October 20
- Starfish & Chair Student Success Meeting, October 25
- EAB Starfish Office Hours, October 25
- Workshop # 298299: TimeClock Plus Training, October 26
- Find Your Future, Dean Discussion, October 26
- BPST Division Leadership Monthly Meeting, Starfish Update, October 26
- Academic Council, October 30
- Starfish & Guided Pathways Specialist Meeting, October 31
- Halloween Trick or Treat Event, Library Circulation Desk, October 31

GPS Starfish Monthly Report	
Date:	11/9/2023
Reporting Period:	October-23
Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	803
Flags Addressed:	661
To-Do's:	59
Referrals: (Tutoring)	356
Kudo's: (Paws up Jaguar)	0
Notes:	18490
Total Number:	**20369**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	115
Course Substitutions:	0
Email/Phone:	662
Financial Aid Addedums:	10
Graduation-Degree Audits:	0
INDS Holds:	0
Remediation	0
Registration:	245
Schedule Changes/Cancellations:	4
Total Number:	**1036**
Starfish Events	
Appointments Created	3329
Flags Raised	43579
Notes sent through Starfish Office	76761
Dual Credit Referral	1636
Flags Cleared	14902
Total Number:	**140207**

Updated 3-21-22 SA

ACADEMIC EXCELLENCE PROGRAMS
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 a PTK Information Session via Teams, October 25
- **Meetings** –
    - Held the PTK October General Meeting via Teams, October 26
    - Attended PTK Chapter Development Session on Technical Writing, Zoom, October 4
- Held student officer team meetings to discuss Honors in Action Project, College Project and Chapter plans via Teams, October 5, 10, 17 & 24
- **Projects**:
    - PTK hosted a Mental Health Awareness Day event across all campuses as a part of our College Project. Oct 10th, 2023, all campuses. Read the story here: https://news.southtexascollege.edu/stc-phi-theta-kappa-chapter-seeks-to-break-mental-health-stigma-among-students/
    - PTK officer team volunteered at Ben Milam Elementary's Fall Festival as a part of the community action portion of our Honors In Action Project, October 21
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** –Completed Advisor's Edge training on PTK website. Started planning for PTK Induction ceremony being held in November. Continued to add details and resources for PTK students through Blackboard course. Created and shared an email with Faculty/Staff News to Spread the word about PTK and to encourage students accept invitations. Started planning for PTK fundraiser, T-shirt sale. Inquired and met with a *Be the Match* Representative both national and local to coordinate future hosting at the college.

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. Continued reviewing applications submitted for the Spring 2024 semester.
- **Administrative-** Touched base with Honors students regarding their course plans for Spring 2024. Started researching Honors programs in other community colleges. Started a search for Honors Program history.

VALLEY SCHOLARS PROGRAM:

- **Administrative-** Met with students that had questions about their scholarship. Met with students that had questions about transfer scholarship.

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY
DIVISION DEAN'S REPORT:

- Attended National Council for Workforce Education Conference (NCWE) in Baltimore, Maryland, October 3 - 5
- Participated as a panelist for 2023 Career Connect Tx Fall Convening, October 5
- RGV Hispanic Chamber of Commerce – State of the Congress lunch, October 9
- Innovation and Transformation meeting, October 9
- Coordinated Operations Council meeting, October 10
- Interview with Rio Grande Guardian, October 12
- Dual Credit CTE Advisory Committee meeting, October 12
- Meeting with SAEM staff for Technology Campus updates, October 17
- Technology Campus tour with Texas A&M TEEX, October 18
- South Texas College and Region One Leadership meeting, October 24
- Division Leadership Meeting, October 26
- VAMOS Board of Directors Annual Retreat – Presentation, October 26
- Degree Reclamation Meeting, October 30
- Academic Council meeting, October 30

- Perkins Basic Workshop – Session 1, October 31
- Meeting with South Texas College Dual Credit and Joe Calvillo CTE staff, October 31

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Spoke with Special Operations Supervisor Oscar Saldana regarding recruitment visits for AAS Law Enforcement Program at McAllen Border Patrol Station, October 4
- Spoke with Roxanne Rodriguez Saldana with Tropical Texas Behavioral Health regarding Mental Health training at the RCPSE, October 4
- Met with Texas Alcohol Beverage Commission Agent Jorge Alanis regarding possible use of the Emergency Vehicle Operations track for agent vehicle training, October 4
- Met with TCOLE Field Agent Derry Minor regarding TCOLE Simplified Course to be held at RCPSE and upcoming changes in TCOLE auditing practices, October 4
- Attended 3rd Quarter Clery Meeting, October 5
- Met to discuss McAllen Border Patrol Station Recruitment for AAS Law Enforcement Program with RCPSE staff, October 10
- Attended Operation Heroes Event Planning Training instructed by facilities staff, October 11
- RCPSE Two Story Residential Fire Training Structure Bi-Weekly Construction Progress Meeting, October 11
- Attended Institutional Effectiveness Plan Workshop, October 11
- Attended Building Responder Training instructed by James Archer with STC Public Safety Department, October 13
- Met with Alton Fire Chief Gus Ramirez to discuss Memorandum or Understanding for fire related training, October 17
- Met with Weslaco Police Chief to discuss future police academy in Weslaco and tour new public safety building, October 18
- Met with facilities and Academic Affairs staff at Mid-Valley Campus to review plans for used of classrooms and office area for future police academy cohort in Weslaco, October 18
- Met with Alamo Fire Chief Roy Contreras to discuss recruitment for AAS Fire Science Program at his department and future CE trainings, October 19
- Met with Dallas Renfrew with TEEX to discuss future trainings at the RCPSE, October 19
- Attended the Texas Commission on Law Enforcement (TCOLE) Conference in Corpus Christi, Texas, October 23-26
- Assisted instructor with the Starr County Firefighter Bulldozer Training at the Starr County Campus, October 30-31
- Met with Starr Precinct #4 (San Isidro) Fire Department Asst. Chief Matthew Piper regarding potential Memorandum of Understanding (MOU) for fire related trainings, October 31

External Visits:

- Met with Alton Fire Chief Gus Ramirez to discuss Memorandum of Understanding (MOU) for fire related trainings, October 13
- Met with Alamo Fire Chief Roy Contreras to discuss recruitment for AAS Fire Science Program at his department and future CE trainings, October 19
- Attended the Texas Commission on Law Enforcement (TCOLE) Conference in Corpus Christi, Texas, October 23-26
- Assisted instructor with the Starr Country Firefighter Bulldozer Training at the Starr County Campus, October 30-31
- Met with Starr County Precinct #4 (San Isidro) Fire Department Asst. Chief Matthew Piper regarding potential Memorandum of Understanding (MOU) for fire related trainings, October 31

Events/Accomplishments

- Hidalgo County Sheriff's Office Academy Emergency Vehicle Operations Class, October 2-17
- TCIC/TLETS Full Operator Access Course, October 2-4
- High Performance Teamwork: Conflict Resolution Course, October 3
- Personnel Selection: An I/O Psychology Approach to Hiring and Promotion, October 3
- Fire Investigations: First Responders course (TEEX), October 3-4

- Vanguard Student Orientation for Prospective Corrections Students, October 5
- Cryptocurrency Course, October 10-12
- Defeating deception in Interviews, October 11
- 5 Day New Detective and New Criminal Investigator Course, October 16-20
- Border Patrol ICS 300-400 Course, October 16-20
- AR-15/Remington 870 Armorer Course, October 23-26
- PSJA Student Tour of RCPSE, October 27

Upcoming RCPSE Events:

- Future Heroes 5K Run/1 Mile Walk, November 4
- Police Background Investigations, November 6-8
- Advanced Field Training Officer Course, November 6-7
- Mercedes High School Tour of RCPSE, November 8
- Legislative Update Course, November 9
- Finding Wellness Course, November 9
- Law Enforcement Grant Writing Course, November 13-14
- OC Aerosol Projectors Instructor Course, November 14
- TCOLE Simplified Course, November 15
- Car Fire Simulator Training at Alton Fire Department, November 18
- Hostage Negotiations I & II Course, November 27- December 1
- TCOLE Basic Telecommunications Certification Course, November 27- December 1
- Texas Law Enforcement Peer to Peer Training, November 28-30
- Pharr PD Emergency Vehicle Operator Training, November 30

Emerging Technology Specialist – BPST
Joshua Sanchez

- Law enforcement cadets training on the Street Smarts Law Enforcement Simulator, October 4
- Capturing footage of Fire cadets training car fire drills using drones, October 9
- Capturing footage Part 2 of Fire cadets training dumpster fire drills using drones, October 10
- Showcasing zSpace at Fiesta De Palmas event, October 21
- Using zSpace for automotive program AUMT-1201 in A121, October 24
- Showcasing Street Smarts Law Enforcement Simulator at PSJA tour of RCPSE, October 27
- Halloween zSpace Competition in building B Tech Campus, October 31

BPST Project Manager

- Review of BPST Scholarships with Financial Aid, October 2
- THECB Reskilling and Upskilling Webinar, October 2
- National Conference for Workforce Education, October 3-October 6
- Technology Campus Update with SAEM and AA about enrollment area, October 17
- Review of Advanced Manufacturing Technology scholarships and grants, October 17
- Texas A&M TEEX Meeting on Advanced Manufacturing Technology, October 18
- Public Relations/Marketing meeting on Cosmetology Graduation, October 18
- Meeting with Student Activities and Emerging Technology Specialists about VR/AR equipment, October 18
- Review of Perkins equipment requisitions with projects manager from OSI, October 23
- Monthly meeting with managers with BPST Dean, October 25
- Strengthening Community College Grant update with OSI, October 23
- Review of TRUE grant with AMT and OSI, October, 25
- Distinguish Leadership Academy (DLA) group meeting, October, 26
- BPST Division Leadership Meeting, October 26
- Degree Reclamation Meeting, October 20
- Strengthening Community College Grant update with OSI, October 30
- We Can TX Update with Project Director, October 30
- Perkins Workshop, October 31

Advanced Manufacturing Technology

Major Meetings:

- AMT hosted the Fall Semester Advisory Meeting, October 3
- AMT hosted over 120 students at our MFG Day Event where they were able to take company tours to companies like IHC Suspension, Regal Rexnord, Amaida Machine Shop, Black & Decker and Royal Technologies, October 5
- AMT Department Meeting, October 20
- Fiesta de Palmas Event, Represented AMT and Mechatronics at the Fiesta de Palmas event on Saturday afternoon, in efforts to recruit students for the coming semesters, October 21
- Kapal Industries met and toured our manufacturing labs, October 23
- Toyota Motor Manufacturing Texas met and spoke tour traditional student Visit, October 25
- AMT faculty helped set up Progreso H.S. Machine Shop after flooding in Spring, October 27
- Toyota Motor Manufacturing Texas met the AMT Dual Credit students and toured their manufacturing labs at Weslaco Calvillo H.S., October 27

Architectural & Engineering Design Technology

Major Meetings & Activities:

- INDS 1445 Commercial Design I class visited Floor & Décor Commercial Flooring on Monday, October 2
- Met and collaborated with AEDT faculty on planning for the final project of an architectural course, October 2
- Council of Chairs Meeting, October 3
- Collaborated with AEDT faculty for the Fall 2023 AEDT Advisory Committee Meeting, October 4
- PSJA 3rd Annual College and Career Tailgate, October 6
- Mentoring students involved with Mi Casita Affordable Housing Project, October 7
- TSPS 72nd Convention & Tech Expo Conference, October 4-7
- Hidalgo County Presentation, October 6
- We-Can TX and STC Meeting, October 10
- IE Plan Reporting Beginners, October 11
- Department Chair Meeting, October 12
- Fall 23 Chair Academy, October 13
- AEDT Departmental Meeting, October 13
- AAWCC October Monthly Membership Meeting, October 16
- AEDT Boss's Day Celebration, October 17
- Architectural and Engineering Design Technology IE Plan Final Report, October 17
- College-Wide Curriculum Committee Meeting, October 17
- Emerging Technologies Academy Pilot Fall 2023, October 18
- STC Mid-Valley Campus –Family Reading Night, October 18
- ECISD College Night, October 18
- Structural Drafting Field Trip to Building E, October 18
- AEDT Advisory Committee Meeting for Fall 2023, October 19
- Fall 23 Chair Academy, October 20
- Fiesta De Palmas, October 21-22
- Kapal Industries Meeting, October 23
- Instructor discussed with Texas Architect Magazine for publication, October 23
- Autodesk Certification Study Session, October 23-25
- Meeting with BPST Division Curriculum Committee Chair, October 24
- Emerging Technologies Academy Labs Demo Core Session, October 24
- Faculty Senate Meeting, October 24
- Meeting with BPST Project Manager & Student Activities Specialist for Halloween Trophies, October 24
- Coordinated with Villanueva homes for a job site visit, October 25
- South Texas Ecotourism Site visit with Megamorphosis Architect, October 25
- Reviewer at Architecture Design Class "Barkitecture 2.0", hosted at Texas Southmost College, October 25

- Collaborate w/ Manuel Toledo Cavazos about the Halloween Trophies, October 25-26
- BPST Division Leadership Monthly Meeting, October 26
- Fall 2023 ARCH 1303, Midterm Exhibit, October 26
- Volunteered with the Club in the AIA LRGV Fundraiser, October 27
- Fall 23 Chair Academy, October 27
- Faculty participated in various trainings, webinars and workshops throughout the month.

Upcoming Travel, Meetings, and Conferences:

- Autodesk University Conference 2023, Nov 13-15

External Visits (Site/Organizations):

- ACD2 Club volunteered at the AIA LRGV Clay Shooting Fundraiser, October 27

Cosmetology

- Throughout the month of October, we ordered and received furniture and equipment from various vendors for the new Cosmetology Center, October 1-31

- Lab Specialist Interview, October 2
- DELTA Academy Professional Development, October 2
- Meeting with Student Completion Services Department for Spring 24, October 3
- Power Up: Professional Development System at the Pecan Campus, October 4
- Civilian Response to Active Shooter Phase one workshop, October 6
- Submitted student kits order for Spring 24 at Ballew, October 6
- TDLR PSI Open House Meeting, October 8
- Department Chair Meeting, October 12
- Active shooter Stop the Bleed Phase two, October 13
- Starfish training, October 17
- College-wide Curriculum Committee Meeting, October 17
- PR meeting for Cosmetology Graduation planning, October 18
- Paul Mitchell The School Nashville tour, October 20
- Aveda Arts & Sciences Institutes Nashville tour, October 21
- Behind the Chair Hair Show Nashville, October 23
- Perkins Workshop, October 31
- Meeting with Events Manager for Graduation, October 31

Business Administration

- Met with Erika Pheanis from Magic Valley to prepare plans for upcoming meeting, October 3
- Economics instructor presented and attended sessions at the CBExchange Conference in Florida, October 3-6
- Economics instructor attended the Budgeting Relationships & life event by F3E at STC library, October 4
- Business Administration and Economics instructors attended the Civilian response to active shooter, October 6
- Business Administration instructor attended a Semester Accounting Advisory Meeting, October 6
- Economics instructor attended the Management Advisory Committee meeting, October 6
- Economics instructor attended the KBD Advisor Meeting, October 9
- Business Administration instructor attended the KBD Meeting, October 9
- Economics instructor attended the KBD Advisor Meeting, October 11
- Economics instructor assisted with the BA Registration event, October 12
- Business Administration instructor attended a Team meeting on AAS-Accounting Program proposed changes by curriculum with audit includes researching and coordinating, October 12
- Business Administration instructor attended the Building Responder Training, October 13
- Economics instructor prepared content for today's CBE advising meeting with Jessica Hodell from Sinclair College, October 16

- Economics instructor attended the STC-UTRGV 4+1 Meeting with Department Chair for STC's Operations Management Program & Dean of Math, Science, IT & Bachelor Programs, October 19
- Economics instructor collaborating and developing a presentation with Dean of Math, Science, IT & Bachelor Programs for the AAC&U Conference in Washington D.C., October 20
- Women in Technology Event Meeting, October 27

Culinary Arts

- Culinary Arts and Dual Credit completed a site visit at Vanguard Beethoven Secondary Academy for a potential partnership, October 2
- Culinary Arts students made pastries for the STC Library Art Gallery Exhibit Ka-Ching, October 4
- Culinary Arts courses prepared hors d'oeuvres and pastries for the STC Foundation Gala, October 4
- Breads and Rolls students baked pastries for presenters attending the 13th Annual Manufacturing Day, October 5
- Culinary Arts students and faculty volunteered at the STC Foundation Gala. Students had the opportunity to interact with guests while serving hors d'oeuvres and pastries, October 5
- Pastry courses baked products for the education department event, Education Meet and Greet Orientation. Culinary students and faculty also attended the event to promote the Culinary Arts program, October 12
- Culinary students enrolled in American Regional Cuisine prepared a tasty dish for the STC Hispanic Food Festival, October 12
- Culinary Arts students and faculty volunteered at the RGV Food Bank annual Empty Bowls event hosted at the Bert Ogden Arena, October 17
- Culinary Arts October Faculty meeting, October 23
- Culinary Arts faculty judged an apple baking competition at Las Palmas Nursing Home, October 26

Design and Building Technology (Construction Supervision, ELPT and HVAC)

Major Meetings:

- Chair and HVAC faculty attended the Excellence Accreditation meetings, October 2, 9, 16, & 23
- Engaging Web Apps & Tools Workshop, October 3
- Council of Chairs meeting, October 3
- HVAC Advisory Committee preparation meeting, October 5
- Interplay Learning training meeting, October 6
- Chair and Construction Supervision instructor attended the Hidalgo County Human Resources to speak to the County employees about DBT programs, October 6
- Construction Supervision Advisory Committee meeting, October 11
- BPST Department Chair meeting, October 12
- IE Planning open workshop meeting, October 12
- HVAC faculty attended the Dual Enrollment Meeting, October 12
- Design Building Technology department meeting, October 13
- College-Wide Curriculum Committee meeting, October 17
- Emerging Technologies academy, October 18
- HVAC Advisory Committee Meeting, October 20
- Planning for Success in HVACR webinar, October 23
- Introduction to Gimkit workshop, October 24
- AI in the Classroom webinar, October 24
- Mid-Valley expansion meeting, October 25
- BPST Division Leadership meeting, October 26
- Met with CATA staff to discuss support, October 27
- Construction Supervision program took the Construction Supervision Club to help serve Thanksgiving Dinner to local families partnering with the Tow-r Organization. October 28
- HVAC and Electrician Assistant faculty participated in various trainings, webinars and workshops throughout the month.
- DBT programs participated in various career fairs and college night throughout the month.

Major Activities:

- HVAC and Construction Supervision participated in the Fiesta de Palmas recruitment, October 22

Grant Activity:

- Perkins Basics Session 1 workshop, October 31

Public Safety (Fire Science and Law Enforcement)

- Trainings attended
  - Emergency Vehicle Driver Instructor Training in Raymondville, October 17 & 18
  - LE Instructor & Compliance Specialist attended the TCOLE (Texas Commission on Law Enforcement) Conference in Corpus Christi, October 23-26
  - Department Chair attended a Zoom webinar on AI (Artificial Intelligence) In the Classroom hosted by Library Services, October 24
- External Visits to schools, agencies, etc.
  - Department Chair visited with Edinburg PD personnel to promote AAS-LE, October 13
  - Department Chair met with leadership from the Weslaco Police Department and Weslaco Fire Department to discuss recruiting opportunities within those agencies, October 18
  - Department Chair and GPS (Guided Pathway Specialist) met with Border Patrol personnel to discuss AAS-LE, October 25
  - Department Chair spoke with CTE (Career Technical Education) Directors at their monthly meeting in Mercedes to provide information about the Corrections Academy, October 26
- Recruitment activities
  - Department Chair, FS Instructors, GPS, PSCS, and ETS conducted a tour of the facility and provided information on the academy programs to students from PSJA North, PSJA Memorial, and PSJA, October 27
- Participation in Community Events
  - Police and Fire academies attended Donna PD National Night Out at Bennie LaPrade Stadium, October 4

Accomplishments

- Department Chair qualified in his biannual firearms qualification with the Hidalgo Co. Sheriff's Office as part of his requirement as a Reserve Deputy, October 5
- Meetings
  - Fire Science PLO Assessment Plan Meeting, October 16
  - Department Chair met with the CLE (Center for Learning Excellence) Team to discuss a new initiative that identifies students who may need assistance in the police academy and fire academy. The initiative aims to identify students who may need help with time management, studying strategies, and test taking strategies and encourage students to participate in workshops that will strengthen those skills.
  - College-Wide Curriculum Committee Meeting
  - Division Curriculum Committee Meeting

Welding

- Hidalgo County Facility Management, October 6
- Received the new booths for the Mid Valley new welding shop, October 17
- New Custom table made by our own instructors for the new Shop in Rio Grande City, October 20
- Trunk or Treat Halloween Event, October 26

CARLOS MARGO
DIVISION DEAN – CENTER FOR ADVANCED TRAINING & APPRENTICESHIPS
DIVISION DEAN'S REPORT:

- 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 Vet Assistant enrollment report
- Reviewed IAM monthly and fiscal year enrollment reports

- Reviewed grant compliance and closeout reports
- Completed monthly activity report
- Staff meeting to discuss Apprenticeship Office and CEED Building logistics, Oct. 3
- Meeting with Vet Assistant Instructional Designer to discuss course modifications for Spring 2024, Oct 3
- Follow up meeting with Bert Ogden group regarding auto tech apprenticeships, Oct. 5
- Attended STC Manufacturing Day Event, Oct. 5
- Meeting with Gonzalez Construction, Oct. 10
- Meeting with TWC and staff regarding Foster Youth to Apprenticeship programs, Oct. 13
- Visit to Bimbo Manufacturing Facility in Corpus Christi with Transcasa, Oct. 17
- Meeting and tour with TAMU TEES representative, Oct. 18
- Meeting with Edinburg Veterinary Clinic to discuss Vet Assistant apprenticeship, Oct 19
- Meeting with Falcon Construction regarding heavy equipment operator training program, Oct 19
- Meeting with instructor for bulldozer operator training program in Starr County, Oct. 29
- Meeting with NADBank regarding EPA grant, Oct 23
- Meeting with STC PR and Marketing to discuss Apprenticeship Summit, Oct 24
- Meeting with Festo robotics personnel, Oct. 24
- Apprenticeship 9 kickoff meeting, Oct 24
- Presentation and tour of Tech Campus for La Joya ISD seniors, Oct 24
- Participated in INDEX Reynosa Golf Tournament, Oct 28
- Met with IAED Director to strategize operations Oct. 18
- Meeting with staff to discuss Vet Assistant instructors and curriculum developers for Spring 24. Oct. 30
- MEDC Monthly Board Meeting, Oct 19
- Multiple meetings with IAM staff to discuss grant, revenue and KPI status, on-going
- Multiple phone calls with business partners regarding training and college events
- Multiple grant initiation meetings with STC Office of Accountability and IAM staff

Initiatives

- Creation of Office for Apprenticeship procedures manual (on-going)
- Compliance review and updating of apprenticeship records
- Extension of Apprenticeship Office to Mission CEED Building
- Finalized and submitted apprenticeship programs under development to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for IAM construction programs—Phase II
- Inclusion of AgriLife into veterinary apprenticeship and pre-apprenticeship programs
- Hired the new IAM Apprenticeship Manager and Navigator positions
- Preparation for RN apprenticeship implementation
- Research and development of solar panel incubator project
- Brewery Technician training program (on hold)
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership. Waiting on MEDC)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives
- Starr County Heavy machinery operator safety program—initiated program in Starr County
- Planning for an STC Office of Industrial Safety
- Continued Preparation for the approved STC Center for Apprenticeship Training
- 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.
- 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 to Registered Apprenticeship training program (Desi Holmes, TWC, on going)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC CATA IE plan
- International program/course and outreach initiatives

DEPARTMENT/PROGRAM REPORTS:

Director's Report:

- Initiated activity under the Susan Harwood grant, October 1
- Initiated activity under the Development Corporation of McAllen Agreement/City of McAllen Grant, October 1
- Worked on THECB TRUE grant proposal and budget with OSI, October 11
- Attended Pharr EDC Manufacturing Day event, October 11
- Hosted a meeting to discuss a Foster Youth Apprentice program with Desi Holmes, TWC, and Mitzi Fuentes, DFPS, October 13
- Facilitated in the preparation of promoting our services at the Fiesta De Palmas event, October 1–20
- Conducted interviews for Director of Continuing Education, October 18
- Attended the McAllen Economic Development Corporation Board Meeting, October 19
- Attended the Apprenticeship Summit Planning Meeting with Public Relations, October 24
- Conducted interviews for Student Success Specialist for CATA, October 24, 27
- Conducted a presentation for a group of La Joya ISD high school students who are interested in credentials and provided a tour, October 25
- Met with management personnel at Wonderful Citrus to tour the facility and identify training needs, October 31
- Attended Academic Council Meeting, October 30

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of October: 691 students; September: 495 students
- Project Training Specialists recruited and started classes that include Warehouse Safety Training, Forklift Training, Lego Ev3 Robotics Camp, Lock Out/Tag Out, Basic Blueprint Reading, Geometric Design & Tolerancing, OSHA 10 General Industry, Workplace Safety, Intro to Excel, Construction Technician Apprenticeship Cohort, Construction Superintendent Cohort, Fire Safety, Leadership Skills, Heavy Equipment Operator Bulldozer Training, Communication Improvement IV, Basic Refrigeration, OSHA 30 Construction, Robotics
- Coordinated recruitment and orientation for Weslaco EDC Grant, recruited students for Intro to Excel
- Coordinated training for Emerson on CPR; ECO Plastics on Fire Safety/Extinguisher; Chula Brand/Greenlight/Chula Brand on Forklift and Identipak for Leadership Level I
- Meeting with Identipak to discuss the logistics of Leadership L1 and MSSC training
- Met with General Electric to coordinate Robotics training specific to their current needs.
- Met with Region One to:
    1. Schedule OSHA 10 Class at PSJA Napper Center
    2. To review the Disaster Preparedness training for students and parents for Feb 24/Mid Valley Campus.
    3. Schedule FAFSA Fast track for PSJA Napper and San Juan Parents centers and review the programs to be offered – HVAC Technician Assistant, Introduction to Welding, Introduction to Pipe Welding, CCS and Computer Applications.
- Met with Universal Metal Products to review training for October 2023
- Met with Pharr International Bridge to promote the Certified Customs Specialist and to attend November 15 meeting to hand out CCS Certificates to 6 participants.

Training/Workshops/Professional Development:

- Training Specialist III

1. Participated in the MSSC Safety module instructor credential
2. Completed 40-hr. Investigation Certificate webinar on Accident Investigation
3. Work on obtaining MSSC Maintenance module instructor credential
4. Planning for an OSHA Construction Update Webinar
5. Attended OSHA 511 Training online class
6. Completed MSSC CPT – Quality Practices and Measurements certification exam

Apprenticeship Manager

Recruitment/Trainings:

- Attended "Information Technology Industry Sector Partnership" event at Pharr EDC and set up informational booth to recruit students for IT Apprenticeship, October
- Participated in Pharr EDC Manufacturing Day and set up informational booth to recruit high school students, October 11
- Provided La Joya HS Students with campus tour to learn about advanced training and apprenticeship options October 24
- Coordinated/Created Heavy Equipment Operator- Bulldozer training with Starr County Fire Department October 30- 31

Meetings:

- Attended South Texas College Manufacturing Event October 5
- Meeting with Stanley Black and Decker to discuss Injection Molding Apprenticeship curriculum development October 10
- Meeting to discuss possible Foster Youth Apprenticeship options with DFPS October 13
- Attended Apprenticeship Navigator Booster Meeting October 19
- Attended meeting with PR for preparation for Apprenticeship Summit October 24
- Attended STEM Talent Challenge kickoff meeting October 31

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS
DIVISION DEAN'S REPORT:

- Continued working with Facilities Planning and Construction on the designs for the Cooper Center expansion, October 2, 10, 17
- Attended the guest Artist talk with Jerry Lyles: "Don't Be Hasty", October 4
- Convened the STC Talent Strong Texas Pathways Team for our meeting with our Pathways Coach, October 4
- Participated in a panel discussion for the 2023 Chair Academy, October 6
- Attended the RGV Hispanic Chamber's State of the Congress Luncheon, October 9
- Continued working on a grant proposal for the ASCENDER program, October 10
- Attended a meeting of the Texas College Bridge Higher Ed partners, October 11
- Continued coordinating the development of the Digital Video and Cinema Production AAS degree, October 11
- Attended the 20th Annual Hispanic Food Festival, October 12
- Participated on the Search Committee for the new AVP in Academic Affairs, October 16, 19
- Attended the 2023 NISOD Virtual Conference, October 18-20
- Presented awards for the winners of the 6 Word Story Contest at Mid-Valley's Reading Week, October 18
- Participated in the Catch the Next Board meeting, October 20
- Introduced John Warner at our "AI in the Classroom" workshop, October 24
- Attended the OE+AR Conference, October 27
- Met with representatives from Academic Impressions regarding potential partnerships and memberships, October 27

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Ballet Folklórico South Texas College traveled to Bastrop, TX, as special guest at the Hispanic Heritage Month Celebration hosted by Cedar Creek High School – Bastrop, ISD. The troupe performed to a welcoming audience of hundreds of attendees, October 14
- Center for Mexican American Studies initiated the paperwork for the guest speaker for the Jose de la Luz Saenz Veterans Day Lecture Series. Guest speaker Esther B. Reed was contacted, and she agreed to travel to South Texas College in November to give a special presentation to students, faculty, staff, and community members.
- Center for Mexican American Studies staff initiated preparations to welcome Ensamble Folklórico Mexicano from Monterrey, Nuevo León, México in November as a special guest for Amistades Concert Series 2023. A contract for the City of Edinburg Auditorium was submitted for approval for the rental of the facility. A promotional poster was created by CMAS Secretary Alan Martinez to be shared through media outlets and social media.
- Ballet Folklórico South Texas College performed as a special guest in the 2023 Dia de los Muertos festivities hosted by the City of Edinburg and Edinburg Cultural Arts Division, October 21
- Preparations were initiated for Ballet Folklórico South Texas College's upcoming Spring semester performances and demonstrations throughout the term. Several festivals and coordinators from around the state reached out with invitations for BFSTC's participation.

Music Department

- The STC Snare Ensemble, directed by Ron Schermerhorn, performed for the STC Fall Convocation and Logo Reveal.
- Dr. Daniel Cather performed for the reception at the STC Foundation Gala, and Mr. Jaime Garcia and *Sounds of Spain* performed for the dinner, October 5
- STC Asst. Professor of Violin, Dr. Lindsey Gamble, worked with students at Nikki Rowe HS and also served as a panel judge for TMEA Auditions at Economedes HS, October 6 and 7
- Mr. Jaime Garcia was a clinician and judge for the Edinburg CISD Annual Guitar Festival, October 7
- UTRGV's Dr. Cindy Cripps gave a masterclass for STC woodwind students, October 20
- STC piano alumnus, John Hernandez, won 2nd place in the American Protégé International Competition of Romantic Music 2023, thereby earning a performance at Carnegie Hall, October 23
- STC Jazz and Percussion are giving a Halloween Concert in the Student Union Ballroom at 7:00pm, October 30

English Department

- The Pecan Campus English Department held a discussion lead by David Oakes "Laughing With The King: Discovering The Comedy Within The Works of Stephen King," October 17
- The Mid Valley Campus English Department and faculty member Eva Masilamony sponsored Reading Week with events: 6 Word Story, Local Authors Panel, Literary Costume Contest, Open Mic, October 16

Art Department

- Brazosport College welcomed artist, educator, and Dual Credit Instructor Luis Contreras to their campus for the conclusion of its Hispanic Heritage Month events.
- Contreras hosted a printmaking workshop with current students, giving them a glimpse of the popular art medium. In the Art Gallery, he introduced his exhibit, "The Choice is Y(ours), Mijo," which uses mazes and street signs to invoke direction, discipline, and freedom that can be found in our everyday choices.
- This exhibit will be on display in the Brazosport College Art Gallery until November 20, 2023.
- Art Instructor, Luis Corpus received award recognition for serving as a Board Member for the Texas Association of Schools of Art, and for operating as the Conference Newsletter Editor. October 2020 through October 2023. He also had his painting accepted in the TASA 1 Foot Exhibition, John E. Conner Museum, Texas A&M University Kingsville. October 19 through October 21, 2023. He also received the Juror's Choice Award. 38th Annual No

Big Heads Juried Exhibition, Hugh McPeck Gallery, University of Alaska, Anchorage. October 4 through November 2nd.

- STC Art Department had a delegation of faculty and staff attend the Texas Association of Schools of Art at Texas A&M University – Kingsville. Those who were attended: Art Instructors: Luis Corpus, Christopher Leonard, Ed Garcia, Carlos Limas, Rachael Brown; Lecturer: Leila Hernandez; Staff: Genesis Ramirez. Sessions included AI and other emerging technologies that artists must be able to manipulate and respond to. DEI discussion regarding working with BIPOC and LGBTQ students in preparing them for careers in terms of seeking internships, cultivating references, preparing websites, working to get art into collections, October 19 – 21
- Art Instructor Carlos Limas created a catalogue of the Art Faculty Exhibition which runs September 18, 2023 - November 17, 2023. *(See PDF attachment of faculty who participated along with the work they exhibited.)*
- The Art Department hosted priority for their majors at the Pecan and MidValley Campuses from October 9th – 12th. The Art Department worked in collaboration with the Liberal Arts Guided Pathway Specialists who checked all perspective graduates and assisted a total of 166 students with registering for Spring 2024. They are happy to report some of the studio art classes are now full or close to full for the Spring 2024
- Art Instructor Chris Leonard participated in the STC Library Art Gallery's Ka Ching Exhibit and his piece, "The Salesman's Smile" was awarded second place. He was invited to exhibit at The University of Texas Rio Grande Valley's Rusteburg Gallery as a part of *Alchemy*, an exhibit featuring local clay artists curated by UTRGV Ceramics prof, Stephen Hawkes. See https://www.instagram.com/p/CyeJE1FOcxm/?img_index=2
- Art Instructor Melissa Terry and Lecturer Alexis Ramos assisted the STC Art Collective *(formerly the Art Club)* in the creation and installation of an ofrenda honoring artist Remedios Varo at the IMAS (International Museum of Art and Science). The exhibit will be up until November 4, 2023. Dia de los Muertos Festival at IMAS took place, October 7

Theatre & Dance Department

- Dance Instructor Jose Zamora held a recruitment and presentation event at PSJA Southwest ECHS' Folklorico program, October 6th.
- The STC Dance Collective under the direction of Jose Zamora continued rehearsing for their Spring dance concert. Rehearsals occur Monday through Thursday with Mr. Zamora and STC Dance graduate Arlet Juarez both choreographing work for the show.
- Dance Instructor Jose Zamora and the dance classes participated in the Halloween and Dia De Los Muertos Festivals occurring October 31st – November 2nd.
- The Theatre & Dance Department had a full day at the Cooper Center for Performing Arts hosting the 2023 South Texas Theatre Auditions on Monday, October 16th. They had 41 graduating high school seniors and college students audition and/or interview for acceptance into a university, college, or conservatory theatre program. Attending the event as their guests were The University of Texas at Austin, Texas A&M University – Corpus Christi, Southern Methodist University, Sam Houston State University, and The New York Conservatory for Dramatic Arts. Out of the 41 participants 12 were Drama Majors slated to graduate this year – Fall, Spring, or Summer. They had 11 of our Drama Majors accepted into the following university theatre programs: The University of Texas at Austin, Texas A&M University – Corpus Christi, & Sam Houston State University. The next steps for the majors is to apply to confirm their acceptance into the universities and to submit their virtual application for consideration of the 12 other university, college, and conservatory program virtually participating with us (deadline November 13th). The department is extremely proud of their accomplishments and look forward to what lies ahead for them.
- The Theatre & Dance Department collaborated with the City of Edinburg's Cultural Arts Office on their annual Los Muertos Bailan Festival, and the ofrenda dedicated to Fire Chief Shawn Snyder who recently passed in May. The ofrenda was designed and curated by Theatre Support Services Coordinator Roberto De Hoyos who kept in communication with the Cultural Arts staff regarding the elements they will contribute to the centerpiece of the event. Drama Majors worked with the faculty and staff in creating paper flowers and painting set pieces as well as assisted in assembling and disassembling the altar the day of the event. Department Chair Joel Jason Rodriguez and Drama Instructor Marcela Garza also attended the event and assisted with the altar set up as well as its closing. The evening event began with a procession to the

altar led by performers, artisans, Chief Synder's family, and community members. The event consisted of dance performances and music concerts on three separate stages dispersed across the festival grounds, October 21

- The STC Theatre continued their rehearsals and production work for their November show *Puffs, or Seven Increasingly Eventful Years at a Certain School of Magic and Magic* by Matt Cox. The production will run November 9th and 11th at 7:30 PM with 2:00 PM matinees occurring on November 12th and 18th at the Cooper Center Main Stage Theatre. Ticket can be purchased for the shows beginning on November 1st. Admission is $5.00. The November 12th matinee show will be ASL interpreted.
- Drama Lecturer Mara Lee Moats assisted the City of McAllen & the Hidalgo County Law Enforcement with their PSA for their DWI No Refusal Initiative which runs from November 1st through December 31st. Ms. Moats assisted in seeking volunteers for the initiative and was able to connect Drama Major Michael Sanchez with the PSA production team. The link to the No Refusal Campaign PSA can be found at https://www.youtube.com/watch?v=pPm6z6waMSQ. the McAllen Convention Center, all the police chiefs in the county were attendance at the press conference hosted by the City of McAllen and the Hidalgo County Law Enforcement. Mr. Sanchez was in attendance along with Department Chair Joel Jason Rodriguez, October 30

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, INFORMATION TECHNOLOGY, AND BACHELOR PROGRAMS
DIVISION DEAN'S REPORT:

- Attended CBExchange Conference, October 2-6
- Participated in Innovation and Transformation Meeting, October 9
- Met with Vice President and Provost of Academic Affairs to Review FY21 Program Cost and Revenue, October 9
- Participated in Coordinated Operations Council, October 10
- Participated in IE Meeting, October 11
- Attended San Juan City Hall Grand Opening, October 11
- Participated in Dual Credit Advisory Committee Virtual Meeting, October 12
- Participated in AI League for Innovation Webinar, October 12
- Participated in STC/ Inside Track Solutions Consulting for Comm Plan Meeting #4, October 12
- Participated in I.E. Review Training, October 13
- Guest Speaker at the Travel Taco Event in McAllen, October 14
- Participated in AS in Architecture Meeting, October 16
- Participated in CBE Meeting with Sinclair College, October 16
- Participated in DEPS Survey Review and Finalization MS Teams meeting, October 16
- Participated in Search Committee Meeting, October 16
- Participated in STC Withdrawal Processes, October 17
- Participated in WED Board Meeting, October 17
- Attended College-Wide Curriculum Committee Meeting, October 17
- Attended State of the City of Mission at the Mission Event Center, October 18
- Participated in STC-UTRGV 4+1 MOU Meeting, October 19 and 26
- Attended in ERP Kick-Off Event, October 19
- Participated in Search Committee, October 19
- Attended Biology Department Meeting, October 20
- Attended Mathematic Department Meeting, October 20
- Participated in Texas Ranger & DPS Community Day, October 20
- Attended Board Meeting, October 24
- Attended STC & Region One ESC Leadership Meeting, October 24
- Attended AI in the Classroom Zoom Meeting, October 24
- Coordinated Program Chair Meeting, October 25
- Attended College Fair, October 25
- Participated in Cybersecurity Hackathon Event, October 26
- Participated in Innovation Exchange Campus Tour at Starr Campus, October 26
- Participated in Rockin' IT Event, October 27

- Participated in Public Administration PAC Meeting, October 27
- Attended Academic Council Meeting, October 30
- Attended Texas Pathways Conference, October 31

Project Manager:

- Attended workshop: Engaging Web Apps & Tools, October 3
- Attended Laboratory Safety Committee, October 5
- Attended Cohort 6 selection committee for STEM Success Academy grant, October 6
- Attended meeting to review lab space for cabinet installation, October 9
- Attended meeting to discuss Chemistry Tutor part of STEM Success Academy grant, October 12
- Attended InsideTrack Solutions Consulting for Communication Plan meeting #4, October 12
- Attended I.E. Review meeting, October 13
- Attended meeting to discuss Cybersecurity Specialist Lab conversion, October 16
- Attended InsideTrack meeting to discuss Communication Plan, October 16
- Attended MSITB Guided Pathway Specialist and Academic Coaches meeting, October 17
- Attended DLA Project Feedback meeting, October 17
- Attended ET Academy, October 18
- Attended ERP Kick-Off Event, October 19
- Attended workshop: Getting to Know YuJa, October 19
- Attended AAWCC October Monthly Membership meeting, October 19
- Attended Hackathon Logistic Meeting, October 23
- Participated in search committee interviews, October 24
- Attended AI in the Classroom with John Warner, October 24
- Attended MSITB Leadership meeting, October 25
- Attended Cybersecurity Hackathon, October 26
- Attended InsideTrack meeting, October 30
- Attended Perkins Basic Workshop Session 1, October 31
- Attended InsideTrack meeting, October 31
- Attended workshop: Create and Collaborate with Padlet, October 31

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP)/ Computer Science (COSC)

- Worked on Reviewing Application for Technology Award with Computer Science Instructor via MS Teams, October 2
- Participated in Presentation Meeting via MS Teams, October 3
- Attended CBExchange Conference in Amelia Island, Florida, October 3-6
- Participated in Fall 2023 Division Curriculum Committee Meeting with Division Curriculum Committee Meeting Chair via MS Teams, October 5
- Participated in IE Plan Reporting Meeting, October 9
- Facilitated League of Innovations Presentation Meeting with CITP Instructor & Computer Science Instructor via MS Teams, October 11
- Traveled to MVC for Faculty Classroom Observation/Presentation, October 11
- Participated in STC/Inside Track Solutions Consulting for Comm Plan Meeting via Zoom, October 12
- Traveled to Jimmy Carter ECHS for Faculty Classroom Observation, October 16
- Traveled to Vanguard Academy for Faculty Classroom Observation, October 17
- Participated in College-Wide Curriculum Committee Meeting with Director of Curriculum via MS Teams, October 17
- Worked on IE Report 2021-2023, October 18
- Attended Computer Science Night at Thelma Salinas ECHS, October 18
- Participated in Bachelor New Student Orientation Fall Terms K2 & M7 with Organizational Leadership Chair via MS Teams, October 18
- Traveled to Progresso ECHS for Faculty Classroom Observation, October 19

- Worked on CITP4350, October 23
- Worked on COSC & CITP IE Plans, October 23
- Participated in Faculty Senate Meeting via MS Teams, October 24
- Attended STC Online Workshop: AI in the Higher Ed Classroom via Zoom, October 24
- Attended Program Chair Meeting with MSITB Project Manager, October 25
- Participated in Questions about Cloud Computing and AWS Collaboration Meeting via MS Teams, October 25
- Worked on COSC & CITP IE Plans, October 25-30

Medical Health Services and Management (MHSM)

- Bachelor Programs booth to increase awareness to healthcare professionals at the Brownsville Valley Regional Medical center on Mondays, Oct. 1, 9, 16, 23, and 30, 2023.
- Mended Bachelor Programs booth to increase awareness to healthcare professionals at the McAllen Regional Medical center on Thursdays, Oct. 5, 12, 19, and 26,2023
- Attended and promoted the bachelor Programs at the Jaguar Experience event at the Mid valley campus Wednesday, Nov. 1, 2023.
- Participated in the Bachelor Programs Chair meeting to complete the IE 2021-2023 Plan on Tuesday, Oct. 31.
- Presented and shared information to classroom students on the bachelor Programs Tuesday, Oct. 31.

Operations Management (OPMG)

- Attended CBExchange 2023 Conference, October 2-6
- Attended the San Juan City Hall Grand Opening, October 11
- Presented on Bachelor Programs at the Edinburg Police Department, October 13
- CBE Meeting with Jessica Hodell from Sinclair College to help her with developing CBE programs, October 16
- Met with UTRGV Master of Public Affairs Team for the STC-UTRGV 4+1 Project, October 19
- Attended the Texas Ranger & DPS Community Day, October 20
- Met with faculty members from the MPA program at UTRGV to discuss 4+1 program, October 26
- International Business Seminar joint project with Universities and Colleges in Mexico Planning Session, October 31

Organizational Leadership (BASOL)

- Attended and presented at the 2023 CBExchange Conference, October 2-5
- Met with Dean of Digital Learning to discuss the 2nd 7-week planning, October 3
- Participated in the Council of Chairs Meeting, October 3
- Participated in the Leadership McAllen Executive Committee Meeting via Zoom, October 3
- Attended the STC Inaugural Foundation Gala, October 5
- Facilitated a meeting with the BASOL Capstone faculty to discuss updates, October 6
- Participated in the RGV Partnership Leadership Group 1 Project weekly call, October 6
- Attended the South Texas Junior Diabetes Association Gala, October 7
- Attended the State of Congress in Edinburg, October 9
- Facilitated a meeting regarding CBE with Executive Director for South Texas College's Human Resources and Director of Financial Aid, October 10
- Facilitated a meeting with Zera Coaching regarding Leadership Day at South Texas College, October 10
- Attended Council of Chairs Compensation Committee Meeting, October 10
- Attended the Leadership McAllen Steering Board Meeting, October 11
- Attended the preparation meeting with the Rural Pathways Project, October 11
- Facilitated a meeting with BASOL adjunct faculty regarding the transition of the Capstone traditional course into CBE, October 11
- Participated in the STC/ InsideTrack Solutions Consulting for Communication, October 12
- Attended the Leadership McAllen Education class 1st meeting, October 12
- Attended the Competency-Based Education Network (C-BEN) Board of Directors virtual meeting, October 13
- Participated in the RGV Partnership Leadership Group 1 Project weekly call, October 13
- Participated in the CBE meeting with Sinclair College, October 16
- Attended the Texas Women in Higher Education Planning Committee meeting via Zoom, October 17

- Attended and presented at the Rural Community College Pathways Project at Salt Lake City, October 17-19
- Attended the College-Wide Curriculum Monthly meeting, October 17
- Participated in the Bachelor New Student Orientation Fall 2023 meeting, October 18
- Participated in the RGV Hispanic Chamber's Phantom of the Gala, October 20
- Met with Culinary Arts Department to discuss some collaboration opportunities, October 24
- Attended the Rio Grande Regional Hospital's Ladies Night Out Dinner, October 24
- Attended the MSITB Program Chair meeting, October 25
- Attended the Women's Leadership Mixer, October 25
- Attended the McAllen Chamber's Good Morning McAllen, October 26
- Participated in the pre-planning of the upcoming SACSCOC presentation meeting, October 26
- Attended the Learning Outcomes Committee meeting, October 26
- Participated in the Learning Outcomes Committee meeting, October 26
- Participated in the RGV Partnership Leadership Group 1 Project weekly call, October 27
- Participated in the Texas Women in Higher Education Panel Speaker Subcommittee meeting, October 30
- Facilitated an IE Plan meeting with the MHSM and OPMG program chairs, October 31

DEPARTMENT/PROGRAM REPORTS:

Biology:

- Attended Dean's Meeting, October 02
- Attended Council of Chairs Meeting, October 03
- Lead Laboratory Safety Committee, October 05
- Attended Fall 2023 Division Curriculum Committee Meeting, October 05
- Attended Institutional Leadership Council Meeting, October 06
- Attended Biology Instructors Fall Course Review, October 09
- Attended Coordinated Operations Council, October 10
- Attended Chair Compensation Committee, October 10
- Attended RGV-SFN Chapter Meeting, October 11
- Attended NSF-STEM CHEM Tutor Meeting, October 12
- Attended STARTREC Meeting, October 13
- Lead DC Science Labs, October 16
- Lead 2021-2023 Biology Final Report, October 17
- Attended College-Wide Curriculum Committee Meeting, October 17
- Lead Biology Department Meeting, October 20
- Attended AI in the Classroom, October 24
- Attended Program Chair Meeting, October 25
- Attended Chair Compensation Committee, October 25
- Attended Learning Outcomes Committee Meeting, October 26
- Attended October Mid-Valley Campus Advisory Committee Meeting, October 26
- Attended Course Takeover, October 27
- Lead Horticulture Meeting, October 27
- Attended Cohort-5 Selection, October 27

Chemistry:

- Attended teams meeting for Council of Chairs, October 3
- Attended Hidalgo County LEPC Meeting Mission CEED, October 5
- Attended the LRGVDC Homeland Security Advisory Committee, October 5
- Attended Laboratory Safety Committee Meeting to discuss laboratory safety inspection process, October 5
- Attended MS Teams meeting to discuss Spring 2024 Event to Promote STEM, October 5
- Attended Fall 2023 Division Curriculum Committee meeting with Division Curriculum Committee Chair, October 5
- Attended Workshop #293062: Fall 2023 Chair Academy STC Pecan Campus, October 6
- Attended Chemistry Club Presentation Dual Credit Meeting with Lab Coordinator, October 6

- Faculty attended the TEAMS Institutional Leadership Council Meeting with VP for Information Services, Planning, Performance and Strategic Initiatives and Dean of Institutional Research, Effectiveness and Strategic Planning, October 6
- Attended South Texas ACS Local Chapter Zoom Meeting, October 11
- Attended Workshop #293062: Fall 2023 Chair Academy ALC Professional Development, October 13
- Attended College Wide Curriculum Meeting with Director of Curriculum, October 17
- Follow Up Meeting: Spring 2024 Event to Promote STEM-MS Teams meeting, October 25
- Attended Division Program Chair Meeting, October 25
- Attended American Chemical Society Student at two-year colleges Zoom meeting, October 26
- Attended Workshop #293062 Fall 2023 Chair Academy, Fall 27
- Attended ACS South Texas Section meeting in Kingsville, October 27

Information Technologies

- Attended the IT Industry Sector Partnership – WFS and City of Pharr, October 2
- Attended Council of Chairs meeting, October 3
- Met with VP for Information Services, Planning, Performance and Strategic Initiatives to discuss the IT Career Exploration Summer Camp, October 4
- Attended IT Leadership meeting, October 5
- Attended Fall 2023 Division Curriculum Committee meeting, October 5
- Coordinated IT Faculty Department Meeting, October 6
- Conducted Faculty Evaluations, October 10, 17, 23, 30
- Interviewed for Work Study Position, October 12
- Attended Career Technical Education presented by SmartBrief, October 12
- IT Faculty attended the 2023 Cisco Academy Instructor Conference in Ft. Worth, October 18-20
- Dual Credit Tours-IT, CAAT Faculty hosted Dual Credit students from Economedes High School, October 19
- Attended Application Curriculum Meeting, October 19
- Attended Faculty Senate meeting, October 24
- Attended Program Chair Meeting, October 25
- Participated in IT Curriculum Meeting, October 26
- Coordinated Rockin' IT event, October 27
- Dual Credit Tours-IT, CAAT Faculty hosted Dual Credit students from Edinburg North and Robert Vela High Schools, October 27
- Attended Live Learning Event with Cisco, October 30
- Participated in Fall 2023 Advisory Committee Meeting, October 30
- Attended workshop #299919: Perkins Basic Workshop Session 1, October 31

Mathematics

- Attended Institutional Planning & Effectiveness Committee (IPEC) Meeting, October 2, 9
- Attended planning meeting for NSF grant sub-award project with UTRGV entitled Family Centered Innovations, October 3, 10, 17, 24, 31
- Chair & Faculty attended Assistant Chairs and Coordinators Meeting, October 5, 12, 19, 26, 31
- Attended meeting with Dual Credit Programs to discuss potential event to promote STEM to DC students, October 5
- Chair & Faculty attended Fall 2023 Division Curriculum Committee Meeting, October 5
- Attended Institutional Leadership Council (ILC) Meeting, October 6
- Chair & Faculty attended UTRGV NSF Proposal re-submission Meeting, October 6
- Met with Academic Affairs and Liberal Arts team members to discuss and follow-up on current grant application for ASCENDER, October 10
- Faculty attended Higher Ed Partner PLC Texas College Bridge meeting, October 11
- Met with Chair of Architectural & Engineering Design Technology Chair to discuss their proposal for an AS in Architecture meeting and the associated recommended Mathematics courses needed, October 16
- Chair & Developmental Math Coordinator attended DEPS Survey Review and Finalization, October 16
- Chair & Faculty attended College-Wide Curriculum Committee Meeting, October 17

- Faculty and Staff attended October Department Meeting, October 20
- Chair & Faculty attended UTRGV NSF Calculus Grant Planning meeting, October 20
- Chair & Faculty attended Exemplary Stats Course Grant Partners Convening as part of a grant award from American Public & Land Grant Universities in association with Lumen Learning, October 20
- Chair & Faculty attended TSI Boot Camp discussion with Lyford CISD, October 24
- Faculty attended AI in Higher-Ed Classroom presentation, October 24
- Attended Program Chair Meeting, October 25
- Chair & Faculty presented at the ASCENDER Fall Seminar in Austin, TX, October 26-27

Physical Sciences and Engineering

- Chair and Physics Laboratory Coordinator reviewed Physics, Geology, and Engineering course risk assessments, October 3
- Attended Council of Chairs meeting, October 3
- Attended the first session of The Chronicle's Strategic-Leadership Program for Department Chairs: Strategic Assessment Workshop, facilitated by Dever Justice LLC, October 4
- Attended Laboratory Safety Committee meeting, October 5
- Physics, Mathematics, and Chemistry Chair persons, Director dual credit academy programs, and the Dean of dual credit programs met and discussed about organizing an outreach event at Pecan campus for middle-school students to promote Math and Science meta-majors, October 5
- Attended MSITB Division Curriculum Committee meeting, October 5
- Attended Institutional Leadership Council (ILC) Meeting, October 6
- Attended Environmental Science course development committee meeting, October 6
- Attended six virtual 75-minute live seminars of The Chronicle's Strategic-Leadership Program for Department Chairs, October 10-12
- Attended a meeting to discuss the Mathematics and Physics curriculum of Associate of Science in Architecture, October 16
- Completed the classroom observation component of the faculty evaluation plan for one geology faculty member, October 17
- Attended Victory XR Virtual Reality Professional Development session, October 17
- Attended College-wide Curriculum Committee meeting, October 17
- Met with Physics Laboratory coordinator to plan for the Jaguar Experience program promotion event, October 18
- Attended the Two-hour Implementation Workshop of The Chronicle's Strategic-Leadership Program for Department Chairs, facilitated by Dever Justice LLC, October 18
- Organized the monthly department meeting, October 20
- Completed the classroom observation component of the faculty evaluation plan for one physics faculty member, October 23
- Completed the classroom observation component of the faculty evaluation plan for one engineering faculty member, October 24
- Attended a seminar organized by Digital Credentials Consortium (DCC), a collective of higher education institutions across North America and Europe that discussed the digital credentialing infrastructure for education systems of the future, October 24
- Attended Program Chair meeting, October 25
- Chair and Astronomy faculty met with the representative of Slooh Online Telescopes to discuss subscription options, October 25
- Completed Victory XR Virtual Reality Instructor Certification, October 26
- Completed the classroom observation component of the faculty evaluation plan for one physical science faculty member, October 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH
DIVISION DEAN'S REPORT:

- Reviewed N6, N4, M3, K2, M7, K3 mini-mester course enrollment data and worked on approval memo for low enrollment sections.

- Worked on/followed up on the Nursing Education Program Information (NEPIS) Survey regarding nursing student enrollment data for the 2022 – 2023 Academic Year.
- Submitted the RDMC-010 Semi Annual Certifications for the NAH Faculty Retention Stipend to the Office of Sponsored Initiatives (OSI), October 2
- Worked on and finalized the Nursing Shortage Reduction Program (NSRP) GEER II Application and memo, October 2
- Reviewed files regarding nursing program metrics in preparation for upcoming site visit of Hidalgo County officials reviewing ARPA compliance.
- Held meeting with BSN academic coach to discuss the RNSG 1209 escrow credits for students, October 4
- Attended VIDA group session with guest speaker, Hidalgo County Judge Gonzalez, held at the NAH Campus, October 4
- Attended the Tools and Strategies for Infusing Academic Integrity in a World of Artificial Intelligence webinar, October 5
- Attended the Advocating for AI in Higher Education: A Panel Discussion webinar hosted by Inside Higher Ed, October 5
- Worked on preparations for upcoming Hidalgo County ARPA Funding meeting.
- Held meeting with Respiratory Therapy Program faculty member, October 5
- Attended presentation event of STC programs held at the Hidalgo County Executive Office for county employees, October 6
- Submitted the NEPIS Survey regarding nursing student enrollment data for the 2022 – 2023 Academic Year, October 6
- Attended the Happy Custodian Appreciation Day Luncheon held at the NAH Campus, October 6
- Finalized the NEPIS Report and IE Plan, October 6
- Attended the IPEC Meeting to discuss KPIs, data, and possible initiatives, October 9
- Attended the Building Clinical Judgement Skills with Reverse Case Studies webinar hosted by Elsevier, October 9
- Attended the RGV Hispanic Chamber's State of the Congress Luncheon held at the Edinburg Conference Center at Renaissance with Senator John Cornyn as guest speaker, October 9
- Attended the Innovation and Transformation Meeting, October 9
- Met with VPAA to review FY 2021 program costs and revenue, October 9
- Attended the Coordinated Operations Council Meeting, October 10
- Attended the Grant Development Meeting to discuss application guidelines for the FY23 ETA Community Projects/Congressionally Directed Funding Grant, October 10
- Attended the STC American Rescue Plan Act (ARPA) Discussion, October 10
- Attended the Beyond Chat GPT: APA PsycInfo and its AI-Powered Research Assistant webinar, October 11
- Attended the ATI Texas Admissions Webinar, October 11
- Attended the Texas Organization for Baccalaureate and Graduate Nursing Education (TOBGNE) Fall Meeting held in Austin, TX, October 12
- Attended the Texas Organization for Associate Degree Nursing (TOADN) Fall Meeting held in Austin, TX, October 12
- Held meeting with program chair for Vocational Nursing to discuss student accommodations, October 12
- Attended the Dual Credit CTE Advisory Committee Virtual Meeting, October 12
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Fall Meeting held in Austin, TX, October 13
- Submitted the NEPIS Survey regarding 2022 – 2023 pre-licensure (ADN) and post licensure (RN-to-BSN) nursing students and graduates.
- Followed up with NAH programs on plans for participating in the upcoming Texas HOSA Fall Leadership Conference being held at the La Joya ISD Academy of Health Science Professions & STEM.
- Met with the academic initiatives officer to discuss equipment needs to present to the Hidalgo County Commissioner's Court Meeting, October 16
- Met with program chair for OTA to discuss accreditation completion for the program, October 16
- Met with program chair for EMS to discuss approval for funding associated with a pending work order request, October 16

- Attended the Demystifying the "Hidden College": New Research on Noncredit Quality webinar, October 16
- Met with the executive director of HR and talent development to discuss NAH onboarding, October 17
- Reviewed/worked on draft presentation for upcoming EWDC meeting, October 17
- Held NAH Program Chair Meeting, October 18
- Attended the Amplifying Human Potential: Technology-Enhanced Solutions in Higher Ed webinar, October 18
- Met with the academic initiatives officer to discuss TIP Grant requirements, October 18
- Held meeting with OTA faculty member, October 19
- Attended meeting with Educate Texas representative to discuss plans for cohosting a conference, October 19
- Held meeting with the campus administrator for the Starr County Campus, October 20
- Attended meeting with the ADN leadership team to discuss the Accreditation Commission for Education in Nursing (ACEN) 2023 Annual Report, October 20
- Met with the program chair for OTA to discuss accreditation matters, October 20
- Held meeting with ADN faculty members, October 21
- Held meeting with staff from the NAH Student Success Center, October 23
- Held meeting with staff from the NAH Division Office, October 23
- Held meeting with NAH student, October 23
- Attended the ACEN 2023 Fall Self-Study Forum and Program Administrators Workshop held in Atlanta, GA, October 24 – 26
- Attended the KPIs that Drive HigherED HR webinar hosted by PeopleAdmin, October 24
- Attended the 2023 College and Career Conference held at the Academy of Health Science Professions & STEM at La Joya ISD, October 27
- Attended the Benefits Workshop: Retirement FAQs webinar, October 27
- Followed up with staff from the NAH Student Success Center regarding plans for participating in the upcoming career expo being held at Edcouch Elsa High School.
- Submitted the ACEN 2023 Annual Report for the BSN and ADN Programs, October 27
- Reviewed survey data from the Higher Education Data Sharing Consortium (HEDS) 2022 Report.
- Attended the Academic Council Meeting, October 30
- Attended the Stakeholder Engagement Discussion – Nursing Scholarship Program, October 31

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 1 RNSG 1262 students provided an information session on hypertension at the Pecan Campus. Attendees received information regarding symptoms, pharmacological interventions, non-pharmacological interventions, risk factors, and statistics. Students utilized poster boards, pamphlets, and encouraged audience interaction, October 3
- Advisor attended the Hidalgo County Human Resources Event to present on the program, October 6
- Advisor attended College Night held at the PSJA Stadium to present on the program, October 9
- Level 3 RNSG 2260 students provided an information session on health promotion at the Upbringing New Hope Children's Shelter. Students emphasized the importance of health and health promotion in growing children. They provided information on the main components of health promotion such as hygiene, hydration, nutrition, exercise, and sleep, October 11
- Assistant chairs attended the TADDPNP, TOBGNE, and TOADN Biannual Fall Conference held in Austin, TX. Attendees received information updates for TADDPNP, TOBGNE, and TOADN including faculty nursing shortages, program issues, NextGen RN result updates, Texas legislative updates, Texas BON updates, NLAC updates, Texas Center for Workforce Studies updates, and Texas Higher Education Coordinating Board updates, October 12 - 13
- Advisor attended the HOSA Conference held in La Joya to present on the program, October 14
- Advisor attended PSJA ISD College Night to present on the program, October 17

- Advisors participated in hosting a tour of the NAH Campus for junior and senior students from Roma High School enrolled in the dual enrollment Certified Nurse Aid Program. Students received an overview of each NAH program and provided students an opportunity to ask questions, October 18
- Advisor attended the Texas Rangers and DPS Community Day held in Weslaco to present on the program, October 20
- Advisors attended the STC Fall 2023 College Fairs organized by the Transfer and Educational Advancement Center. Held at the Pecan, Mid-Valley, and Starr Campuses, the events featured numerous representatives from various prestigious universities and programs, including, but not limited to, UTRGV, Our Lady of the Lake University, Texas A&M, and many others. These events provided current STC students with a valuable opportunity to inquire about program admissions, application deadlines, prerequisite requirements, and explore transfer possibilities, October 24, 25, & 26
- Advisor attended the La Joya AHSP College and Career Conference in La Joya to present on the program, October 27

Diagnostic Imaging Department

- Department chair attended Invitation: South Texas College Anatomage Demonstration, October 6
- Faculty and staff attended the DID October Department Meeting, October 10
- RADT students participated in Pumpkin Painting Event at NAH-B, October 12

- Department chair and DMS faculty attended the LWW Courseware Demonstration, October 17
- Department attended the Kick-off Event: Workday Enterprise Resource Planning (ERP), October 19
- DMS Program hosted a luncheon for faculty, students, and staff in celebration of Medical Ultrasound Awareness Month (MUAM), October 24
- RADT Program made preparations for the Fall 2024 Applications that will be available from November 2023 - February 2024.
- DMS and RADT Programs participated in NAH Halloween Costume festivities, October 31

Emergency Medical Services

- Program chair observed the AEMT Lecture (EMSP 1338), October 2
- Program chair and lab specialist attended the Medical Oxygen Generator Device Training, October 2
- Program chair met with IT to discuss the EMS Department Project, October 3
- Program chair and lab specialist held a departmental walk thru with the healthcare equipment inventory and asset maintenance specialist to plan for future storage space, October 3
- Program chair met with HAS program chair to discuss the Assets/Consumables Inventory Project, October 3
- Program chair observed the AEMT Lecture (EMSP 1355), October 5
- Program chair held meeting with a student, October 5
- Program chair attended the Institutional Leadership Council Meeting, October 6
- Program chair attended the South Texas Health Systems Lecture Series Human Trafficking Webinar, October 6
- Program chair attended meeting with a representative from Anatomage, October 6
- Program chair, secretary, and the accreditation liaison officer met to discuss the DSHS course approval process, October 10
- Faculty attended the EMS Curriculum Committee Meeting hosted by the accreditation liaison officer, October 10
- Program chair met with IT to discuss the EMS Department Project – Monitor Setup, October 11
- Program chair held meeting with a student, October 11
- Program chair attended the Managing Difficult Airways Webinar, October 11
- Program chair and lab specialist attended the Operative IQ Webinar, October 11
- A member of the EMS Advisory Committee visited the EMS Department, October 12
- Program chair held meeting with two students, October 12
- Program chair and accreditation liaison officer met to discuss the accreditation for the EMS Department, October 13
- Program chair met with the Dean to discuss preliminary costs for the Building D Project, October 16

- Program chair met with faculty member regarding student concerns in EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 1161, October 16
- Program chair met with ET Manager to discuss the site visit display request, October 16
- Faculty and staff attended department meeting, October 16
- Program chair and faculty met with a Pearson Representative regarding textbook resources, October 17
- Program chair attended the College-Wide Curriculum Meeting, October 17
- Program chair attended the NAH Program Chair Meeting, October 18
- Program chair met with HAS program chair to discuss the Assets/Consumables Inventory Project, October 18
- Secretary attended the Kick-Off Event for the Workday ERP Project, October 19
- Program chair attended the Understanding The EMS Compact webinar, October 19
- Program chair attended the How It Works: The Basics of Mechanical Ventilation webinar, October 19
- Program chair attended meeting with a CRI Auditor to discuss the JET Grant, October 19
- Program chair observed the AEMT Lecture (EMSP 1338), October 23
- Medical director for the EMS Program visited the department and followed up on progress with the upcoming AEMT Accreditation, October 23
- EMS Curriculum Committee Meeting was held to discuss an action plan for revised AEMT curriculum in connection with the upcoming AEMT accreditation, October 24
- Program chair, accreditation liaison officer, and lab specialist met to discuss ongoing accreditation efforts, October 24
- Program chair attended the Deciding What to Teach webinar, October 25
- EMS Program Advisory Committee Meeting was held to give updates on the department, operating and grant budgets, and upcoming AEMT Accreditation, October 25
- Program chair attended the Reporting and Research on Violence Against EMS Practitioners webinar, October 26
- Program chair observed the AEMT Lecture (EMSP 1338), October 30
- EMS Curriculum Committee Meeting was held to discuss an Action Plan for revised AEMT curriculum in connection with the upcoming AEMT accreditation (2nd meeting), October 31
- Program chair met with the VPAA project manager and grant compliance officer to discuss updates on the JET Grant for pending purchases, October 31

Medical Assistant Technology

- Program coordinator volunteered at the Rio Grande Valley Diabetes Association Gala at the Mission Event Center, October 14
- The program celebrated Medical Assistant Recognition Week/Medical Assistant Day by providing information on the work medical assistants do and displays of equipment they prepare for assisting in various medical specialties, October 18

Occupational Therapy Assistant

- Program chair met with the director of Institutional Effectiveness to collaborate on the OTA Program Strategic Plan, October 3
- Program participated in the Alzheimer's Walk held in Pharr, October 14
- Program participated in the Down's Syndrome Awareness Walk held in Edinburg, October 21
- Students conducted an informational session about the program to CSFH students, October 31

Physical Therapist Assistant

- Program chair communicated with the HR director at Mercy Kids Rehab for the RGV, the owner of Aptus Therapy Services, the owner of Brownsville Therapy, and a representative from Surge PT regarding job opportunities for graduates and spring 2024 recruitment luncheon opportunities.
- Program chair initiated the development of the CAPTE Annual Accreditation Report due December 1, including communicating with HR, STC Financial Services, and the PTA secretary to initiate the collection of various data points needed for the report, October 2
- Faculty participated in a Blackboard training session with the instructional designer from Digital Learning, October 3
- Program chair communicated with a previous student who is interested in initiating the re-entry petition process, to review standards and procedures and provide guidance, October 3

- Program chair contributed via email to the Fall 2023 Zero Textbook Cost Report on 10/4/23, the Admissions Data Report on 10/10/23, the Additional Fee Schedule Report on 10/13/23, the Texas Industry Partnership Grant data collection on 10/17/23, the Fall 2024 session calendar on 10/22/23, the Survey on Third-Party Credential Providers on 10/30/23, and Workforce Solutions form on 10/30/23.
- ACCE/instructor attended the NAH Harvest of Health planning committee meeting, October 4
- Program chair communicated with the NAH custodial manager as well as custodial staff members assigned to the 3rd floor regarding PTA department concerns and collaborated for the development of an action plan for resolution, October 4
- All faculty submitted Starfish student progress reports by the October deadline.
- Program chair and ACCE/instructor attended the CAPTE Listening Session regarding the proposed 2024 accreditation Standards, October 5
- Program chair initiated communication with the HAS program chair and director of Institutional Effectiveness regarding the CAPTE Accreditation Self Study (2025 site visit), to solicit assistance for responses related to college-wide topics, policies, and procedures, October 6
- Program chair communicated throughout the month via phone and email with interested students regarding requirements and initiated referrals to the NAH guided pathway specialist.

Respiratory Therapist

- Faculty participated in the HOSA Conference held in La Joya, October 14
- Faculty celebrated Respiratory Therapy Week with students, October 22 – 28
- Awarded five students with a $1,000 scholarship, October 24

Vocational Nursing

- Students conducted presentations on hand washing, range of motion, and ergonomics at the HOSA Conference in La Joya, October 14
- Program representatives attended College Day at Nikki Rowe to provide attendees with program information and benefits of becoming a nurse to help the community, October 16
- Students administered 100 flu vaccines at the Arbor View Nursing Home in Edinburg, October 19
- Students participated in the Hocus Pocus Healthy Focus Health Fair held at the Starr County Campus. Students administered several free services to the public, including blood sugar screenings, vital signs screenings, and vaccinations. In addition, they provided education on healthy eating habits and preventative measures for diabetes, October 20

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES
DIVISION DEAN'S REPORT:

- Attended the Dean's Meeting at the Pecan Campus Building A Room 118, October 2
- Attended the Coordinated Operations Council meeting on MS Teams, October 3
- Attended the AY 23-24 SBS Division Curriculum Committee Meeting on MS Teams, October 5
- Attended the Institutional Leadership Council Meeting on MS Teams, October 6
- Attended the Innovation and Transformation Meeting at the Student Union East Ballroom, October 9
- Attended the FY21 Program Cost and Revenue Meeting with Dr. Petrosian at Pecan Campus, Building X Room 206, October 9
- Attended the Coordinated Operations Council meeting with Mary Elizondo at Pecan Campus Building H216, October 10
- Attended the World Mental Health Day Event at the Pecan Campus Building H Courtyard, October 10
- Conducted the SBS Division Meeting on MS Teams, October 10
- Attended the Dual Credit Advisory Committee Virtual Meeting on MS Teams, October 12
- Attended the Education Department Student Orientation at the Pecan Campus Building P 2nd Floor, October 12
- Attended the Child Development Center Oversight Committee Meeting on MS Teams, October 12

- Attended the Data Management and Integrity Meeting on MS Teams, October 17
- Attended the STC Withdrawal Processes on MS Teams, October 17
- Attended the College-Wide Curriculum Committee Meeting on MS Teams, October 17
- Attended the virtual NISOD – Equity, Diversity, Inclusion and Justice Seminar, October 18
- Attended the Psychology Department Meeting on MS Teams, October 20
- Attended the Political Science Student Orientation at the Pecan Campus Building T Room 2.404, October 24
- Attended the AI in the Classroom with John Warner Zoom Meeting, October 24
- Attended the Child Development and Early Childhood Head Start Meeting with Veronica Rodriguez at Pecan Campus Building P, October 26
- Attended the Noche De Familia Event at the Pecan Campus, Building H, October 26
- Attended the Future RGV Senate Primary Election Forum at the Presidents Conference Room, October 30
- Attended the Academic Council Meeting at Pecan Campus, Student Union, West Ballroom 2.102, October 30

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- The Child Development and Early Childhood Student Club held its second meeting via TEAMS. Ana Castillo, Sponsor for the club, discussed the upcoming activities scheduled for the month of October and November. Program chair provided an orientation for the Field Study courses that students must take next semester, October 12
- Program Chair for Child Development and Early Childhood, provided an CDA orientation along with Robert Barrera, Outreach Specialist for Admissions. A total of 20 individuals were in attendance. They were current STC students and Workforce Solutions referred future students, October 28

Education

- The Education Department hosted its annual Education Majors Orientation. Over 300 students attended the event, and they had the opportunity to have fun, play games, learn about our three associate degree tracks, get advised, and visit with Texas A&M University-Kingsville and Texas Womans University, October 12
- Education Department faculty and students from EDUC 1300 Learning Framework's course gathered for Project Rio Reforestation in Pharr, Texas, as part of their service learning/volunteerism project. The group spent the day engaged in planting trees and environmental conservation on 12 acres of land --- the home to native wildlife and over 400 species of migratory birds. The goal was to make a positive impact on the environment and to create a greener and healthier future for our community. STC Jaguars helped plant 12,000 seedlings on 12 acres at the designated tract of land. Not only did they achieve their goal, but the group also learned about and interacted with many other local volunteers and volunteer organizations. The group totaled 33 participants including 28 students, 4 family members/friends, and 2 faculty members, October 21

Kinesiology

- The Kinesiology Department invited Guided Pathways Specialist to assist with early registration for Spring 2024 semester and provide advice to all Kinesiology majors. The event took place at the Pecan Plaza Suite 2607, October 2
- The Kinesiology Department invited Guided Pathways Specialist to assist with early registration for Spring 2024 semester and provide advice to all Kinesiology majors. The event took place at the Pecan Plaza Suite 2607, October 3
- The Kinesiology Club participated in the South Texas Challenge where they competed against UTRGV and Texas A&M Kingsville in games such as, Wheel Chair Relay, Floor ball, Eclipse Ball, and Make it Take it. The Kinesiology Club took 1st place and were asked if South Texas College Kinesiology Department could host the games next year, October 28

Political Science

- The Political Science Department held the Fall Orientation for current and potential Political Science Majors at the Pecan Campus Building T Room 2.404, October 24

Psychological Science

- Starr Campus Guided Pathway Specialist, Daniel Perez, presented on "Degree Works" to Starr County Campus PSYC 2301 General Psychology and PSYC 1300 Learning Framework's courses on Monday-Tuesday October 2-3, 2023 respectively. He elaborated on the purpose of Degree Works and how students can use it. He also mentioned the benefits of advisement and provided information on meta majors and Star Fish as well. Mr. Perez encouraged students to register early for Spring 2024 as registration has begun. Throughout the presentations, Mr. Perez provided goodies to students who actively participated (pencils, pens, stickers, t-shirts), October 3
- The Starr County Campus Psychology Club participated at the World Mental Health Day Event in collaboration with Phi Theta Kappa (PTK) Honor Society and the Counseling Department. Starr Psych Club members handed out green ribbons and positive cards to STC students and guided them in signing a poster with positive messages in honor of World Mental Health Day, October 10
- The Starr County Campus Psychology Club attended the Starr County Domestic Violence Candlelight Vigil at Roma ISD Performing Arts Center. Every year, Starr County's Attorney's Office organizes this candlelight vigil in honor of the victims and survivors of Domestic Violence. The Starr Psych Club has attended and supported the event annually for over a decade. Many community leaders were present and offered remarks—such as 229th Judicial District Court Judge Honorable Baldemar Garza, Starr County Judge Eloy Vera, 229th District Attorney Gocha Ramirez, and Starr County Attorney Rene Montalvo, October 11

- Guided Pathway Specialists (GPS), Arnold Canales and San Juanita Ruiz presented on the Degree Works and Spring 2024 Registration on Monday, October 16th and Tuesday, October 17th for all students enrolled in Psychology classes at the Mid-Valley Campus. David Alejandro, M-V Student Services Specialist, was also available to answer any admissions, transfer, and financial aid questions. Approximately 79 students attended the registration process. Alex Caballero, from Cengage, provided snacks from Jason Deli for our STC students for both days, October 17
- The Psychology department encouraged students to participate in Project Rio Reforestation. Project Rio Reforestation organizes volunteers in planting 12,000 seedlings for environmental conservation for native wildlife and 400 species of migratory birds. Not only did they achieve their goal, but the group also learned about and interacted with many other local volunteers and volunteer organizations, October 21
- Psychology Faculty, Alexandra Morales presented for the Dual Enrollment Academy. Ms. Morales was honored to present to about 50 juniors and seniors on the topic of "Self-Care", October 21
- The Starr County Campus Psychology Club attended and assisted in the South Texas College Trick or Treat at the Library Informational Event, October 30

DR. RACHEL SALE
DEAN – DIGITAL LEARNING
DEAN'S REPORT:

- Participated in a CBE OER content sharing meeting with Sinclair College. The meeting was imitated by Dr. Kevin Peek, October 16
- Campus Activities:
- Participated in the Institutional Leadership Council, October 6.
- Participated in the Innovation and Transformation Meeting, October 9
- Created a Project Plan for piloting the HonorLock Proctoring Software, phase one on hold awaiting IS&P actions, Oct 2-6
- Project Plan for revising HelpDesk services to include live chat with local agents, October 2-6
- Project Plan for launching new Blackboard services each month, October 8-13
- Supervised Pressbooks Launch meetings, October 16, 23, 30
- AAWCC Meeting, October 19
- Attended the WCET Annual Meeting in New Orleans. This meeting included several State October 25-28
- Authorization Sessions
- Presented Fall 2023 updates at the Academic Council, October 30

ANA DAVILA DIRECTOR'S REPORT:

- Developed a process for creating new materials for Blackboard Impact software and created repository knowledge based on Blackboard support, October 1-31
- Participated in the Blackboard's New Authentication Discussion Meeting, October 2
- Develop and integrated the Interplay Learning Content LTI in staging and production environment for the HVAC Department, October 4
- Participated in the Institutional Leadership Council, October 6
- Participated in the Banner User Groups Committee, October 10
- Participated in the TxDOT ICT Assessment meeting, October 12
- Participated in the South Texas College – ILP Functional Consulting Configuration Meeting, October 17, 18 and 26
- Participated at the 2023 Annual Fall Virtual Conference – National Institute for Staff and Organizational Development, October 18-20
- Participated at the South Texas College & Region One ESC Leadership Meeting, October 24
- Facilitated the Blackboard AI Tools Features for the Biology Department Meeting, October 20
- Develop a Respondus report for all activated seats usage of Respondus Monitor from 2019 to present, October 25
- Provided information on the Blackboard's ICT Policy Assessment for TxDOT, October 27

DIGITAL LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	347
Social Intent – Digital Learning Chat	57
Blackboard Support Chats/Calls:	282
Blackboard Level 2 – Tier II Support Requests:	78
Crosslist Request for Fall 2023 Minimesters	12
Total	**776**

- **Trainings/ Workshops/ Professional Development/Events**
    - Professional Development
        - Digital Learning staff participated in the Office 365/PowerApps Training, October 3, 4, 5, 10, 11, 12, and 16
        - Digital Learning staff participated in Tools and Strategies for Infusing Academic Integrity in a World of Artificial Intelligence, October 5
        - Digital Learning staff participated in the Transfer Advising Series Academy: Transfer Tips and Tricks, October 6
        - Digital Learning staff participated in Embracing the Power of Generative AI, October 11
        - Digital Learning staff participated in the Invasion of the YouTube Zombie Movies workshop, October 13
        - Digital Learning staff participated in Transfer Advising Academy workshop, October 13
        - Digital Learning staff participated in the Communicating with Students via Starfish workshop, October 16
        - Digital Learning staff participated in the InsideTrack Advanced Ongoing Training, October 23
        - Digital Learning staff participated in Timeclock Plus Training, October 24
        - Digital Learning staff participated in the Benefits Workshop: Retirement FAQs, October 27
    - Workshops

        - Digital Learning staff facilitated Managing your Course Content, Respondus and Bb assessment and Test Pools on October 4 11, and 18
    - Training
        - Digital Learning staff facilitated a Blackboard Navigation presentation at Achieve ECHS, October 5
        - Digital Learning staff facilitated Test Taking Fundamentals presentation, October 10
        - Digital Learning staff facilitated a Blackboard Navigation presentation at Valley View ECHS, October 26
        - Digital Learning staff co-facilitated Power Up Your Presentation, presentation. October 26
    - Events
        - Digital Learning staff participated in the Halloween Open House/Trick or Treat at the Library Event, October 31
- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	135
• Telephone/ Text Contacts:	103
• Virtual Campus Advising Email:	110
• Radius Inquires:	95
• Register Online Students	5
• Register TxDOT Students	35
• Academic Coach Sessions:	32
• Email Reminders Sent:	9,678
Total:	**10,192**

DIGITAL LEARNING MEETINGS:

- Digital Learning Technology Team participated with Blackboard's Service Delivery Manager Session, October 4, 11, 18, and 25
- Digital Learning Technology Team participated with the Monthly Blackboard's Tier II Service Delivery Review Team, October 4
- Digital Learning staff attended department meeting, October 3
- Digital Learning staff attended the Student Rights department's Open House Visit, October 4
- Digital Learning staff attended the Helping Students with Zero Textbook Cost Course Enrollment meeting, October 6
- Digital Learning staff attended the NDLW planning meeting, October 12
- Digital Learning staff attended a PowerApps design, connections, and recap meeting, October 12
- Digital Learning staff attended the DL Newsletter Articles meeting, October 8
- Digital Learning staff attended the Workday ERP Kick-off Event, October 19
- Digital Learning staff attended the Library Halloween Event planning meeting, October 25
- Digital Learning staff attended the Plan for Student Advisory Council meeting, October 30
- Digital Learning staff participated in the GPS Monthly Meeting, October 31
- Digital Learning staff attended the Counselor's Update planning meeting, October 31

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS
CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
  - Attended 2023 3rd Quarter Clery Committee Meeting, October 5
  - Attended Institutional Leadership Council (ILC) Meeting, October 6
  - Attended Coordinated Operations Council Meeting, October 10
  - Attended MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions Construction Meetings, various dates
  - Attended Academic Council Meeting, October 30
- Distance Learning was available to assist faculty with Blackboard issues, October 26
- Mid Valley Campus Advisory Committee Meeting was held, October 26
- Counseling & Student Disability Services held a Depression Screening for Faculty, Staff and Students, October 5
- The MVC Reading Committee hosted several events: 6 Word Story, Reading Week Open Mic, Author's Panel, and in cooperation with the Library Services, Family Reading Night, which is open to the community, October 18

COMMUNITY ENGAGEMENT:

- Attended meetings, training & special events at local schools and with local organizations:
  - Attended Milestone Ribbon Cutting: The Eatery Downtown Weslaco, October 5
  - Attended Fundraising Committee Meeting for Weslaco Museum, every Friday
  - Attended Ribbon Cutting: Urban Nail & Spa, October 12
  - Attended Board of Directors Meeting for Weslaco Museum, October 12
  - Attended Ribbon Cutting & Grand Opening: New Weslaco Police Department, October 16
  - Attended Ribbon Cutting: Los Primos SAGA, October 17
  - Attended Meeting with Weslaco Economic Development & STC, October 20
  - Hosted Disaster-Ready EXPO Meeting, October 23
  - Attended Coffee with Weslaco EDC and STC event, October 24
- HEB held Interviews, October 13

ENROLLMENT ACTIVITIES:

- Priority Registration was held for ARTS Department, October 11 & 12
- Priority Registration was held for Business Administration Department, October 12
- Priority Registration for Psychological Sciences Department, October 16 & 17
- Priority Registration was held for English (INRW 0020), October 25 & 31
- Sociology Department Recruitment and Information Table, October 3
- Bachelor's Programs Recruitment and Information Table, October 12
- IT Computer and Information Technology Recruitment and Information Table, October 26

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS
CAMPUS ENGAGEMENT:

- Attended monthly RGC Planning & Zoning Commission as committee member
- Met with First Sergeant Roma ISD JROTC to coordinate Veterans Day event on Campus
- Met with Director of CATE Roma ISD to discuss partnership for workforce programs
- Collaborated with RGCGISD to start a coalition for foster care and homelessness for children in RGC.
- Discussed recruitment for patient usage of Texas A&M-Health Diabetes management Center with community members
- Net with Region 1 esc to offer GED on campus for needy students
- Attended Border Region Mental Health Coalition monthly stakeholder meeting
- Attended Academic Council Meeting monthly

- Hosted VPAA Innovation meeting with faculty, staff, student representatives.
- Met with Taco Palenque representatives to tour facility for possible service for students.

COMMUNITY ENGAGEMENT:

- Starr County Council Meeting, October 2
- Student Activities & Wellness "Mean Girls Day", October 3
- Student Leadership Academy, October 5
- Math Club STEM Meeting, October 5
- Mayors Men's Prayer Breakfast, October 10
- Hispanic Heritage Month, October 10
- World Mental Health Day, October 10
- Starr County OBGYN Clinic, October 11
- College 1st Family Tnkind Meeting, October 11
- Student Activities & Wellness "Pretty Spooky Halloween", October 11
- Music Club Rehearsal, October 12
- Student Mentor Staff Training, October 13
- Counseling "Mental Health to Make those A's", October 17
- Student Rights & Responsibilities November Information Booth, October 17
- Starr County Industrial Foundation "City Meeting", October 18
- Migrant Services "College 1st Camp", October 18
- Easter Seals Workshop, October 18
- Student Activities & Wellness "Hocus Pocus, Stay Focus!", October 19
- Student Activities & Wellness "Breast Cancer Awareness", October 24
- Starr County Industrial Foundation "Fentanyl Awareness Conference", October 25
- Academic Affairs "Innovation Exchange", October 26
- Community Health Fair, October 26
- Fall College Fair, October 26
- Library "Trick or Treat", October 30
- Migrant Services, October 30

Student Activities & Wellness "Happy Halloween", October 31

ENROLLMENT ACTIVITIES:

- Discussed with campus stakeholders' recruitment efforts for Fall 2024 semester
- Invited Roma ISD JROTC for Veterans Day event and for recruiting efforts of graduating seniors
- Continued early registration for current students processed through SSS & GPS
- Monitored Spring 2024 schedule to open more sections or close unnecessary sections.
- Helped students in person for census date close-out to ensure retention.
- Developed plan for PR recruiting mailouts & postcards for Fall 2024 semester

OLIVIA DE LA ROSA
DEAN – CONTINUING EDUCATION, WORKFORCE TRAINING & ECONOMIC DEVELOPMENT

DIRECTOR'S REPORT:

- Attended Institutional Planning and Effectiveness Committee (IPEC) meeting, October 9
- Met with HEB regarding ESL program for employees, October 10
- Met with Liberal Arts Division regarding summer camps, October 11
- Met with RAS and Dr. Petrosian regarding non-credit data, October 11
- Met with TWC regarding workforce grants, October 16
- Attended webinar on quality of non-credit programs, October 16
- Conducted interviews for the Director of Continuing Education, October 18
- Attended STC and Region One leadership meeting at Region One, October 24

- Conducted monthly department meeting, October 25
- Attended Hidalgo County Prosperity Task Force subgroup leader meeting, October 26
- Met with Dr. Jennifer Reid on development of two courses: self-advocacy and social skills, October 26
- Met with Dr. Ruben Flores, Christina Cavazos and Laura Garcia regarding micro-credentials, October 31

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of October was 1,554 students
- Classes started included ESL, GED, Real Estate, CDL, Substitute Teacher, BLS CPR, Medication Aide Update, Microsoft Excel
- Continued courses at PSJA ISD: Dental Assistant, EKG Technician and Real Estate
- Started classes for McAllen ISD parents: Intro to Welding, Cake Decorating, Spanish GED
- Started classes for McAllen ISD students: Customer Service, Receptionist, Storage of Food and Supplies
- Conducted CPR training for 30 Region One GEAR UP parents, October
- Recruitment continued for the Region One AEL sub-contract
- Participated at the Hidalgo County National Night Out, October 10
- Participated at the Community Engagement Health Fair at Monte Alto ISD, October 11
- Presented at the Rio Grande ISD PAC meeting, October 11
- Presented at the UMOS parent meeting, October 19
- Participated at the UMOS 2nd Annual MSFW Celebration, October 27
- Participated at the McAllen Housing Authority's Truck or Treat, October 26
- Certifications earned: 12 CDL, 4 Bus driving, 10 Phlebotomy

PROJECTS:

- Curriculum development has started for an ESL course for HEB employees
- Developing two new courses: Self Advocacy and Social Skills
- Closed out The Meadows Foundation grant, October 31

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Texas Reskilling & Upskilling through Education (TRUE), October 2
- RGV Partnership Alumni Engagement Committee Meeting, October 3
- National Conference for Workforce Education Conference presentation, October 3-6
- State of Congress – Welcome to RGV Senator John Cornyn, October 9
- Innovation and Transformation Monthly Meeting, October 9
- Congressional Community Project (NAH) Grant Development meeting with Grants Office, October 10
- ASCENDER Follow up Meeting with Grants Office, October 10
- Perkins Workshop Academic Affairs Planning meeting, October 10
- STC ARPA Discussion with Hidalgo County, October 10
- NAH Meeting for FY24 Perkins Basic, October 11
- TRUE Grant Check-in Meeting with Grants Office and BPST, October 11
- TRUE Grant Meeting with Mechatronics-Session 1, October 11
- ECMC Grant Development Check-on with Grants Office, October 11
- TRUE Grant Meeting with Mechatronics-Session 2, October 12
- Hidalgo County Budget Discussion with NAH Dean, October 16
- CCTX Data Workshop II, October 16
- Strengthening Community Colleges Grant Discussion 1, October 17
- Perkins Basic Time on Task Discussion – AA, October 17
- TRUE Grant Check-in with BPST – October 18
- Texas Industry Partnership & McAllen Grant Meeting follow-up with NAH, October 18

- ERP Kick-off, October 19
- STC & UTRGV Grant Meeting Follow-up with Grants Office and AMT, October 19
- Perkins Basic Workshop Planning, October 23
- TRUE Grant Check-in, October 23
- STC & Region One ESC Leadership Meeting, October 24
- Rio Grande Regional Hospital Event
- City of McAllen FY23 Update with Grants Office and Financial Aid, October 25
- Strengthening Community Colleges Grant Planning Meeting with Grants Office and BPST, October 25
- RGV Partnership Orientation for Tournament, October 26
- STC TIP Project Planning Meeting with Hidalgo County and STC stakeholders, October 30
- Active Grants State Meeting with Grants Office, October 30
- Strengthening Community Colleges Planning Meeting with BPST, October 30
- Acadmic Council Meeting, October 30
- Perkins Basic Workshop #299919, October 31
- EMS Meeting for JET Grant, October 31
- AEL Conference, October 31

PROJECTS:

- Workforce Summit Planning
- IE Plans and COP Alignment with Grant Initiatives
- Perkins Basic FY25

ACADEMIC GRANTS:

- Child Development Associates (CDA) Credential Program – Division of Social Behavioral Sciences
- Childcare Access Means Parents in School (CCAMPIS) Program– Division of Social Behavioral Sciences
- Child and Adult Care Food Program Application Renewal – Division of Social Behavioral Sciences
- TWC Child Care Relief Funds – Division of Social Behavioral Sciences
- Bridges to BA Research, Subaward with UTRGV – Division of Math, Science, IT & Bachelor Programs
- Be Aware 2: Bioenergy and Water for Agriculture Research and Education (Subaward for UTSA & UTRGV) – Division of Math, Science, IT & Bachelor Programs
- DHSI Grant Academic Coaching – Division of Math, Science, IT & Bachelor Programs
- NSF – 6S Academy – Division of Math, Science, IT & Bachelor Programs
- STARTREC Grant (subaward from UTRGV) – Division of Math, Science, IT & Bachelor Programs
- TAB Marketing & Recruitment – Division of Math, Science, IT & Bachelor Programs
- Pathways to NRCS and Academic Career to Civil Engineering and Agriculture Students (PANACEAS, sub-award to UTRGV) – Division of Math, Science, IT & Bachelor Programs
- Lumen Learning Project– Division of Math, Science, IT & Bachelor Programs
- University Transportation Centers Program – Division of Math, Science, IT & Bachelor Programs
- Gene Haas Foundation Scholarships – Division of Business, Public Safety, and Technology
- Kenedy Memorial Foundation – Division of Business, Public Safety, and Technology
- WE CAN TX – Division of Business, Public Safety, and Technology
- PATH, Region One - Division of Nursing & Allied Health
- Healthcare Professionals Program, Hidalgo County - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program GEER II - Division of Nursing & Allied Health
- I3 Heal2 Project - Division of Nursing & Allied Health
- Healthcare Professional Enhancement Program, City of McAllen, - Division of Nursing & Allied Health
- JET Grant, TWC, Vocational Nursing Program, - Division of Nursing & Allied Health
- JET Grant, TWC, EMS Program, - Division of Nursing & Allied Health
- Texas Industry Partnership, TWC, - Division of Nursing & Allied Health
- AT&T Aspire Program , - Division of Nursing & Allied Health
- TexPREP Roma ISD - Dual Credit Programs
- TexPREP Hidalgo ISD - Dual Credit Programs

- Skills for Small Business, TWC - Continuing Education
- Progresando Grant - Continuing Education
- HEP Grant - Continuing Education
- Prioritizing Adult Community College Enrollment (PACCE) - Continuing Education
- TRUE2 - Continuing Education
- TX Expansion Grant, 2022 Apprenticeship - Continuing Education
- Workforce & Safety Training Grant - Continuing Education
- Child care Apprenticeship Grant - Continuing Education

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER
ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with FPC, Dean for LA, Music Department Chair, and Dance Department Chair regarding the schematic design and presentation discussion for the Pecan Campus Performing Arts Building L Music and Dance Expansion, October 3
- Attended bi-weekly construction meeting regarding Starr County Campus Automotive Lab and HVAC-R Outdoor Area, October 4
- Attended monthly Institutional Leadership Council (ILC) meeting, October 6
- Attended Fall 2023 Graduation meeting to discuss logistics, October 9
- Attended the bi-weekly RCPSE - Two Story Residential Fire Training Structure - Construction Progress Meeting, October 11
- Attended the bi-weekly Technology Campus - Welding Lab Expansion Building F- Construction Progress Meeting, October 11
- Attended the bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, October 11
- Met with Cybersecurity Chair to discuss computer lab conversion to specialized Cybersecurity Lab, October 16
- Met with FPC to discuss classroom conversion to specialized Information Technology Lab, October 17
- Met with RCPSE Site Administrator to discuss facility usage for Police Academy startup, October 18
- Attended Workday Enterprise Resource Planning (ERP) Kick-Off Event, October 19
- Attended December 2023 Commencement meeting at Bert Ogden Arena, October 19
- Attended Workday Implementation- Student Module- Initial Meeting, October 19
- Attend the virtual Texas A&M University and Law School symposium on Changing Cultures and Climates - Adopting Strategies to Proactively Prevent Sexual Harassment in Higher Education, October 23
- Met with Curriculum to discuss Faculty Handbook process and procedures, October 24
- Attended the bi-weekly RCPSE - Two Story Residential Fire Training Structure - Construction Progress Meeting, October 25
- Attended the bi-weekly Technology Campus - Welding Lab Expansion Building F- Construction Progress Meeting, October 25
- Attended the bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, October 25

PROJECTS:

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Begin identifying dates for Spring 2024 FLAC Calendar
    - Begin the Spring 2024 Payroll Pay Dates & Fraction of Payment schedule with BO and HR
    - PEPFLAC for contract types: 90, OV, 45, NA, DC, and PS
    - PEPFLAC for part of terms: M0, M5, N4, and N6
    - Total faculty records processed for electronic compensation: 67
- Continued working with Facilities and Maintenance on office space, building renovations, and space modifications across all campuses
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion; HVACR Classroom/Outdoor Covered Area; Welding Lab Expansion (Substantial Completion)
    - Pecan Campus: Cooper Center Expansion; LA Division Suite Renovation; PCN D-104 Renovation

    - Pecan Plaza: Continuing, Professional & Workforce Education; Kinesiology Building
    - NAH Campus: Carpet Replacement Building A
    - Technology Campus: Master Plan for buildings A and B; Building B Automotive Lab Exhaust System
    - Worked with departments on processing and completing move/set up requests
- Continue overseeing scheduling and maintenance of Active Learning Classrooms district-wide

Finance & Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: NOVEMBER 28, 2023

SUBJECT: ACTIVITY REPORT FOR OCTOBER 1, 2023, THROUGH OCTOBER 31, 2023

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

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

October 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, and Transparency"

The Finance and Administrative Services (FAS) Division 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- Regular and Special meetings
- Bookstore and First Day initiative meeting
- Committee Packet review with the President
- Coordinated Operations Council (COC) meeting
- Credit Card Expense reports review
- Defeasance Financing Timeline meeting with investment bankers
- Electricity Bill Management Report review
- Enterprise Resource Planning (ERP) conversion project updates
- ERP (Workday) Advisory Staffing Plan discussion
- ERP (Workday) and STC – HCM Workbook Presentation call
- ERP (Workday) and STC – Payroll Workbook Presentation call
- ERP (Workday) discussion on bi-weekly payroll
- ERP (Workday) EM Introductory call to review upcoming activities
- ERP (Workday) HCM Data Preparation Call - Job Catalog and Compensation Grades
- ERP (Workday) Implementation – Finance/HCM Module initial meeting
- ERP (Workday) Kick-off event on project name reveal
- ERP (Workday) Project Management Meeting
- Facilities & Finance Committee meeting
- Faculty teaching schedules meeting
- FAS Director's meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates
- FAS Safety updates
- Finance and Board packet items review
- Funding Model Forecasting Methods on Enrollment
- FY 2024 Budget, Staffing, and Pay Plans
- Grant-related records meeting
- Human Resources (HR) bi-weekly updates
- Internal Audits / COOP meeting
- Legal Counsel meeting on Google Grant Stipend
- Legal Counsel meeting on Surety Bond for Truck Driving Program
- Legal Counsel meeting on Tax Abatements
- Master Unexpended Plan Fund Budget and R&R Report updates
- Pecan Building K Cashiers renovation project scope meeting
- Pecan North Academic Building discussion on status updates
- Performance Appraisals
- Popular Report, Investment, and Management Report updates
- Position Reclassification forms discussion/review
- President's Cabinet meetings
- Project BW – Time & Effort, Stipends, Staff Augmentation, Action Plan
- Purchasing presentation and other items
- Sick Leave Pay procedures review
- Simplification project meeting
- STC Foundation meeting on pending items
- STC website information on ERP updates
- STC/PTG/Peak Advisory Support Check-in meeting
- TACCBO accounting and conference updates
- Tax Abatement meeting
- Title IX Committee updates on Employee & Student Cases

WEBINARS/WEBCASTS/CONFERENCES/TRAINING

- South Texas Great Colleges 2024 Program webinar
- TACC - State Association Quarterly Zoom meeting
- TACCBO CFO Meeting

CURRENT PROJECTS

- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Bi-Weekly Payroll review on ERS and TRS reporting
- Board Budget Presentation
- Board packet review
- Bookstore amendment proposal
- Bookstore and First Day initiative
- Budget Reserve levels
- Budget Transfer approvals
- Campus Safety Survey
- Capital Improvement Projects Master Budget
- Cash Defeasance Closing memo
- College-wide Risk Assessment
- Comprehensive Operational Plan
- Continuing Education Building timeline and financial statements review
- Cooper Center Expansion review
- COVID-19 protocols
- Custodial Hiring updates
- Ellucian Banner Report review
- Employee Benefits Report
- Employee Performance Promotion and Demotion procedures
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – Workday Conversion Project and Implementation Action Plan
- ERP – Workday Implementation Stipends
- ERP – Workday Project timeline
- ERP – Workday Subscription, Deployment Service, and Purchase of Advisory Services
- ERP – Workday System Name Implementation
- ERP – Workday updates on STC webpage
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- External Audit Agreement modifications to include the Foundation
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS Division Risk Assessments
- FAS FY 24 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- FAS VP Proposed Organizational Chart
- Fraud Survey Corrective Actions Assessment
- FY 2024 Budget, Staffing, and Pay Plans
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Key Benefits for Full-Time Eligible Employees presentation
- Personnel Policy Updates
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Proposed FLSA Rule Changes review
- Proposed process for staffing plan position reclassifications
- Public Information requests
- Purchasing Acquisitions and Contracts
- Purple line route inquiries
- Review and Approval of documents
- Salary Savings Report for FAS Division
- SASCOC 5-year review of policies
- Scholarship balances report review
- Sick Leave Pool requests - new procedures, analysis, and reports
- Simplification of Business Processes Project
- South Texas College Limited Tax Refunding Bonds
- State Statute on the evaluation of RFPs and RFQs
- Student Activities fees roll into tuition
- Student Activities Operating Budget review
- TACCBO Accounting Financial reports
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Tax Abatements
- Technology Reimbursement payment for FY 2024
- Timeclock Plus (TCP) approvals
- Title IX Policies review
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue report
- Vacation Balances and Extensions

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller
October 2023

SOUTH TEXAS COLLEGE

KEY FACTS
STAFF: 77
*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
- Achieved 99% Payroll via Direct Deposits
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's
- AP Automation Project - Go Live happened with IPS
- New Simplified Tuition and Fees Rate Model

ON-GOING PROJECTS

- Developing more remote training sessions for TCP and Payroll
- DocuSign Review Testing
- Workday ERP Conversion
- GASB 96 Implementation

DIRECT DEPOSIT AND PAPER CHECKS OCTOBER 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 OCTOBER 2023

OCTOBER 2023 AP TOTAL DISBURSEMENT TYPES

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.

TRAVEL EXPENSE BY DIVISION OCTOBER 2023

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.

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.

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

October 2023

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 75

- 23 Commissioned Peace Officers
- 7 Licensed Telecommunications Operators
- 45 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

320 Calls for service

2,816 Incoming Calls

POLICE SERVICES

- Met with McAllen PD for Holiday Parade 2023 logistics.
- Maintained daily Clery Crime Log for all STC campuses.
- Provide trainings for new STC police officers.
- Police personnel attended multiple trainings throughout the month.
- Held Police Sergeant Interviews and made recommendation.

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 38 parking event requests districts wide.
- Attended Halloween events at Starr and Pecan campus.
- Collected lost and found property for all STC campuses.
- Provided crosswalk and traffic control.

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Monthly evacuation drills at Pecan Building T, NAH Building C, Mid-Valley Campus Building F with Weslaco Fire Marshall, and Starr County Campus Building E with RGC Fire Marshall.
- Held Active shooter Phase 1 and Phase 2 training.
- Held Building Responder training online.
- Provide surgical and KN95 masks district wide.
- Held CPR/First-Aid Training at the Technology 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.
- Met with various departments to survey areas for camera recommendations.

JAG EXPRESS SERVICES

- Yellow Line:
  Service between Pecan, Technology, and NAH campuses.
- Green Line and Route 60:
  service between Starr and Pecan campuses.
- Attended the GLO LRGV Economic Development Study - Transit Providers Strategy 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

October 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF: 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Sq. FT.
- **2,065,731** Acres
- **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 – Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations – Construction Document Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural in progress; Civil Engineering Services for Subdivision Plat in progress; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Construction Phase
- Kinesiology Building Phase I – Construction Document Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Phase: Final Completion Pending.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program – Construction Complete.
- 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 – Construction Phase for Roof Replacement; Construction Document Phase for Repair of Interior Areas.
- Child Development Center Portable Building PB L-2 Renovation – Construction Phase

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Complete.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation – Construction Complete.
- District Systems Office – Solicitation of Architects in Progress.
- NAH East Building A Generator Replacement – Construction In Progress.

TECHNOLOGY CAMPUS

- Welding Lab Expansion – Construction Phase.
- Exterior Solar Panel Structures – Construction Complete.
- Truck Driving Range Expansion – Construction Phase-Substantial Completion

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase: Substantial Completion.
- 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: Substantial Completion.
- 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

OFFICE OF ACCOUNTABILITY, RISK, & RECORDS MANAGEMENT
ACTIVITY REPORT
Jason Gutierrez, Director
October 2023

SOUTH TEXAS COLLEGE

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.

WHAT WE DO

- 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/ONGOING PROJECTS

Policy localization project and related assignments.
Multiple college-wide procedures
Enterprise Resource Planning Project

Out of 127 local policies slated for board adoption, 42 have been adopted as of October 2023.

POLICY SECTION	BOARD APPROVED AS OF OCTOBER 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	9
Personnel	12
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Rebecca Cavazos, Director

October 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: FY2023 – **70 RFP's/29 RFQ's** and FY2024 – **26 RFP's/11 RFQ's**
- Completed **996** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **173** Airfare Purchases in FY2024
- **514** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **37** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **188** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **440** deliveries totaling **7,613** boxes/packages
- Completed **49** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **31** new assets
- Adjusted **131** existing assets
- Coordinates the Annual Physical Inventory
- **7,613** Items Transferred/ Relocated

MAIL SERVICES

- Process **4,329** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **62,347** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	2,529	$37,037,398.65
2	College Assets	22,011	$418,756,611.63

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Employee Relations Investigator

October 2023

SOUTH TEXAS COLLEGE

WHAT WE DO:

- Promote an environment of respect and parity 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.

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

EMAIL: TitleIX@southtexascollege.edu

2023 CASES PER MONTH

TITLE IX
SOUTH TEXAS COLLEGE

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, Section 504, and Compliance topics.
- Create and deliver custom training to faculty and staff on Title IX/ADA/504 and Compliance.

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://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DAA#legalTabContent

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
Dr. Zachary Suarez, Executive Director of HR and Talent Development
October 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Attended Workday Kick-Off Event
- Processed 900 plus items for October payrolls.
- Presented over various personnel topics at the Fall 2023 Semester Chair Academy
- Launched Mandatory Trainings for Faculty

TOTAL EMPLOYEE BY LOCATION - 10/31/2023

HEADCOUNT BY LOCATION

	PCN	TECH	MIDVAL	NAHC	STARR	RCPUBL	HS	TOTAL
ADMIN	67	4	1	1	1	1	1	76
FT-STAFF	726	78	87	57	58	5	3	1017
PT-STAFF	105	21	26	35	14	4	11	216
WS	50	8	20	5	25			108
FACULTY	306	98	64	94	28	9	10	609
DUAL FACULTY	5	1			1	1	295	303
TOTAL	1259	210	198	192	127	20	320	2326

CURRENT/ON-GOING PROJECTS

BENEFITS

EMPLOYEE COUNT: 5

- Met with Community Loan Center of the Rio Grande Valley on the program benefits and options offered for employees.
- Completed benefits questionnaire on Texas Community College Teachers Association (TCCTA) Survey.
- Assisted with setting up the non-allowable expenses deduction code on the banner system.
- Attended Finance and Administrative Services (FAS) Safety meeting.
- Created benefit information pages for the revamping of the Human Resources website.
- Attended TEAMS reporting for Teacher Retirement System monthly meeting with Ellucian.
- Completed Leave Liability Report for fiscal year 2023.
- Completed Compensable Absence report for fiscal year 2023.
- Completed Vacation and Sick leave settlement report for fiscal year 2023.
- Presented at the History Department Meeting on the Employee Assistance Program.
- Met with Safety Stratus and Environmental Health and Safety Manager and automated incident reporting.
- Attended Workday information sessions and workbook calls.
- Conducted Retirement Benefits Workshop for faculty and staff.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Attended Payroll and Compensation team meetings to discuss upcoming projects and Workday.
- The team completed additional training via LinkedIn for professional development opportunities.
- Held interviews for Payroll Specialist and Compensation and Payroll Assistant.
- Update and clean-up of NTRPCLS codes in Banner for smoother transition to Workday.
- Worked on the annual TCCTA and TASB survey.
- Attended Non-Allowable Expenses reimbursement meeting.
- Review and upload of FLAC records.
- Attended Bi-Weekly payroll implementation meeting in Workday.
- Attended Hidalgo County Nursing Initiative meeting.
- Attended various Workday meetings/training sessions.
- Data entry, review and processing of the MR10 payroll.
- Promoted and documented information for the State Employee Charitable Contribution Campaign.
- Worked on new deduction and earn code testing and set up in Banner production after testing.
- Attended FLSA proposed update meeting.
- Worked on salary reviews for staff and faculty.
- Worked on weighted average years update in Banner.
- Reviewed and verified pay grades and NTRPCLS codes.
- Worked on Payroll Distribution Report reviews and updates.

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Prepared for and participated in 2 Symplicity case management software implementation project meetings to include: navigating Symplicity and running through simulations of complaints, and gathering questions regarding the use of Symplicity to clarify with vendor.
- Reviewed 400+ performance appraisals for the FY2019 through FY2022 to ensure digital versions available and to identify any discrepancies contained in each performance appraisal for further review by the South Texas College Executive Director of Human Resources & Talent Development.
- Participated in the 12th Annual Association of Title IX Administrators (ATIXA) Conference in Philadelphia, Pennsylvania to learn a variety of topics related to Title IX and to obtain certifications in investigating and writing for Title IX.
- Reviewed 373 employees for the FY2023-2024 South Texas College Driver Eligibility Log to ensure that employee position titles matched with the FY2023-2024 South Texas College Staffing Plan.
- Met on the discussion of the South Texas College Office of Human Resources' search to fill the position of Human Resources Specialist – Employee Relations.
- Participated in the Clarifying Senate Bill 17 and the New DEI Requirements webinar.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Met with HR administrators to complete the TCCTA and TASB report surveys and review the specifications required for submission.
- Met with IT to set up an SFTP server to upload Workday HCM and Payroll workbooks with current data.
- Met with Benefits, Payroll, and Compensation to complete Workday's HCM and Payroll Workbooks.
- Attended Workday Finance meetings to complete the CIW Workbook.
- Audited scripts for data cleaning.
- Met with Advocate (a Career Services Manager), HR Employee Relations, and IT to set up an SFTP server to import Student and Employee data to Advocate's server.
- Created several ad-hoc reports requested by internal and external functional areas.
- Ongoing meetings with PTG, Peak Performance, and Workday consultants to work on the project plan, and Workbooks.
- Audited active files to remove transcripts that were not previously removed.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Coordinated Workshops
  - 3 Jaguar Academy Session
  - 1 Benefits – Retirement FAQs
- Collaborated with Public Relations on Various projects, initiatives, and requests for the Human Resources department.
- Met with Teaching and Learning Center on collaborative projects for Faculty and Staff.
- Met on Workday preparations for implementation.
- Prepare Logistics for workshops for the Enviromental, Health, and Safety Department.
- Presented at New Hire Orientation.
- Actively screening and clearing full-time and part-time applications and new hires.
- Launched Jaguar Academy
- Campus Security Report

STAFFING

EMPLOYEE COUNT: 6

- Attended We are the Solution Job Fair sponsored by Workforce Solutions at Jose Pepe Salinas Civic Center.
- Presented Hiring Process for Faculty and Staff at New Chair Academy.
- Attended Workday Implementation meetings for Finance/HCM Modules.
- Worked on Faculty Hiring Manual revisions.
- Assisted with hiring staff, faculty, direct wage, work study and temporary agency employees.
- Assisted with overloads, substitutions and adjunct Notice of Employment.
- Attended Texas Workforce Commission Worksite Agreement meeting.

OFFICE OF HUMAN RESOURCES

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE
ACTIVITY REPORT
George McCaleb, Director
October 2023

SOUTH TEXAS COLLEGE

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.

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

CAMPUS	Pecan Campus	Mid Valley Campus	Starr County Campus	Regional Center for Public Safety Campus	Technology Campus	Dr. Ramiro Casso Nurse Allied Health Campus	Pecan Plaza	System Office
Buildings	17	10	13	1	4	3	3	1
Portable Buildings	27	7	3	5	5	3		
Square Feet	824,986	357,881	247,813	27,708	295,738	222,132	66,523	22,950
Acres	147.76	53.37	67.78	67.22	33.57	15.60	5.6	2.98

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:	NOVEMBER 1, 2023
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2023 THROUGH OCTOBER 31, 2023

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

MEETINGS/ATTENDED

- Information Technology Interns
- Pre-Cabinet and Cabinet
- Board presentation discussion
- Board SWOT preparation
- Board Committee meetings
- Board Work Session – Strategic Planning
- Board Meeting
- IT Career Exploration Summer Camp
- Coordinated Operations Council
- DHSI: Inside Track Update
- Dual Credit CTE Advisory Committee
- Search Committee Meetings and Interviews
- KPI Review and Discussion
- Workday Implementation Initial Meeting
- ERP Kickoff
- Educational Technologies Planning
- RGVTA General Meeting at Texas Southmost College
- Comprehensive Operations Plan (COP) Status Reports Workshop
- ESC1 Gear-Up Summer Camps Collaboration
- IRESP Reorganization
- STC PDGA Kick-off
- Corrections Academy Orientation
- Dual Enrollment Counselor Symposium

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team had issues with putting in the latest patches in the test environment. Based on the documentation provided by Ellucian, the Team is following the technical steps to remove the issue. Based on the resolution provided, the Applications Team has moved the patches to the production date of December 9. The premium connector for Microsoft will be purchased in November so we can begin integrating Banner data in

the Office 365 Power App environment and other environments. Testing will begin in late November once the consultants have reviewed the environment and premium connectors are purchased with Microsoft. The Applications Team continues the effort to remove SSB 8 self-service from our production environment. The Team met with clients and completed SSB 9 rosters in production. The Team will review the inventory and determine if any other pages need to be converted to SSB 9.

JAGNET

All modifications according to the 2023 Fall Convocation are now in Jagnet. The Team will continue to change the color and logo to other applications. The next Jagnet Content Committee will be scheduled for 2024 after census day of the spring semester.

DEGREE WORKS

The Team has completed the upgrade in the DegreeWorks test environment. The Team met with stakeholders and provided the documentation containing a list of all new features that need to be tested. Once the feedback is received, a production date will be determined for 2024.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT (Information Technology) Team continues to monitor the health and performance of the data replication from Pecan to both Starr County and Tyler Junior College (TJC) locations; 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 started the second phase of this project by putting together a plan to set up an external Internet Service Provider to access Banner at TJC via VPN. We have a direct network connection from STC (South Texas College) to TJC.
The IT Team continues gathering quotes and analyzing the new network setup for internet access at TJC. The IT Team met with Spectrum to review internet connectivity for TJC co-location. Spectrum will provide quotes and different bandwidth options for TJC internet access.

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 completed moving the Welcome Center virtual desktop group to a new host environment with better capabilities and resources. The Team also created a new golden image and will monitor the new environment. The Team will analyze the next group of virtual desktops to be migrated. The IT Team sent the board motion for servers and licenses to increase the virtual desktop capacity for students to use outside of the college. These desktops will be available to students anywhere at any time.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- PO for DUO renewal has been issued.
- Computer Science Students using a server to upload programming assignments were given MFA.
- 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/services were risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA have been started. About 600 unsued accounts will be cleaned.

GOVERNANCE

- Worked with CR and CS policies.
- Developing Web Application Firewall Standards for Information Technology.
- Worked with Information Technology on a Web Application Firewall Health Assessment.
- Renewed our yearly license with Password Management Software (Secret Server) for FY 2023-2024.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. Next steps are to have our VP of ISPP&SI review and approve it. 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 deployment of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to decommission McAfee/ Trellix End-Point Security and be only on SentinelOne End-Point Security.
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 8,600 systems have been covered with the new Next Generation Anti-Virus (NGAV).

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.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- 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 automated 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
- InfraGard Monthly Meeting
- RGVTA Meeting

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

SACSCOC

- New Program: Architecture – Met to review prospectus status
- OCIS: Vanguard Beethoven Dual Site – Library resources for program list pending
- 5th Year Interim – Set-up meeting invites to writers

MEETINGS/TRAINING

- IRESP Leadership Weekly Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Data Management & Integrity (DMI) Committee Meeting

PROJECTS

- Strategic Planning – Kickoff with Lightcast for Environmental scan
- Data Hub – Met with Perkins Liaisons to discuss future funding
- Data Dashboards/KPIs – Dashboards for Enrollment and other regularly reviewed data being created by IEA Team on Power BI
- KPIs and SAIs Development Meetings – KPI meeting with Leadership
- S.W.O.T Training – Board session held

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

INSTITUTIONAL EFFECTIVENESS

- Research on Data Standards and Integrity – Discussed how to identify the data user's perspective and skill level for future report development
- 2021-2023 IE Cycle and HTML Errors for IEA Website- Complete
- Assistance to Plan Writers on 2023-2025 IE Plans- Organized meetings to assist plan writers and reviewed the 2023-2025 IE plans
- Direct Support to Departments/Divisions for IE Plan Development (2023-2025)/Mid-Biennium and/or End-of-Biennium Reports (2021-2023) or 2019-2021 IE Plan Report Completion- Assisted multiple departments with 2021-2023 IE Plan Final Report and worked with staff on pending C.O.P and/or IE Plan content
- Comprehensive Operational Plan (C.O.P) Master Sheet 2022 – 2025 – Updated and compared published C.O.P spreadsheet to master sheets
- C.O.P Status Reports AY

    - 2020-2021 – Finalizing template design and uploading reports
    - 2021-2022 – Submitted hard copy to divisions
    - 2022-2023 – Saving reports received
- Xitracs Maintenance – Add new Starfish and Public Administration along with new plan writer
- Support for Program-based Accreditation (Re-accreditation)- Reviewed and made suggestions to OTA/PTA strategic plan/self-study 2025 re-accreditation including citation of STC policy in transition
- Indirect Support to Departments/Divisions for IE Plan Mid-Biennium Report (2021-2023) or 2019-2021 IE Plan Report Completion- Publishing 2019-2021 IE Reports/2021-2023 Mid Bi Reports and reviewed 2023-2025 IE Objectives
- IE Reports Data Support – Provided support for the Degree Awards by term data finding per IE writers
- IE Plan Workshops/Open Labs – Provided 9 workshops for completing the 2021-2023 IE Plan End-of-Biennium Reports and integrated the modified IE framework incorporating the years involved for each cycle
- C.O.P Status Report Workshops/Open Labs- IEA Team conducted 5 workshops for C.O.P plan writers
- IE Plans and COP Status Master Tracking List Report – Updated
- Reports/Plans Pending from all Departments: COP and IE Plans – 2021-2022 C.O.P Status Report updated from FAS
- Workshops and Open Labs for 2021-2023 IE End-of Biennium Report- Conducted the final training session

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Strategic Planning/KPI Data Support- Updated KPIs with THECB data retrieved
- QEP Assessment Data Support – Completed QEP Cohort Tracking 1st Year data and Fall to Fall Persistence rates
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Discussed Architecture prospectus and potential concerns currently published on the STC website
- Data Research – Followed up on results of a data request for an academic department to confirm results
- Data Requests – Provided the QEP Fall 2022 FTIC Cohort Fall to Fall Persistence Rates and the Fall 2021 FTIC Online only headcount
- Program Reviews Data – Updating the Program Review data

FACTBOOK AND DATA PORTAL

- Data Portal Update – Posted the FTIC Cohort Tracking – Fall 2022 report

MEETINGS/TRAINING

- IEA Staff Weekly Meeting
- Division (IEA & RAS) Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- VP-ISPP&SI Meeting
- Substantive Change Support Meeting
- IPEC Data Preparation & Planning Meeting
- Senior AA Training & Meeting
- QEP Follow-Up Meeting
- Data Management & Integrity (DMI) Committee Meeting
- ERP Kickoff Meeting
- Data Literacy Academy and Workshops Meeting

PROJECTS

- Fifth Year Interim Report – Met with POCs for SACSCOC standards and reviewed STC changes to maintain compliance along with timeframe for collecting evidence for the report
- Dashboard Development – Provided the 'Dual 15' Power BI dashboard report and created another workspace to share datasets and reports

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS 12-month Enrollment Survey
- IPEDS Completions Survey
- IPEDS Institutional Characteristics Survey
- Spring 2023/2024 Enrollment, Credit Hours, and Contact Hours

- 2021-2022 CB116 Follow-Up - Student Data Annual Survey

SURVEYS

- Campus Safety Survey
- New Program Student Survey
- SENSE Survey

QUALITATIVE STUDIES

- CDC Focus Group Fall 2023
- Dual Credit Programs Focus Group

DATA REQUESTS

- ACEN Nursing Data for 2023 Survey
- Annual IFRS Report (Spring and fall 2023 Fees and Tuition) (BUSO)
- Associate degree counts - last two years
- Automotive Department student graduate awards summary
- Bachelor Programs data
- BASOL Fall 2023 Student List of Student That Received an Associates or Not and Contact Info.
- Business Office's Comprehensive Annual Financial Report (CAFR) Tables' Update
- CAEL LASS 2.0 Data Collection Fall 2023
- Continuing Education's Seven Years of Unduplicated Enrollment of ISDs and Non-ISDs
- Developmental Ed. Survey/HB2223 Measures' INRW and MATH Co-requisites Fall 2023 Update
- Dual Enrollment Academy Programs Persistence
- Enrollment and Completions AY2022-2023 (Total and Hispanic)
- Fact Sheet data updates
- Fall 2023 FTE
- Fall 2023 FTIC counts for Precision Manufacturing and Mechatronics
- Interdisciplinary Studies (INDS) graduation rates
- ORLG undergraduate/transfer credit hours earned
- Special Advising data
- Stop-out Target List
- Student Completion Services Cohorts' Demographics and Contact Info
- Starfish 1st Progress Survey Unsubmitted Surveys Report
- Traditional students' outcomes - past fall cohorts
- 2022-2023 ADN graduates by track

MEETINGS

- BUGs Committee Meeting
- CAEL / STC - LASS 2.0 Monthly Meeting
- CDC Focus Group Protocol Review
- Chair Academy Presentation Meeting
- Clearinghouse Custom Research Meeting
- DCP Protocol Review Meeting
- Degree Reclamation Committee Meeting
- DEPS Survey Review and Finalization Meeting
- DMI Meeting
- Institutional Leadership Council (ILC) Meeting
- Institutional Planning & Effectiveness Committee (IPEC) Meeting
- IRESP Leadership Weekly Meeting
- KPI Review Meeting
- NIMS Data Collection Matrix Meeting
- Non-Credit Data Meeting
- Qualitative Team Meeting
- Reference Check Meeting
- Review KPI targets Meeting
- SWOT Analyses Meeting
- Talent Strong Texas Pathways Meeting
- Workday Data Conversion Intro & Workbook Demo Meeting

OTHER RESEARCH/SUPPORT

- Chair Academy Presentation – Added performance-based funding model slides

- Chair Academy – Revised Exercises
- Data files and presentation slides for IPEC
- Degree Works Install
- IRB Data
- FY20203 Dual – 15 Hours estimation

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Finalized and submitted SACSCOC Reaffirmation Committee visit Report
- Worked on IE Biennium Report for FY2021-2023
- Created assessment exercises for Sr. Administration Assistant hiring
- Corresponded with Texas State Library and Archives Commission to follow up on possible appointment to the TexShare Advisory Board
- Coordinated review of SACSCOC Reaffirmation Committee visit Report with visited institution.
- Worked Texas Library Association taskforce project
- Worked on Educational Technologies planning document.
- Worked on Search Committee applicant review
- Worked on IE 2021-2023 Biennial Report
- Reviewed and revised Space Modification Requests for Pecan Campus Library Phase II projects.
- Finalized and submitted Space Modification Requests for Pecan Campus Library Phase II projects.
- Corresponded with Facilities Planning & Construction staff regarding Pecan Campus Library Silent Reading Room requirements.

MEETING HIGHLIGHTS

- Participated in Institutional Leadership Council meeting
- Met with Director of Curriculum to discuss Zero Textbook Cost presentation
- Met with advisors, counselors, and student success specialists to go over helping students find and sign up for Zero Textbook Cost Courses
- Participated in Texas Library Association workforce
- Met with Alfred Williams & Company furniture representative
- Convened meeting of OER Coordinating Group to discuss work done to advance OER initiatives and next steps
- Met with Systems and Applications Librarian and Associate Dean of Library Services to discuss status of automation projects
- Participated in College-Wide Curriculum Committee meeting
- Convened Pecan Campus Library modifications update meeting
- Met with ET staff members regarding technology in Pecan F-102 training room
- Met with VP of ISPP&SI regarding ET planning
- Participated in Texas Library Association Taskforce meeting

TRAINING HIGHLIGHTS

- Participated in Amigos Library Services webinar "Libraries and the Law"
- Participated in Library and Learning Support Services Supervisor Training on motivational leadership

LISA B. WALTERS, ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Adulting 101 series
- Artist Lecture and Exhibit held at Pecan Campus Library Art Gallery for "Don't be Hasty" and "Ka-ching!"
- Library Art Gallery Coordinator acted as Juror for IMAS 3rd annual Juried Exhibit
- Library Art Gallery Virtual Tour
- Hosted Dual Credit HS Librarian Summit
- Staff presented at Dual Credit HS Librarian Summit
- Staff member conducted Student Success Workshops
- Staff member conducted Dual Credit College Readiness Workshop
- Staff member conducted presentation at the Region One Fall Media Fair
- Staff members participated in Nursing & Allied Health Mental Health Event
- Staff member conducted presentation to Faculty Advising Certification Cohort

- Staff members participated in Mid-Valley Family Reading Night Event
- Staff member conducted Art Gallery Reception in Starr Campus with Artist Talk
- Staff member completed guest juror duties at IMAS for the Annual Members' Art Show
- Staff member conducted presentation for Pop-Up Library on Breast Cancer Awareness
- All Libraries hosted "Trick or Treat" at the Library partnering with college departments to provide information to students
- Staff members visited Harlingen Public Library for cross-training
- Completed Silent Study Room Renovation

MEETING HIGHLIGHTS

- Staff members met to prepare for presentation at State Library Conference
- Staff member attended October Mid-Valley Campus Advisory Committee Meeting

TRAINING HIGHLIGHTS

- Staff members attended VR Technologies Training
- Staff members attended Poll Everywhere Workshop
- Staff members attended Check in AI Mix Together Presentation
- Staff members completed the Fundamentals of Cataloging Course
- Staff members attended Workshop for the Educational Technologies Academy
- Staff members attended the webinar: Beyond Chat GPT: APA PsycInfo and its AI-Powered Research Assistant
- Staff members attended Amigos Community Conversations: Libraries and the Letter of the Law Instructors
- Staff members attended Dual Credit High School Librarian Summit

LIBRARY DATA:

Monthly Statistics	**October 2023**
▪ Library Website Visits: _10,243	▪ Visitors: _42,734_
▪ Discovery Search Visits: 4,297	▪ Reference/Research: _123_
▪ Community Users: _121_	▪ Non-Reference/Research: **171**

Events and Library Art Gallery Highlights

Ka-Ching! Community Art Exhibition About Economics

Dual Credit Students, Alumni, Faculty, Staff, and Community Members	**Pecan Campus Library, 2nd Floor**	**August 28, 2023 – December 7, 2023** **Reception: October 4, 2023** **Time: 5:30 P.M.**

This exhibition marks the 50th anniversary of the economist E.F. Schumacher's book "Small is Beautiful" (1973), which became a New York Times bestseller. The book delves into the possibility of attaining economic growth while also meeting the needs of society and sustaining the environment. It has been acknowledged as one of the Times Literary Supplement's 100 Most Influential Books since World War II. All the artworks presented in this exhibition explore the topic of economics and are distinguished by the use of the color gold. https://library.southtexascollege.edu/ka-ching/

"Don't Be Hasty"

Jerry Lyles, MFA	**Pecan Campus Library**	**August 28, 2023 – December 7, 2023** **Artist Talk: October 4, 2023** **Time: 10:00 A.M.** **Webinar:** bit.ly/3DNoi9O

Jerry Lyles received his Master of Fine Arts in Painting from the American University in Washington, D.C. This body of work includes large-scale paintings, which include outdoor observational or plein air artwork. Lyles explores the relationships between space, forms in the given space, and our reaction to them. Through his skilled still-life paintings incorporating color, form, value, shape, and space, Lyles searches for visual metaphors that discuss these relationships. https://library.southtexascollege.edu/dont-be-hasty/

"STC Alumni Series: Hecho a Mano"

Karla Gabriela De La Fuente	**Mid-Valley Campus Library**	**August 28, 2023 – December 7, 2023** **Hybrid Talk: November 28, 2023** **Time: 3:00 P.M.**

The series seeks to support artists who started their education at South Texas College and to serve as a positive example to current students and community of the success STC graduates often achieve. Karla Gabriela De La Fuente received her BAS in Organizational Leadership and is now in her final semester of her Master of Fine Arts program at UTRGV. De La Fuente creates handmade dyes and papers using techniques from Mexico and the Otomi people. She is also involved in research that focuses on Mexican American Art within museums working currently with Smithsonian Art Collections. https://library.southtexascollege.edu/stc-alumni-series-karla-gabriela-de-la-fuente/

"An Allegory of Abundance"

Calder Kamin (Austin) & **Cecilia Sierra (Brownsville)**	**Mid-Valley Campus Library**	**September 5, 2023 – November 1, 2023** **Hybrid Talk: November 1, 2023** **Time: 10:00 A.M.** **Webinar:** bit.ly/3OUjjJJ

Calder Kamin and Cecilia Sierra are both accomplished artists who create work inspired by nature and their communities. Kamin uses recycled materials to create stunning creatures that encourage environmental consciousness, while Sierra contributes to her community by creating murals and hosting events that showcase her love for her hometown. Kamin's artwork has been featured in prestigious museums such as The American Museum of Natural History, The Contemporary Austin, and the DoSeum Children's Museum. https://library.southtexascollege.edu/allegoryofabundance/

"Roma High School Art Teacher"

Yesenia Toscano, MFA, STC Alum	**Starr Co. Campus Library**	**September 12, 2023 – December 7, 2023** **Artist Talk: October 19, 2023** **Time: 10:00 A.M.**

Yesenia Toscano is an artist and educator who earned her MFA and BFA from the University of Texas Rio Grande Valley. Toscano is also an STC graduate, receiving her associate's degree in Elementary Education. She says, "At South Texas College, I took my first art class, where I discovered myself as a painter." She leads the Roma ISD art program and encourages her students to submit artwork to the Visual Art Scholastic Event (VASE), often advancing to the state-level event.

https://library.southtexascollege.edu/yesenia-toscano/

"Humberto: The Great Blue Heron"

Washed Up Texas – Connie Lovell	**Pecan Campus Library, 1st Floor**	**September 18, 2023 – November 14, 2023** **Hybrid Talk: November 14, 2023** **Time: 10:00 A.M.**

Artist Connie Lovell created a captivating eight-foot Great Blue Heron sculpture made from discarded plastic trash found at South Padre Island and Boca Chica beach. The artist utilized plastic bottles, toy brushes, phone parts, and other items to create intricate details on her 300-pound sculpture. She collaborates with state programs and volunteers to organize beach cleanups to create thought-provoking artwork that promotes awareness and education. As of August 2023, approximately 3,653 pounds of trash has been picked up from the beach at South Padre Island.

Adulting 101: Financial Wellness with F3E Online

Virtual Talk	**Zoom Webinar**	**October 4, 2023** **6:00 P.M.**
Source: Adulting 101 Series	**Faculty Suggestion**	**Attendance: 23**

Join us to learn from the Foundation for Financial Education on:
- Creating financial wellness
- Financial wellness growth opportunities
- 4 crucial financial issues to discuss in relationships
- Life events that change financial plans, and how to handle them

AI in the Higher Education Classroom

Virtual Talk	**Zoom Webinar**	**October 24, 2023 | 3:30 P.M.**
Source: Liberal Arts Division/OPOD	**Faculty suggestion**	**Attendance: 126**

Join us for an enlightening discussion on the role of Artificial Intelligence in the higher education classroom with John Warner, author of *Why They Can't Write: Killing the Five-Paragraph Essay and Other Necessities*. Discover how AI is revolutionizing education, enhancing personalized learning, and fostering critical thinking skills on October 24th at 3:30PM on Zoom Webinar.

PROJECT HIGHLIGHTS

WebCheckout

Projected End Date: February 2024
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. Library inventory files are being prepared for import and a new inventory manager is being trained on the system.

FOLIO ERM
Projected End Date: September 2024
Progress: 90%
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 test environment has been configured and the initial data has been inputted. A date has been scheduled to migrate the test environment to the production environment.

Microsoft 365 Consultant Projects
Projected End Date: May 2024
Progress: 12%
Summary: Outside consultants will develop custom Power App and Power BI solutions to support library operations and services. Library technical staff will identify client needs, develop project proposals, monitor development, oversee testing, and train end users. Each project will result in a delivered product that is fully owned by the library and technical staff will be trained to maintain the product and build similar products. Consultants have begun working on several technical support requests and begun building the first Power App. However, the project has been placed on hold until the IT department obtains and configures the Custom Connector between Microsoft and Banner.

FOLIO LIBRARY SERVICES PLATFORM
Projected End Date: May 2025
Progress: 1%
Summary: Configure and implement a full FOLIO Library Services Platform (LSP) to replace the current traditional integrated library system. All FOLIO modules have been turned on in the test environment and the team has begun exploring the system and planning the testing phases of the project.

ACTIVITY HIGHLIGHT

- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- Processes Handbook – Ongoing
- Flowchart of Processes – Ongoing
- LibAnswer Tickets Coverage – Ongoing
- LibChat – District-Wide – Ongoing
- Subject Guides Updates – Ongoing Fall
- Technical Services Records Clean-up Project – Ongoing
- Databases Troubleshooting Project – Ongoing
- Liaison Interaction Report – Ongoing
- Performance Reviews – Complete
- Grant Technician Training – Ongoing
- New Librarian Training – Complete
- WebCheckout – Ongoing
- Purple Tags – Ongoing
- Employee Handbook – Ongoing
- Staff member conducted Library Instruction/Tours
- 1st Virtual Lecture of 3 events completed on Adulting 101 series
- Artist Lecture and Exhibit held at Pecan Campus Library Art Gallery for “Don’t be Hasty” and “Ka-ching!”
- Library Art Gallery Coordinator acted as Juror for IMAS 3rd annual Juried Exhibit
- Library Art Gallery Virtual Tour
- Staff member conducted Student Success Workshops
- Staff member conducted Dual Credit College Readiness Workshop
- Staff member conducted presentation at the Region One Fall Media Fair
- Staff members participated in Nursing & Allied Health Mental Health Event
- Staff member conducted presentation to Faculty Advising Certification Cohort
- Staff member updated ACRL and IPEDS Statistics
- Staff member conducted CLE Student Success Workshop
- Staff member conducted Police Cadets and Fire Academy Workshop

- Staff members participated in Mid-Valley Family Reading Night Event
- Staff member conducted presentation to Dual Enrollment Criminal Justice
- Staff member conducted Art Gallery Reception in Starr Campus with Artist Talk
- Staff member completed guest juror duties at IMAS for the Annual Members' Art Show
- Staff member conducted presentation for Pop-Up Library on Breast Cancer Awareness
- Completed Silent Study Renovation
- Staff member conducted virtual event with guest speaker John Warner and 126 attendees

MEETING HIGHLIGHTS

- Staff members attended All Team Plans Meeting
- Staff members attended FY2425 Budget Meeting
- Staff member attended Community User Incident Meeting
- Staff member met with Newsbank for upcoming Renewal Meeting
- Staff member attended AI Literacy Instruction Project
- Staff members met to prepare for presentation at State Library Conference
- Staff member attended October Mid-Valley Campus Advisory Committee Meeting

TRAINING HIGHLIGHTS

- Staff member attended VR Technologies Training
- Staff member attended Poll Everywhere Workshop
- Staff member attended Check in AI Mix Together Presentation
- Staff member completed the Fundamentals of Cataloging Course
- Staff members attended Workshop for the Educational Technologies Academy
- Staff member attended virtual conference: Adobe MAX
- Staff member attended Distinguished Leadership Academy
- Staff members attended webinar: Libraries and the Letter of the Law
- Staff member attended Workshop #297165: Building Responder Training
- Staff attended the webinar: Beyond Chat GPT: APA PsycInfo and its AI-Powered Research Assistant
- Staff members attended Amigos Community Conversations: Libraries and the Letter of the Law Instructors
- Staff members attended Dual Credit High School Librarian Summit
- Staff member attended Training for New Technology and Equipment in F102
- Technical Services, Systems, and Admin staff members visited Harlingen Public Library for Cross-Training

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 10/02/2023: ET Project Update Meeting, ET Project System Progress Meeting
- 10/03/2023: Upcoming Department Meetings, Engaging Web Apps & Tools
- 10/05/2023: ET Director One-on-One
- 10/06/2023: Institutional Leadership Council Meeting
- 10/09/2023: ET Project Update Meeting
- 10/10/2023: Coordinated Operations Council
- 10/16/2023: ET Project Update Meeting
- 10/17/2023: Monthly Luncheon Department Meeting
- 10/18/2023: ET Academy Standard Classroom/Hybrid Classroom/Proof of Concept Room, Pecan Campus Library Modifications Update Meeting Phase I
- 10/19/2023: Library Dual Enrollment Summit, STC Library Summit Advocacy 101 Presentation, ETC Professional Development Committee
- 10/23/2023: ET Project Update Meeting, Thanksgiving Menu Committee Meeting
- 10/24/2023: Quote Submission Update Meeting, IE Plan Reporting
- 10/25/2023: TCH Campus Walkthrough
- 10/30/2023: ET Project Update Meeting, COP Status Reporting
- 10/31/2023: ET Director One-on-One

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	128
Jun	117
Jul	75
Aug	113
Sept	119
Oct	165
Nov	
Dec.	
Total:	**1196**

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	703.75
Jun	211
Jul	183
Aug	373.5
Sept	503.75
Oct	417.5
Nov	
Dec	
Total:	**3889.75**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Man Hours 2022	67.75	149.25	312	293.75	753.75	141.5	121.25	124.25	291.75	359.25	359	676.25
Total Man Hours 2023	227.25	504.5	238	527.5	703.75	211	183	373.5	503.75	417.5		

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Open Labs Logistics Manger and an Open Labs Technician for the Signage Project.
- The Director held a meeting with an Open Labs Technician to discuss financials.
- The Director attended a monthly meeting with the Associate Dean of Library Services to discuss projects and concerns.
- The Director attended a meeting with the Off-Sites Open Labs Logistics Manager, the Open Labs Supervisor, and Librarian II-Campus Librarian to discuss Community User Incident.
- The Director and The Associate Dean Library Services held a meeting with Planning & Construction and Maintenance to discuss the Pecan Campus Library Modifications and updates.
- The Director met with an Open Lab Supervisor to discuss and review the Microsoft Forms reporting.
- The Director attended the Institutional Leadership Council (ILC) Meeting.
- The Director held a meeting with the Librarian III-Systems & Apps to discuss Community Users.
- The Director held a meeting with the Open Labs Logistics Manager and Technology Specialists to discuss the Makerspace website.
- The Director attended a one-on-one meeting with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs updates and operations.
- The Director held a meeting with the Technology Specialist to discuss recommendations for print job caps and assessing jobs costs.
- The Director attended the Institutional Symposium on Academic Makerspaces 2023 in Pittsburgh, Pennsylvania.
- The Director held a meeting with the Open Labs Analyst, the Open Labs Technician and the Logistics Managers to discuss operations.
- The Director held a meeting with an Open Labs Technician to discuss ACRL/IPEDS.
- The Director held a meeting with the Open Labs Logistics Manager to discuss F134 renovation.
- The Director attended a meeting with Human Resources to discuss the department operations.

ACTIVITY HIGHLIGHTS

- Desktop Background Screens Updated with new logo district wide. LCOL Team collaborating with IT on PCs pending update.
- Staff Reviewing and acknowledging employee handbook FY23-24.
- The Mid-Valley LCOL Providing Coverage Assistance for MV Library 10/06/2023.
- The NAH Maintenance work repairing wall cracks at NAH B library, workroom, and BI Room.
- The Mid-Valley computers are being replaced with 15 new computers.
- The Mid-Valley Maintenance WO for D-109 Carpet Shampoo and Floor Wax-Complete.
- MV D-109 Information Commons PCs Configured, will open for students on 10/09/2023.
- The Virtual Reality Golf tournament took place at Pecan Campus.
- The hiring paperwork for two work-study positions was delivered to HR.

- Transferred 15 new OptiPlex 7010 Plus PCs to the Mid-Valley Campus.
- Transferred 10 new OptiPlex 7010 Plus PCs to the Starr Campus.
- Relocated the F-222 Release Station and now operating.
- Requested 4 data drops for Mid-Valley Campus D109.
- A maintenance work order was placed for MV water leaks: D109 Information Commons and E1.332 Study Room.
- The Starr County Campus replaced 10 computers with a new computer set up.
- Participated in the First Responders Training, 10/13/2023.
- The NAH Library wall crack repairs were finalized.
- Guided Pathways Specialist held a Priority Registration for ART majors at the Pecan Open Lab located at the CLE on 10/9/2023 and 10/10/2023.
- Screens for release stations were upgraded with a new STC logo and dark blue color.
- The network and systems department provided a generic account for Jaguar Network on F-102 Laptops, configured and ready to use.
- The equipment for the recording studio was received.
- Mid-Valley, Starr County, RCPSE, NAH, and Pecan Campus' Learning Commons & Open Labs participated in tours/presentations.
- Mid-Valley Learning Commons & Open Labs Participated in Mid Valley Family Reading Night Event.
- RCPSE Maintenance Work Order Placed for PB2A Power outlets not working. The issue is the breaker. Resolved: 10/20/2023
- STR: Maintenance work order placed for STR L2.102 wall cracks.
- RCSPE: Maintenance work order placed for PB5B due to AC not cooling. 10/19/2023
- RCPSE: Maintenance work order for entrance ramp leveling completed.
- Mid-Valley received a table from Facilities for the release station at MV D109.
- Open Labs Analyst attended ISAM 2023 Conference in Pittsburgh, Pennsylvania, with Director and Technology Specialists.
- Received additional equipment for the recording studio.
- Library Pop Up Library event, Pecan Campus Learning Commons & Open Labs Supervisor represented our department at the event.
- The Logistics Manager met with Pecan Supervisors to go over the MS Form created, Pecan will be the first campus to start using the MS Form, Supervisors will train their staff on how to use the form, staff will start using the MS Form on 10/23/2023.
- The Logistics Manager met with the Director Facilities Planning & Construction regarding the PCN F134 Material Selections.
- The Logistics Manager attended the Pecan Campus Library Modifications Update Meeting Phase I.
- Learning Commons & Open Labs, Pecan Supervisors and Logistics Manager attended the Technology Orientation for F-102 equipment.
- The Logistics Manager attended the CLE, Open Labs and Library Collaboration meeting.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - SEPTEMBER 2023 ATTENDANCE STATISTICS: 5,267

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
Mid-Valley Campus	4,666	1,110	
Nursing and Allied Health Campus	3,772	842	3
Pecan Campus	8,215	2,323	11
Pharr Regional Center for Public Safety Excellence	360	58	
Starr County Campus	1,876	474	
Technology Campus	3,747	726	
Campus Totals:	**22,636**	**5,533**	**14**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours
Mid-Valley Campus	20
Nursing and Allied Health Campus	5
Pecan Campus	4

Pharr Regional Center for Public Safety Excellence	6
Starr County Campus	12
Technology Campus	2
Total:	**49**

JagPrint - Printing Report
Oct. 1, 2023 to Oct. 31, 2023
Totals

Type	Users	Jobs	Pages
Printing	4999	28063	184336
Web Printing	2388	17914	56909
Total	7387	45977	241245

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	1055	4822	36375	217	1450	4373	1272	6272	40748
NAH	703	6656	45188	1236	12631	34469	1939	19287	79657
Pecan	2104	9024	62516	794	3166	15488	2898	12190	78004
RCPSE	38	318	3696	4	59	59	42	377	3755
Starr	494	2129	18277	91	430	2110	585	2559	20387
Tech	605	5114	18284	47	179	410	652	5293	18694

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

PROJECT HIGHLIGHTS

Monthly Report for October 2023

Monthly Statistics — **October 2023**

- Tutoring Sessions:
  - In-Person: 1,416
  - Online: 627
  - In-Class: 593
- Assignment Review: 2,999
- Supplemental Instruction: 527
- Visitors: 21,252
- Workshops: 22
- Workshop Attendance: 1,116
- Independent Study: 1,667
- Starfish Flags addressed: 1,185
- CLE Information Requests: 21

Institutional Effectiveness & Comprehensive Operational Plan Related Projects

2023-2025 IE Plan Objective 1: Tutor Development Program

Develop Synchronous Trainings in Specific Competency Areas — **Progress: 8%**

IE Plan Objectives: 1 **Action Plan 1 & 2** **COP:** **End Date: July 31, 2024**

SLA and LES have met to discuss the structure of a possible Statistics series, focused on the first half of the course on the topics of Frequency Tables, Probability, and Hypothesis Testing. A specialist is working on developing a workshop covering series and sequences for math tutors. A meeting was held with CLE Staff to discuss the next steps.

Static Content Training for Students and Staff in CLE Resource Library			Progress: 5%
IE Plan Objectives: 1	Action Plan 3	COP2022-23:1	End Date: August 31, 2024
RCPSE Specialist created a mock quiz on traffic law, approved by faculty and distributed to students. Chem 1 and 2 resources created for tutors, pending digital access by linking to the Tutor Manual. Talks regarding housing this library in the CLE SharePoint site have begun.			

2023-2025 IE Plan Objective 2: Innovate Methods to Expand Learning Support Services

Integrated Tutoring Pilot			Progress: 18%
IE Plan Objectives: 2	Action Plan: 1,2,5 & 7	COP (2022-25) :3	End Date: September 30, 2024
Initial discussions with potential partners continue and current outlook is positive. Met with Math department assistant chairs to introduce the idea of integrated tutoring and identify potential Math faculty teaching upper-level math in spring 2023.			
Details for Cost Sharing Model for Tutoring Staff			**Progress: 5%**
IE Plan Objectives: 2	**Action Plan: 3,4, & 6**	**COP: N/A**	**End Date: December 2023**
Cost-sharing model has been created. Discussions with potential partners have already begun. Cost sharing model is pending update with new pay rates.			

2021-2023 Plan Objective 2: Expand Online Learning Support Services

Year 4 DHSI Grant Participation			Progress: 18%
IE Plan Objectives: 2		COP (2022-23) 1	End Date: August 2024
The year 3 Activities Report and Performance Report have been submitted to the outside auditor. The outside auditor had questions regarding Year 3 data and additional clarification was provided. Year 4 data tracking is underway and continued data maintenance is in progress. Data collection continues and asynchronous information is being updated.			
Evaluating Onboarding Process			**Progress: 20%**
IE Plan Objectives: 2		**COP (2023-2024) 1**	**End Date: December 2023**
Employee feedback collection is continuing. A meeting to assess feedback was held on Nov 1. MVC CLE is currently testing new staff in the onboarding process and is meeting with new hire to review. SI is requiring all staff to review the onboarding process due by Oct 27. Initial feedback has been received and some updates onboarding process site have already been implemented. Awaiting additional feedback from new hires and current staff.			

2021-2023 IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024			Progress: 18%
IE Plan Objectives: 3	Action Plan: 1-4	COP (N/A)	End Date: September 2024
Quantitative data collection for Fall 2023 continues. Meeting has been scheduled to review assessment processes and procedures.			

2023-2025 IE Objective 4: Cultivate Positive Organizational Culture

CLE Mission Statement Update, Review, & Promotion			Progress: 90%
IE Plan Objectives: 4	Action Plan:1 & 2	COP (N/A)	End Date: December 2023
Logo revealed and brainstorming for inclusion in CLE posters is beginning. Vertical Screen digital promotions are being shown around Pecan Campus and being distributed around other CLEs. Current flyers are being updated to new college-approved colors. Currently pending PR information for additional promotional materials. CLE Director has presented the updated mission statement and the revision process to the LLSS group and initial smaller poster installations has begun.			
Cultivating Inviting CLE Spaces			**Progress: 13%**
IE Plan Objectives: 4	**Action Plan: 3 & 4**	**COP (N/A)**	**End Date: September 2024**
Further discussions with the art department have yielded preliminary ideas and a meeting is being scheduled for the week of the Oct 23. NAH is expanding its "Give What You Can, Take What You Need" wall to include "Remember Your Why" wall addition.			
CLE Staff Achievement Recognition			**Progress: 53%**
IE Plan Objectives: 4	**Action Plan: 5 - 9**	**COP (N/A)**	**End Date: August 2025**
Graduating Staff have already begun being awarded graduation cords to recognize service as CLE tutors or academic coaches. CRLA pins have been distributed to staff to recognize and promote the work tutorial staff do to complete national tutoring standards under the College Reading and Learning Association. Research into potential scholarship opportunities has begun. Initial discussions of rank bar creation and sourcing has commenced.			

2023-2025 IE Objective 5: Refine Process for Data Collection

Refine Process for Data Collection **IE Plan Objectives: 5** **Action Plan:1-7** **COP (N/A)**	**Progress: 13%** **End Date: September 2024**
The initial brainstorm for refining CLE data processing and practices began. Meeting has been scheduled for Sept. 19th. Inventory of all CLE data collection was taken. Next meeting for December has been planned. Staff members attended conference sessions on data collection methods and assessment plans and processes.	

General CLE Projects

CLE Marketing Fall 2023	**Progress: 85%** **End Date: December 2023**
CLE conducted tabling events at MVC Campus. CLE events celebrating National Tutor Appreciation Week are underway. CLE participated in Pecan event "Get Funky with Student Activities. " Student Success Workshop for Test-Taking Fundamentals was held. College Readiness Success Strategies for PSJA ISD. Created CLE Services video for faculty in Teaching and Learning Academy. NAH campus provided gift bags to students with the most CLE hours for each program. CLE Tabling for the Hispanic Heritage Event & Food Festival. CLE presented to the counselor's symposium to dual enrollment principals, counselors, and other staff. CLE is assisting with the Faculty Advising Certification Training. Additional tabling events with the Pecan Library is being held. Test Taking Strategies workshops for the STC Dual Enrollment Academies has been scheduled. NAH CLE participated in National Pharmacy Week and Medical Assistant Recognition Week. Tabling at the Tech library "Trick-or-Treat" events have been held. Pecan CLE promoted services at the student activities pumpkin painting event. Pecan promoted services at the "I am me because..." event. Tech CLE hosted a pumpkin decorating contest, and the event will be shared on CLE social media.	
Tutor Training FY 2023-2024	**Progress: 23%** **End Date: August 2024**
Follow up meeting for November is scheduled. October training schedule. The 4C Conference presentations are being finalized. Spring Tutor Training day content is prepped pending follow-up check-in. The 4C Conference has been completed including CRLA trainings Modeling Problem Solving.	
CLE Website Updates	**Progress: 8%** **End Date: May 2024**
Updated colors for website with launch of new logo and branding. Assigned additional website updates to be completed for review November 17th.	

EVENT HIGHLIGHTS

Tutor Appreciation Week **Event Date: October 2- 6, 2023**

The Center for Learning Excellence (CLE), The CLE supervisors celebrated National Tutor Appreciation Week to recognize the staff for all their hard work and dedication to our STC students. Students wrote personalized "Thank You" messages that were displayed at the centers. Supervisors also provided personalized "Thank You" cards to the tutors and other special treats.

Student Success Workshop Series **Event Date: October 10 & 26, 2023**

The Center for Learning Excellence (CLE), Distance Learning, and Library are offering a series of workshops to help students get the most out of their classes. The series has presented the following topics: Effective Note-Taking, Intro to the Library, Effective Searching, Interactive Reading, and Understanding Credible Sources. Over 100 students have attended these beneficial workshops across the district. Students participating in the NTIA grant, which provided 350 students with hotspots, have also attended these workshops.

4C Conference **Event Date: October 27, 2023**

Tutor Appreciation Week **Event Date: October 2- 6, 2023**

The Center for Learning Excellence (CLE), The CLE supervisors celebrated National Tutor Appreciation Week to recognize the staff for all their hard work and dedication to our STC students. Students wrote personalized "Thank You" messages that were displayed at the centers. Supervisors also provided personalized "Thank You" cards to the tutors and other special treats.

Student Success Workshop Series **Event Date: October 10 & 26, 2023**

CREATIVE
COMMUNITY COLLEGE
COLLABORATORS

The Tutors submitted a proposal and were accepted to present at the second annual Virtual Tutor Conference of the Creative Community College Collaborators! The conference was an opportunity for tutors across the country to come together as a community of practice, to learn from each other, share ideas, network, and explore the process of helping students along the way. Our tutors facilitated a group discussion on a variety of tutoring scenarios. Participants shared their own experiences and approaches to dealing with situations like academic dishonesty, student dependency on a tutor, and more. The group setting empowered participants to share successful tutoring strategies as well as pitfalls, enabling everyone to better address comparable scenarios in the future.

CLE Game Days **Event Date: October 31, 2023**

STC Centers for Learning Excellence held a game day at Pecan and Technology campus. The event encouraged students to enjoy a day of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

MEETING HIGHLIGHTS

- Met with Starr full-time SLA
- Met with Starr Open Lab Supervisor
- Met with NAH Guided Pathway Specialist
- Met with ADN Advisors
- Met with Instructional Designer
- Met with ADN Faculty
- Met with Pharmacy Tech Faculty
- Met with LES for Online Services
- RCPSE LES met with Fire Academy Faculty
- RCPSE LES met with Police Academy Faculty
- Upswing Monthly Meeting
- NSF Grand Feedback Meeting
- Academic Coaches Meeting
- Run-through of Vocational Nursing Workshop
- Run-through of HS Presentation for PSJA
- Academic Coach Formstack Meeting
- Faculty Upswing Profile Meeting
- LLSS Mid Valley Coordination Meeting
- Met with Online Learning Academic Coach on potential Distance Learning Week Presentation
- Met with Tech CLE Learning Excellence Specialist for Final Tutor Training Day Planning

- Met with Business faculty member on potential book donation
- Met with Open Labs Supervisor on CLE computer software updates and issues
- Met with AEDT faculty to discuss development of Workshops to support 1st semester students
- Institutional Leadership Council
- Academic Coaches Meeting
- RCPSE Workshops Meeting
- Mission Statement Marketing Meeting
- CLE Promotional Video for OPOD Meeting
- Troubleshooting LiveChat Application Meeting
- AI Literacy Instruction project check-in
- PD Reporting process
- Met with PTA Chair
- Met with Respiratory Faculty
- Met with PCA Chair
- Met with CSHC Chair
- Met with ADN Advisor
- Met with BSN Advisor
- Met with OTA Chair
- Met with ADN Chair
- Met with Campus Administrator
- Met with Physical Science Faculty
- Met with English Faculty member
- Met with Starr Open Lab Supervisor
- Meeting with Bio Dept on NFS grant
- Tabling: Hispanic Heritage Event
- Met with ADN Faculty
- Met with OTA Faculty
- Met with Pharmacy Tech Faculty
- RCPSE Support Meeting
- Met with NAH Simulation Coordinator
- Met with Grant Funded LES
- Meeting with the Director of Dual Credit Academic Pathways
- Counselors Symposium RunThrough
- RCPSE CLE Student Success Workshop Support
- Academic Coaches Meeting
- Faculty Advising Certification Training Session 6 Academic Coaching
- Met the RCSPE Learning Excellence Specialist
- Met with Institute for Advanced Manufacturing Trainer on Test Proctoring and Software availability
- Met with NAH CLE Coordinator on RCPSE Updates
- Met with Learning Support Manager on Upswing Issues Testing
- Met with SI Manager on Developing and Expanding Collaborative Learning Support Models
- Meeting with Open Lab Manager and Supervisor
- AAWCC October Monthly Membership Meeting
- Usability Study Follow Up
- LESSLA Meeting
- Mid-Valley Campus Advisory Meeting
- Met with ADN faculty
- Met with Pharmacy Tech Faculty
- Met with Patient Care Tech faculty
- NTIA Grant Reporting Meeting
- Final Run-through of 4C Presentation
- Academic Coaching Meeting
- 4C Conference Run-Through Observation
- Met with Supplemental Instruction Manager to Discuss Collaborative Learning Expanding
- Usability Study Follow-Up
- LESSLA Meeting
- Mid-Valley Campus Advisory Meeting

- Met with ADN faculty
- Met with Pharmacy Tech Faculty
- Met with Patient Care Tech faculty
- NTIA Grant Reporting Meeting
- Final Run-through of 4C Presentation
- Academic Coaching Meeting
- 4C Conference Run-Through Observation
- Met with Supplemental Instruction Manager to Discuss Collaborative Learning Expanding

TRAINING HIGHLIGHTS

- SI Training: Time Management, Scheduling, and Battling Procrastination
- Embracing the Power of Generative AI
- TxNCLCA Working Group
- TxNCLCA Conference Planning Committee
- IE Plan Reporting refresh
- HigherEdWeb Annual Conference
- National Institute for Staff and Organizational Development (NISOD) Conference
- AI in the Classroom with John Warner
- Motivational Leadership
- Addictive Behaviors: Why some may struggle more than others
- COP Status Report Workshop
- InsideTrack Training

EVENT HIGHLIGHTS

- Tutor Appreciation Week
- Study Skills and Reading with a Purpose Workshops
- Promotional Tabling in Mid-Valley G Building
- Pecan Campus Tabling Event Get Funky with Student Activities: 10/4/23
- Student Success Workshop Series: Test-Taking Fundamentals
- College Readiness Success Strategies Presentation to PSJA ISD
- Test Taking Skills Workshop for STC Academy Program
- Tabling: Library Popup Event Building J & Aguas Frescas at the Courtyard, 10/17
- Presented at the Dual Credit Counselors Symposium, 10/18
- Open Labs & Library Collaborative Meeting 10/19
- Student Outreach: Walk-in Tours (Dual Enrollment): 30 students
- 4C Virtual Tutor Conference
- Power Up Your Presentation Workshop
- Test-Taking Strategies Workshop
- Tabling at Tech Library Trick-or-Treat Event
- Student Outreach: Pumpkin Painting 10/25
- I AM ME BECAUSE Rock Painting and words of Affirmation 10/26

PROJECT COMPLETION HIGHLIGHTS

- Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2022-2023
- Year 3 DHSI Grant Participation
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

Strategic Initiatives

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Procurement of It Equipment Progressing

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 Annual Report Preparation
Ongoing Work: Planning for Year 4-5 Improvements and Budgets
InsideTrack Management Support Contract for Year 4
Carry Over Budget Expenditure

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:	NOVEMBER 30, 2023
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER 1, 2023 THROUGH NOVEMBER 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
- Student Affairs and Enrollment Management Division Leaders meetings
- South Texas College Board Presentation Discussion
- South Texas College Board Session – Strategic Planning

ATTENDED

- Degree Reclamation meeting
- Graduation Alliance Contract review meeting
- Institutional Leadership Council (ILC) meeting
- Fall 2023 Graduation meeting
- South Texas College – Custom Research Regroup with National Student Clearinghouse
- Workday Implementations – Student Module
- ERP Kickoff
- January Schedule Planning Meeting (Enrollment, Advising and Cashier's meeting)
- Promise Program Status Update

ENROLLMENT SERVICES AND REGISTRAR

- **_4329_** students have registered for Spring 2024 semester, since registration opened on October 2, 2023 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 **_469_** chat sessions during October 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 Cabinet Meeting, Degree Reclamation Meeting, Division Leaders Meeting, Paradigm Onboarding Questions, Review of Dual Credit Enrollment Processes, Fall 2023 Graduation Meeting, MarchingOrder Check-In, BUGs Committee, STC2UTRGV Monthly Check-in, TCC Quarterly Meeting, Degreeworks (testing), College-Wide Curriculum Committee Meeting, Workday Implementation - Student Module - Initial Meeting, South Texas College December 2023 Commencement, TACRAO Preparation, Bid Evaluation for Graduation Regalia.
- 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.
- 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.
- Specialists downloaded, reviewed and verified **__9144__** Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during October 2023.
- STC has **_23_** international students enrolled for Spring 2024 semester.
- Processed **_147_** course substitutions and exceptions in DegreeWorks during October 2023.
- Processed grade changes for **_44_** students during October 2023.
- Processed reinstatement requests for **_40_**students during October 2023.
- Processed schedule change requests for **__1589__** students during October 2023.
- Processed **__3198__** high school and **__223__** college/university transcripts during October 2023.
- Evaluated **__184___** transcripts from other colleges and universities during October 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_3386_**STC transcripts during October 2023.
- Scanned and indexed **_3517_** documents submitted by students during October 2023.
- Sent <u>daily</u> 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 <u>monthly</u> electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- The Student Completion Services (SCS) Department is targeting more than **5,700** students through its re-recruitment efforts for Spring 2023 enrollment. This includes **3,902** students who stopped out in the last academic year and **1,803** students who applied for Fall but did not enroll. As of this report, staff has enrolled **45** students and is assisting **304** additional students who have submitted inquiries. Additional communications, including outbound calls and mobile messaging campaigns, are scheduled through January 2024.
- SCS staff is working with the Student Financial Services Department to outreach to students who have stopped out and are no longer eligible for federal aid due to not meeting Satisfactory Academic Progress (SAP) standards. The Spring 2023 campaign will target approximately **130** students who are on Suspension status due to the Maximum Time Frame rule. Students will be contacted and informed about their eligibility for federal aid once their accounts have been reviewed and approved for an adjustment and will receive personalized assistance with re-enrollment.
- SCS staff continues to assist with the enrollment of adults in academic programs. As of this report, SCS has received **646** inquiries from students interested in enrolling in Bachelors, Public Safety, and other programs.
- A total of **38** students have been enrolled and staff are assisting an additional **608** students who submitted inquiries.

SNAPSHOTS

Distinguished Learning Academy (DLA)

Department staff attended the Distinguished Learning Academy (DLA) sessions during the month of October 2023

2023 TACRAO Conference

Department staff attended the 2023 Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Conference in Denton, Texas

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	28
Associates in Fire Science Technology	3
Bachelor in Computer and Information Technologies	26
Bachelor of Operations Management	22
Bachelor in Organizational Leadership	39
Bachelor in Medical and Health Services Management	14
Basic County Corrections Academy	24
Firefighter Academy	38
Police Academy	186
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	22
Public Administration	6
Cosmetology	225
YTD Total	633

Event	Agency	Date	Total Attendees
Law Enforcement Information Session	Rio Grande Valley Edinburg Sector	10/25/2023	6
		Total	6

Student Appointments	
Total	**164**

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2022 - Fall 2023 Stop Outs	3,902	157
Applied for Summer & Fall 2023, Did Not Enroll	1,803	166
YTD Total	**5,705**	**323**

MEETINGS / EVENTS

- Student Completion Services Weekly Staff Meetings
- Student Completion Services Weekly Coordinator Meetings
- Student Completion Services Weekly Supervisor Meetings
- Student Completion Services Monthly Department Meeting
- Enrollment Case Management Review Weekly Meeting
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- Institutional Planning & Effectiveness Committee
- Customer Relationship Management (CRM) Overview with Public Safety Guided Pathways Specialist
- ICT Accessibility Assessment
- Spring '24 Cosmetology Program
- Sharepoint Site Creation Session #2
- IDEA Public Schools / South Texas College (STC) Check-In Meeting

- Review of Full Measure Messaging System with Dual Credit Programs
- Degree Reclamation Committee Meeting
- ICT Assessment – Texas Department of Transportation (TXDOT) / South Texas College (STC)
- Student Intake Process – 2nd Meeting
- Institutional Leadership Council Meeting
- Helping Students with Zero Textbook Cost Course Enrollment
- Institutional Planning & Effectiveness Committee
- Fall 2023 Graduation Meeting
- Texas Department of Transportation (TXDOT) ICT Assessment
- Meeting with Dr. Greene - STC Adult Learner Re-Engagement Plan
- South Texas College STC/InsideTrack Solutions Consulting for Comm Plan Meeting #4
- Student Onboarding Process
- South Texas / CollegeAPP Connect
- Student Inquiry Process Review
- Meeting with IDEA Public Schools
- ERP Kick-Off Event
- 21-23 Student Completion Services (SCS) IE Plan End-of-Biennium Findings Meeting
- Student Completion Services (SCS) Department Presentation to Physical Science Department
- Fall 2023 Stop Out Campaign Launch
- Latino Adult Student Success (LASS) Session @ CAEL Conference: Planning Meeting
- South Texas College Special Board Meeting
- Review of Spring 2023 Adult Learner Enrollment Campaigns
- Stop-Outs Near Completion Outbound Calls & Tracking Review
- Spring Marketing Meeting with PR & College Connections
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Conference Meeting
- Degree Reclamation Committee Meeting
- South Texas College Board Meeting

PROFESSIONAL DEVELOPMENT

- Distinguished Leadership Academy (DLA) – Session 2
- STX Research Institutional Convening
- Jaguar Academy
- TimeClock Plus Training
- Modernizing Postsecondary Policy to Better Support Adult Learners
- Benefits Workshop – Retirement
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Conference

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
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, 2023**
Pecan Campus	**48**	**229**	**135 (59%show**	**ACT**	**135**
Mid-Valley	**20**	**12**	**10 (83% show)**	**TSI EXAM**	**25**
Starr Campus	**16**	**7**	**6 (86% show)**	**TSI EXAM**	**11**
Pecan Plaza	**10**	**103**	**86 (83% show)**	**GED/ PEARSON**	**178**
Pecan Plaza		**94**	**82 (87% show)**	**TSI EXAM/ includes TSI Online**	**150**
Pecan Plaza		**19**	**18 (95% show)**	**TCOLE/TCFP Proctored Exams**	**44**
Pecan Plaza		**104**	**83 (95% show)**	**HESI**	**169**
Mid-Valley		**42**	**39 (93% show)**	**HESI**	**70**
Mid-Valley		**10**	**10 (100%show)**	**TCFP Proctored Exam**	**28**
Starr		**11**	**11 (100%show)**	**HESI**	**19**
Starr		**5**	**5 (100%show)**	**TCFP**	**8**
TOTAL:	**94**	**636**	**485 (76% show)**		**837– All Campuses YTD**

TSI PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (10/01/2023 – 10/31/2023)		**Year To Date (09/01/2023 - 10/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	15	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	29
Developmental Ed (945+ 0-4 Essay)	10		16
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	1	ELAR Diagnostic Level 5	6
ELAR Diagnostic Level 4	20	ELAR Diagnostic Level 4	43
ELAR Diagnostic Level 3	19	ELAR Diagnostic Level 3	36
ELAR Diagnostic Level 2	4	ELAR Diagnostic Level 2	11
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**69**	**Total**	**141**

Mathematics College And Career Readiness			
Monthly (10/01/2023- 10/31/2023)		**Year To Date (09/01/2023 – 10/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	13	**College Ready (950+ or 910+ & 6+ Diag)**	25
Mathematics Diagnostic Level 5	2	Mathematics Diagnostic Level 5	4
Mathematics Diagnostic Level 4	30	Mathematics Diagnostic Level 4	52
Mathematics Diagnostic Level 3	23	Mathematics Diagnostic Level 3	38
Mathematics Diagnostic Level 2	7	Mathematics Diagnostic Level 2	18
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**75**	**Total**	**137**

Data retrieved from College Board Accuplacer

Date: 11/01/2023

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates.
- SFS staff welcomed our new VA Certifying Official – Outreach Javier Cardenas.
- SFS Department celebrated National Financial Aid Day on Wednesday October 18th, each year on the third Wednesday in October, is a special day set aside to celebrate and recognize the contribution of all financial aid professionals.
- Student Financial Services front counter staff registered for a NASFAA Webinar: Customer Services in Financial Aid that took place October 11th.
- SFS Work Study Specialist and Coordinator held 4 Work Study Orientation with new hires, at the Pecan Campus and local libraries.
- SFS Outreach Specialist Ariana Valenzuela & Irene Rodriguez assisted with 10 Financial Aid events in the month of October.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Counselor's Update Meeting
- TACRAO Conference at Denton, TX
- Economic Mobility Lunch and Learn Meeting at Arlington, TX

RECRUITMENT

- Individual Student Appointment – 8 appointments
- Sharyland High School – Apply Texas Drive
- Palmview High School – Recruitment Presentation
- Mexican Consulate Ventanilla Recruitment
- Raul Izaguirre Middle School – Career Fair
- Sharyland High School – Apply Texas Drive
- Valley View High School – Apply Texas Drive
- Weslaco High School – Apply Texas Drive
- Valley View High School – Apply Texas Drive
- PSJA CCTA – Apply Texas Drive
- Edcouch Elsa High School – Apply Texas Drive
- Grulla High School – Recruitment Presentation
- Valley View High School – Apply Texas Drive
- Monte Alto Early College High School – Recruitment Presentation
- Mario Ybarra Elementary – College Fair
- Memorial and Southwest PSJA Gear UP Tailgate – College/Career Fair
- Weslaco High School – Apply Texas Drive
- Mexican Consulate Ventanilla Recruitment

- Mercedes High School – Apply Texas Drive
- Robert Vela High School – Apply Texas Drive
- La Joya College and Career Center – Recruitment Presentation
- Premier at Weslaco High School – Recruitment Presentation
- McAllen High School – Recruitment Presentation
- Robert Vela High School – Recruitment Presentation
- Donna High School – Recruitment Presentation
- Vanguard Academy Rembrandt Secondary Early College High School – TACRAO College Fair
- Mexican Consulate Ventanilla Recruitment
- La Joya ISD – TACRAO College Fair
- McAllen ISD – TACRAO College Fair
- Rio Grande ISD – TACRAO College Fair
- Mission CISD – TACRAO College Fair
- Lasara ISD Willacy County and Rural Schools – TACRAO College Fair
- Donna ISD – TACRAO College Fair
- PSJA ISD – TACRAO College Fair
- Grulla High School – Apply Texas Drive
- Edcouch Elsa ISD – TACRAO College Fair
- Weslaco ISD – TACRAO College Fair
- South Texas ISD – TACRAO College Fair
- Edinburg CISD – TACRAO College Fair
- Mercedes ISD – TACRAO College Fair
- Weslaco ISD – TACRAO College Fair
- Sharyland ISD – TACRAO College Fair
- Progreso High School – Community Outreach
- CultivatED Educator Summit Region One – Career Fair
- McAllen High School – Recruitment Presentation
- Nikki Rowe High School – Recruitment Presentation
- Mercedes High School – Apply Texas Drive
- Juarez-Lincoln High School College and Community Spook Fest – Community Outreach
- Rio Grande Valley Livestock Trunk or Treat – Community Outreach
- Hocus Pocus Healthy Focus – Community Outreach
- Austin Middle School PSJA ISD – Career Fair
- South Texas Research Institute Trunk or Treat – Community Outreach
- Roma High
- McAllen First United Methodist Church Trunk or Treat – Community Outreach
- Pecan Campus – Recruitment Presentation & Apply Texas Drive
- Mission High School Trunk or Treat – Community Outreach
- Sharyland High School Trunk or Treat – Community Outreach
- Happy Halloween Event at Starr County Campus – Community Outreach
- Lamar Academy Trunk or Treat – Community Outreach

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 10 Inquiries
- Pecan Campus
  - Jaguar Academy – 40 visitors
  - UTRGV GED – 20 visitors
  - La Joya ISD – 35 visitors
  - Personal Tour – 1 visitor
- NAH Campus
  - Juarez Lincoln Gear UP – 40 visitors
  - Roma High School – 40 visitors
  - UTRGV GED – 20 visitors
- Technology Campus
  - Juarez Lincoln High School – 45 visitors
  - Juarez Lincoln High School – 45 visitors
  - UTRGV GED – 20 visitors
- Mid Valley Campus
  - Monte Alto ISD – 25 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 5,834

Mongoose Text Campaigns

Campaign	**# Reached**	**# Students replied**	**# Replies**
Ambassadors	48	1	1

Radius

Campaign	**Emails Sent**	**Emails Viewed**	**Total Counselors**
2023 Counselor Update - Confirmation	116	73	121

La Joya College and Career Center Campus Visit

Recruiter Specialist of College Connections visited La Joya College and Career Center to do a recruitment presentation.

Valley View High School Appy Texas Drive

Recruiter Specialist of College Connections visited Valley View High School for an Apply Texas Drive to assist Senior High School students prepare for Fall registration and be college ready.

TACRAO College Fair at La Joya ISD

Recruiter Specialist, Lisa Turrubiates, pictured at TACRAO College Fair for La Joya ISD, engaging with prospective students sharing valuable information about South Texas College programs, affordable tuition, and easy-going enrollment process.

TACRAO College Fair at Donna ISD

Recruiter Specialist, Jeannette Gomez, pictured with prospective students advising them about the programs South Texas College has for their future careers.

Trunk or Treat Event at Mission High School

Recruiter Specialist, Jeannette Gomez, pictured with prospective students advising them about the programs South Texas College has for their future careers.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
2164	Student Contacts, Outreach & Virtual Appointments
113	CTE Student Contacts
40	Student & Alumni Registered on CCN
3	Student & Alumni Resumes Revised/Uploaded on CCN
11	New Employer Registered on CCN
23	Jobs posted to CCN
1	Workshops Presented
111	Resumes Reviewed Online by Employers via CCN
2859	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Camp Cody
- City of South Padre Island
- Dora Roberts Rehabilitation Center
- Entravision Communications
- Frontera Consulting
- Meddeas
- New York Life Insurance Company and Investments
- Ramapo for Children
- REMAX Capital Centre, Inc. Realtors
- SafeGuard Insurance Agency
- Suggestic Inc

- The Borgen Project
- TryFacta
- TurnUp Activism

Presentations/Workshops

- Interview for Success TEAMS Workshop

Employer Outreach

- Fair Trade Outsourcing
- County of Hidalgo

Employer Registrations

- Advanced Rad Solutions
- At Work Personnel
- Dora Roberts Rehabilitation Center
- Frontera Consulting
- Griffith law office
- JPAR Real Estate
- McAllen Pregnancy Center
- New York Life Insurance Company and Investments
- REMAX Capital Centre, Inc. Realtors
- Suggestic Inc
- TryFacta

Coordination of Upcoming Events

- Career Exploration Day Prep

Meetings & Miscellaneous information

- Conducted Career Exploration Day at the Mid-Valley campus
- Career and Employer Services coordinated with Mr. David Martinez of A1 Computer Service to promote a marketing assistant employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Mr. Hernan Ortiz of Medical Technology Associates to promote employment opportunities being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Saenz Pharmacy to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with J Por Real Estate to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Assisted Fair Trade Outsourcing on their on campus recruiting efforts.

- Career and Employer Services coordinated with the Ford Motor Company to promote employment opportunities being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- CES provided responded to a request for assistance from the Rio Grande Sector Border Patrol Office of Training and Development to provide resume and interview training for their staff.
- Career and Employer Services provided POC and stat-up information to the automotive program faculty to coordinate internship/apprenticeship opportunities with the Ford Motor Company for automotive program students. Program chair will be selecting program representatives to continue efforts in developing this initiative.
- 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
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Financial Wellness, and updating resumes.
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Update CES website for CES open workshops
- Adjusted CES marketing on social media platforms
- Coordinated on campus recruitment events with various private sector organizations
- Coordinate upcoming Fall 2023 Career Services Workshop Calendar
- Program interactions on Career and Employer Services and Financial Wellness.
- Assisting program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for October 2023.
- CES conducted a Financial Wellness workshop via TEAMS
- CES staff continues to seek and conduct research for a replacement platform for Big Interview.
- Coordinating the distribution and tracking of 2000 Financial Wellness kits for students who have completed the required online workshop module
- 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, tracked 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.
- 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

- Compiling, preparation and submission of FY23 Biannual Grants Department 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 Fall 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 is coordinating 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 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 Grants Department.

College Central Network Logistics

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF THE OMBUDS

- Ms. Maria Alonso attended the Division Leaders Meeting.
- Ms. Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- Ms. Erica Hansen presented on Ombuds services for the Chair Academy.
- The Office of Student Rights and Responsibilities hosted a Student Rights and Responsibilities Open House, welcomed employees and students, to meet staff and learn about Ombuds Services.
- The Office of the Ombuds set up booths with Photobooth at all campuses at all campuses.
- The Office of the Ombuds attended the SHSU Conflict Resolution Month - Noam Ebner Webinar.
- The Office of the Ombuds participated at the Library Halloween Events at all South Texas College campuses.
- The Office of the Ombuds welcomed Ms. Erica Hansen as the Coordinator for Ombuds position.
- Ms. Erica Hansen presented on Ombuds Services for the Dual Credit Programs: School District & Higher Education Compliance Workshop.
- The Office of the Ombuds posted an Ombudsperson job opening.
- Ms. Maria Alonso presented on Ombuds Services for Dual Enrollment Students at the Mid-Valley Campus.

OFFICE OF STUDENT CONDUCT

- Ms. Maria Alonso attended the Division Leaders Meeting.
- Ms. Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- Mr. Josue De La Cruz presented on Ombuds services for the Chair Academy.
- The Office of Student Rights and Responsibilities hosted a Student Rights and Responsibilities Open House, welcomed employees and students, to meet staff and learn about Student Conduct Process.
- The Office of Student Conduct set up booths with Photobooth at all campuses.

- The Office of Student Conduct attended New Detective and New Criminal Investigator Training at the South Texas College Regional Center for Public Safety Excellence.
- The Office of Student Conduct participated at the Library Halloween Events at all South Texas College campuses.
- Ms. Maria Alonso presented on Student Conduct for Dual Credit Programs: School District & Higher Education Compliance Workshop.
- Ms. Maria Alonso presented on Student Conduct for Dual Enrollment Students at the Mid-Valley Campus.

BEHAVIORAL INTERVENTION TEAM

- Emergency BIT Meeting was held.
- BIT Meeting was held.

STUDENT ACTIVITIES AND WELLNESS

- Mean Girls Trivia (Mid-Valley)

- Mean Girls Day (NAH)

- Canvas Painting Day (Pecan)

- Light Up Your Day (Technology)

- To Infinity to Beyond (Technology)

- Get Funky with Student Activities (Pecan)

- 2023 Texas Collegiate Soccer League STC vs UTSA

- Pop in with Student Activities (Technology)

- Hispanic Food Festival (Mid-Valley)

- Pretty Spooky Halloween (Starr)

- Hispanic Heritage Celebration (Pecan)

- Scaryoke (NAH)

- Pumpkin Painting (Mid-Valley)

- It’s Showtime (Technology)

- 2023 Texas Collegiate Soccer League STC vs St. Edwards Univ.

- Fall-O-Ween Day 1 (NAH)

- Breast Cancer Awareness (Pecan)

- Field Day (Mid-Valley)

- It's Just a Bunch of Hocus Pocus (Technology)

- Fall-O-Ween Day 2 (NAH)

- Breast Cancer Awareness (Mid-Valley)

- 21st Annual Valley Bowl Flag Football Tournament 2023

- Slime Party (Mid-Valley)

- Trivia Wizard Tournament (Technology)

- Pumpkin Painting (Pecan)

- Spooky Cookie Decorating (Mid-Valley)

- I am Me Because… (Pecan)

- Halloween Tie Dye (Technology)

- Spooky Cookie Decorating In the Making (NAH)

- Halloween Costume Contest (Mid-Valley)

- Halloween Party (Pecan)

- A Spooky Celebration (Technology)

- Halloween Costume Contest (NAH)

- Student Government Association Officer Training

- 5v5 Soccer Tournament (Starr)

- Virtual Reality Golf in conjunction with Learning Commons (Pecan)

- Hispanic Food Festival (Pecan)
- FIFA Tournament (Pecan, Mid-Valley, Starr, Technology)
- 3v3 Basketball Tournament (Pecan)
- 7v7 Soccer League (Pecan)
- Softball League (Pecan)
- Food Pantry Distribution (Pecan, Mid-Valley, Starr)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

October 2023	
Special Programs, Other	414
Academic Advising	258
Academic Counseling, Academic Probation, and Academic Suspension	94
Mental Health Counseling	319
Total	1085

Student Accessibility Services Contacts

October 2023	
Student Active Student Contacts	441

MEETINGS/CONSULTATIONS

- 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
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- All Access Events
- 504 Meetings
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- UT Health RGV OBGYN Clinic Meeting
- Texas A&M Diabetes Program Meeting
- UTRGV Healthy Mujeres Well-Being Clinic

WORKSHOPS/PRESENTATIONS

- National Depression Awareness Month Events
- Coping with Loss: Identifying Grief
- Managing Stress and Anxiety During Uncertain Times
- Building Resilience
- Automotive ASL
- Mental health to make those A's!
- How to Improve Communication
- Understanding our Communication: Exploring Various Communication Styles
- Balancing College, Work, & Family
- Self-Care for Success

PROFESSIONAL DEVELOPMENT

COMPREHENSIVE ADVISING

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 3,015 contacts with students were conducted by Academic Advisors and PASS Program Advisors in October 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 (287 Live Chats in October 2023)
  - Participated in review of Enterprise Resource Planning (ERP) Systems - Workday
- **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
  - Updated training content and continued developing specific training in different topics related to faculty advising
  - Provided training to faculty advisors
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruited for next training scheduled for November 2023; training provides foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of specialized Career and Technical Programs campuses so that they can have first-hand knowledge of STC's state of the art facilities and services

- **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 fall 2023 semester
- **Mentor Program** –Beacon Mentoring resumed for Fall 2023 semester; a total of 12 sections (8 Math 1414 and 4 English) Beacon Mentoring sections are being implemented; mentors contact students 4 times during the semester to guide them and connect them to resources as needed;

- **PASS Program**
  - 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 Manager updated, based on feedback from Grants Office, the Student Affairs & Enrollment Management (SAEM) final report for FY2023 in collaboration with SAEM Directors
  - Staff participated in Perkins Planning Workshop for FY 2025
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - PASS Manager and Comprehensive Advisement & Mentoring Services Director participated in the FY2025 Carl Perkins Planning Meeting
  - Maintained close communication with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2024 and FY2025 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 as needed

Participated/Training/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; Director reviewed data for FY21, FY22, and FY23 and planned/carried out initial activities for FY24
- **SACSCOC Fifth-Year Interim Report** – Comprehensive Advisement & Mentoring Services Director is serving as Point-of-Contact (POC) for a portion of the SACSCOC Fifth-Year Interim Report on quality of student services; working with SAEM Directors to compile draft of student support services
- **Guided Pathways –** Comprehensive Advisement & Mentoring Services Director serves as Co-Lead for Guided Pathways and participated in the Fall Institute designed to formulate academic pathways for student

Preliminary Forms

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

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:	November 17, 2023
SUBJECT:	ACTIVITY REPORT FOR October 1-31, 2023

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

Projects Completed or in Progress:

- Student Rights and Responsibilities Open House-October 3
- Cabinet Meeting-October 4
- Manufacturing Day 2023-October 5
- Inaugural Foundation Gala-October 5

- Coordinated Operations Council-October 10
- Regional P-16 & Counselors Network Meeting-October 11
- District Offices NAH Campus-October 11
- HACU La Academia de Liderazgo Meeting-October 11
- Meet & greet welcome reception in honor of Elizabeth Suarez-October 12
- Board Committee Meeting-October 17
- Tech campus tour with Texas A&M TEEX AMT-October 18
- City of Mission's State of the City 2023-October 18

- ERP Kickoff Event-October 19

- Prosperity Task Force Forum Meeting-October 23
- RGV Lead Fall Leadership Workshop RGV Lead Student Ambassadors-October 24

- Board Work Session-October 24
- HACU 37TH Annual Conference-October 25th-November 1st

- October 2, Met with South Texas Health System to discuss donations for the Foundation Gala.
- October 2-5, Coordinated with internal and external teams for the South Texas College Foundation Gala.
- October 5, Attended and coordinated the STC Foundation Gala.

- October 9-13, Held discussions with the financial team of STC about Foundation's financials, expenses, revenue, etc.
- October 11, Consulted with Legal Counsel from the South Texas College Foundation.
- October 13, Participated in the HEB Press Conference for the Holiday Parade 2023.
- October 17, Engaged in a BTA meeting in Mexico to discuss collaboration.
- October 17, Attended Accelerator2023 - Advancing Value for Health Equity.
- October 19, Met with MEDC Board Members.
- October 10, Coordinated courses for International Students with Dean of English and History.
- October 19, Participated in the ERP kickoff event.
- October 19, Attended the AAWCC meeting.
- October 18, Participated in the first State of the City – Mission.

- October 20, Followed up on training with Red Sun Farms with the CATA department.
- October 20, Celebrated the 70th anniversary of Falcon International Lake.
- October 20, Discussed future collaboration on distribution centers in Weslaco with Weslaco EDC.

- October 24, Met with SocialLife Magazine to promote STC Foundation GALA for November.
- October 24, Attended The Tripa Club event.
- October 24, Followed up with Becomer Studio on website development for South Texas College Foundation.
- October 26, Attended Degree Reclamation Meeting.
- October 26, Discussed future training in Automotive with UANL.
- October 26, Collaborated with Easterseals Rio Grande Valley to support individuals with disabilities and special needs.
- October 26, Directed the Distance Learning Academic coach on international students' registration for Spring 2024.
- October 27, Met with a donor to establish a scholarship in honor of his father.
- October 28, Attended the Golf Tournament by Fundación de Reynosa Asociación de Maquiladoras y Manufactureras.

- Finalized Memorandum of Understanding details with Universidad Autonoma de Tamaulipas, Oct 28.

- October 20, Planned with the Futuro RGV Senate Candidate Forum committee.
- October 30, Participated in the STC Foundation Board Meeting.
- October 31, Promoted classes in Mexico with the International Business Seminar committee.
- October 31, Attended the South Texas College Board meeting.

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

Report Period: October 1, 2023 through October 31, 2023

Number of Awards this Month	Number of Active Awards in FY23	Dollar Amount of Active Awards in FY23
7	**71**	**$28,557,146.65**

The Office of Sponsored Initiatives (OSI) serves as the central resource to support the South Texas College District in providing guidance and stewardship of programs and services offered through sponsored projects. Our mission is to establish a vision-oriented culture through strategic and targeted sponsored programs that enhance performance and create a seamless alignment to educational and workforce pathways.

The following are sponsored awards for the month of October as well as updates on prior grant awards:

Grant Awards and Updates:

Awards:

- **Development Corporation of McAllen, Inc. (DCMI) – Health Professional Enhancement Program Award in the amount of $500,000.** Funding will be used to continue investing in Healthcare Professionals within the city of McAllen.

Updates:

- **Hispanic Association of Colleges and Universities (HACU) – Grow with Google HSI Career Readiness Program:** At the request of Career and Employer Services, an application for $10,000 in discretionary HACU funds was submitted under the Grow with Google (GwG) HSI Career Readiness Program. This grant was to support the continued efforts of the Career and Employer Services (CES) Department under their current awarded program. At the request of CES, the application was rescinded.
- **Department of Labor YouthBuild Grant – Pharr Housing Authority (PHA):** On January 2023, on behalf of CATA, OSI submitted a Letter of Commitment with a statement of work, a budget of in-kind services totaling $70,520 and project timeline to the Pharr Housing Authority (PHA). This letter solidified the college's commitment to serve as a sub-awardee and training provider under the Housing Authority's YouthBuild project with the following services: In-Demand Industry Training, Counseling, Case Management, Academic Advising, Employment Support, and Registered Apprenticeship Placement for YouthBuild students. The YouthBuild project was awarded, and the Housing Authority released a "Questions and Answers" document that indicated partners not only provide in class instruction but also requiring partners to provide job-site training, as the partners would be building a total of four homes in the YouthBuild project. Because of this, CATA was advised they could not serve as a sub-awardee and therefore, the college did not proceed with this project or enter into an agreement with the Pharr Housing Authority.

OSI Department Operations:

- OSI Staff Meetings:
  - 10/09/23: OSI staff provided updates in their respective areas. Interim Executive Director reviewed all elements of the current SI website to determine changes, updates and inventory/removal of information and documents currently on the active webpage. Team members were assigned sections associated with their role and function. The team is to regroup to finalize.
  - 10/25/23: The Director of Project Alignment facilitated the review and discussion of the department's current IE plan. Team members were assigned sections of the IE Plan to provide updates on metrics associated with their role and function.
- Professional Development:
  - CTE Projects Manager and CTE Grant Management and Compliance Specialist attended the 2023 National Council for Workforce Education Conference in Baltimore, Maryland from October 3, 2023 through October 6, 2023. The conference provided insight regarding work-based learning, industry-based credentials, and other topics that support alignment of interdepartmental goals needed for Perkins Comprehensive Local Needs Assessment (CLNA) and the FY25 reapplication.
  - CTE Projects Manager facilitated the first Perkins Basic Workshop of the new fiscal year. This workshop was provided to increase collaboration with Perkins Liaisons to proactively plan for the FY 2025 Perkins Basic application to maximize grant-funded dollars for CTE programs and services.

Interim Executive Director Meetings:

- Meeting with pre-award team to review the RGV Recompete Plan draft before meeting with Ron Garza and other external stakeholders/grant partners.
- Attended meeting with Ron Garza and other external stakeholders/grant partners to review the RGV Recompete Plan prior to submission.
- Meeting with Grant Accounting, Dr. Petrosian and Dr. Valerio to discuss the American Rescue Plan Act (ARPA) Program as it relates to the STC Nursing Program.
- Meeting with Workforce Solutions to discuss next steps for implementation of the Texas Industry Partnership (TIP) grant.
- Attended the Institutional Leadership Council Meeting for October.
- Meeting with Dr. Valerio to discuss the application guidelines for the FY23 ETA Community Projects/Congressionally Directed Funding Grant.
- Meeting with Hidalgo County leaders to discuss ARPA program.
- Meeting with Grant Development Officers to review and discuss the funding opportunity announcement for the Department of Labor's Strengthening Community Colleges Training Grant (SCC).
- Meeting to review RFA for Texas Higher Education Coordinating Board's (THECB) Texas Reskilling and Upskilling Through Education (TRUE) Grant.
- Meeting with Grant Accounting to review revised PAR form.
- Attended an IE Plan Reporting Workshop for assistance with completing entries for the 2021 – 2023 IE plan End-of-Biennium Report due November 22nd.
- Meeting with HR Director to discuss OSI Job Descriptions.
- Attended the Enterprise Resource Planning (ERP) Kick-off event.
- Meeting with North American Development Bank (NADBank), Lone Star National Bank (Julian Ramirez), Dr. Margo and Dr. Solis to discuss the EPA Workforce Training Grant.

- Attended the STC & Region One ESC Leadership Meeting.
- Meeting with DOE Federal Program Officer Robin Dabney and DHSI Project Coordinator to discuss the DHSI grant objectives and the grant's current data points.
- Attended the STEM Talent Challenge Kickoff webinar. The purpose of the meeting was to cover logistics and compliance requirements of being a STEM talent grantee.

Next Steps:

- Participate in Grant Professionals Association (GPA) 2023 Grant Summit virtual conference.
- Work with BPST in the development of the Strengthening Community Colleges Training Grant.
- Attend Academic Affairs grant forecast meeting.
- Attend November Institutional Leadership Council (ILC) Meeting.
- Complete and submit the 2021 – 2023 IE plan End-of-Biennium Report to meet November 22 deadline.
- Attend the Texas Workforce Commission (TWC) Texas Industry Partnership (TIP) Subaward Kickoff.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and OSI with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the OSI team.