

President's Report April 2013

Transition Progress

Leadership team meets every Thursday morning to discuss the current issues and plan for the upcoming week. The past meetings have included discussion items on the following topics:

1. Revisit the Rio Grande College Memorandum of Understanding – Associate Provost Sorrells joined us for the discussion. Agreed to expand our Academic collaboration and continue our efforts in transitioning students between institutions. We continue to work on our Allied Health alignment efforts.
2. Finalize the Fall 2013 registration process – Verified new tuition and fee structure in place. Agreed on payment deadlines. Communicated with all applicable departments.
3. Review TASB Policy Manual Update 28 – Each Vice President received a copy of the update. They are reviewing the changes made and how the impact current operations.
4. SACS Reaffirmation Plan – Our 10 year reaffirmation report is upcoming within three years, our goal is to submit a report without any recommendations. In order to help us achieve this goal we have formulated an ongoing review plan. The each member of the leadership team has been assigned either a core requirement or comprehensive requirement to begin reviewing. As the review is completed they will discussed by the leadership team and if weaknesses are present, will develop the necessary changes to make us compliant. Using this systematic approach will ensure that within a year will have compiled our compliance report and we updated as we go.
5. Policy Exception Report – The team discussed the importance of adherence to our policies and regulations. It is especially critical in our reporting aspect. We understand that at times extenuating circumstances exist and the appropriate individual may exercise an override to a policy or procedure; however, we need a formal mechanism to track those exceptions. This report will be required each time a person overrides a policy or procedure, must cite the appropriate policy and the reasoning for the decision. A copy of each override will be forwarded to all on the

leadership team for discussion. It is our intent that this process will maintain consistency and help refine our policies and procedure.

6. Review College Mission Statement – The leadership team has begun the review of the institution’s mission statement and will prepare a Board presentation for August.
7. Plan for the review of 2010-2015 Strategic Plan – All team members received copies of our current strategic plan. Associate VP Whipple will prepare a detailed report of our past initiatives and assessment of our plan through May 2013. The team will review the plan and make recommendations for modifications to the plan. We will prepare a Board presentation in August.
8. Review Departmental Academic Calendars & Service Synopsis Reports – As part of the transition, we asked every department to document their academic workload calendar. These reports will assist the leadership team in managing workflow and look for areas where we can become more efficient. The Service Synopsis Report is similar, each department was tasked to document all the members within their department (director, professional, administrative assistants, and work-study positions), identify their key functions, challenges they face, and their departmental goals.
9. Met with our Achieving the Dream Coaches (we have been recertified as a Leader College) Reviewed past/current/future initiatives, discussed administrative transitions and institutional goals.

Legislative

It has been relatively quiet in Austin with regards to community college. Both the House and Senate have passed their respective appropriations bill and a conference committee will have to reconcile differences between them. We are in holding pattern until they are appointed and reach a decision.

Various committees are holding hearings on other bills that impact community colleges but nothing earth shattering as of yet.

Construction

The Del Rio site is beginning to take shape. As of the first week of April, the contractor is working to prepare for a foundation pour in late April. We have been pleased with their performance thus far.

Eagle Pass Campus

1. On March 26 two Eagle Pass Students (Elizabeth Stoneham and Luis Martinez) were selected for the All Texas Academic Team. A ceremony was held in Austin, hosted by TACC and UT. Ms. Stoneham was awarded a 2013 Coca Cola Community College Scholarship in the amount of \$1,000.
2. March 28 College Crossroads was held on campus to raise awareness to graduation requirements.
3. April 4, campus held the Spring Festival – Clubs and organizations raise funds for their club projects. The event is open to the community.
4. Throughout the month the campus held financial aid awareness workshops to assist student in the preparation of their FAFSA application
5. May 20-31 the campus will host a two-week seminar sponsored by Southwest Border Area Health Education Center (AHEC), to provide college enrichment program promoting health careers.

**SWTJC Student Services
Initiatives/Opportunities March-April 2013**

- I. **Customer Service**
 - a. Working with Director of Institutional Research to develop and conduct a survey of entering students. Survey will be designed to assess student perceptions of admission, registration and financial aid processes and customer service. These surveys will be conducted in a random selection of students and conducted at all major campuses.
 - b. Student Focus Group interviews will be conducted in order to collect student voices, concerns and ideas related to improving Student Services.

- II. **Counseling/Advising**
 - a. Reviewing students who are enrolling for Summer and Fall 2013. As potential concerns are identified (low gpa; on probation/suspension; close to core completion; close to graduation; taking courses outside of their degree plan; etc.) students are contacted via e-mail and/or phone and encouraged to come visit with an advisor/counselor.

- III. **Registrar** – Implementing attendance policy procedures. Once students are identified as having attendance issues, they are contacted and advised to visit with their instructors in order to resolve/work out a plan for catching up in their classes. If the attendance does not improve, students are dropped from their classes.

- IV. **Financial Aid**
 - a. Identify and communicate with students in the current semester who are receiving financial aid but appear to not be making adequate progress in their classes (mid-term grades + attendance). These students are in jeopardy of being placed on Financial Aid Suspension and are advised to contact their instructors so as to make arrangements for improving their situations.
 - b. February and March are Financial Aid Awareness months. Campaigns have been conducted in order to encourage students to fill out their Federal Application for Student Financial Aid (FAFSA).