



MEMORANDUM

Provost, Academic Affairs and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: October 2025 Academic Affairs and Student Services Report

STUDENT SPOTLIGHT: We will recognize musical theatre students: Rebekah Kropp, Pierce Parker, Harrison Stallings, and Sarah Underwood.

OUTSTANDING EMPLOYEE SPOTLIGHTS: We will spotlight Julie Weaver, Director, Special Projects.

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

eLearning Operations

Texas Statewide Course Sharing Exchange

- Staff will continue to follow-up with two students enrolled with Lone Star College Online for University Physics I to make sure they are doing well in the courses. We pointed them to Cynthia Martinez in the Student Success Center for help with tutoring support if needed.
- We will have two students needing online CHEM-2423 Organic Chemistry for Spring 2026 and are working to secure enrollment in the offerings through the Exchange.

Software Solutions/Vendor Management

Honorlock Proctoring Solution

- Honorlock usage data as of September 30:

Usage	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug*	Sept
Courses	50	44	41	11	38	11	36	48	41	42	13	39
Unique Exams	81	71	63	17	56	13	56	65	95	106	17	71
Students	547	376	225	63	415	96	378	421	518	496	132	520
Exams Taken	733	571	609	93	503	90	484	511	1060	1076	142	808

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* Semester started on 8/20

Tutor.com

- Usage data for September:

Current Number of Semester Sessions	62
Active Students	33
Average Session Length (minutes)	33.33
Student Rating	4.63/5.00
Recommended Rate	100

YuJa Panorama Accessibility Tool

- We are moving forward with the implementation steps of the YuJa Panorama Accessibility solution for December and full deployment in January. This will allow time to communicate to faculty.

CopyLeaks

- We are continuing to work with select faculty on review of plagiarism and AI detection tools to identify training documentation needs and answer questions in preparation for faculty wide training and usage.

Committees

AI Task Force

- AI Policy
 - AI Policy feedback from participants in the Academic Leadership Retreat and faculty Leopards Learn sessions added to policy.
 - Submitted to the Policy Manual Review Committee (PMRC) for review and discussion on 9/11
 - The policy will be part of the Information Security Policy section and a student friendly version will be incorporated into the Academic Integrity Policy of the Student Handbook.

Center for Teaching & Learning

- Accessibility
 - We are continuing training and awareness efforts to assist faculty in course development and review.
 - Identifying introduction and training needs for the use of the YuJa Panorama LMS Accessibility Platform so faculty and staff are prepared for full deployment in January.
- Regular and Substantive Interaction (RSI)
 - We are continuing training and awareness efforts to assist faculty in course development and review.

Course Quality Champions/Course Redesign Committee

- A meeting was held on September 9 which discussed next steps:
 - We discussed a proposal for a roll-out process and discussion on the merits of taking a more strategic approach while also trying to make sure we stay focused.
 - Three categories of training seemed to be a solid way to organize our ideas moving forward.

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- A required foundational training for faculty
- A required program of training for teaching hybrid or online
- A program of continuous improvement for faculty implementing best practices
- We are going to try to take the various ideas presented in the large "Course Quality Rubric" we worked on in the spring and reorganize those ideas to what we would want to see out of training associated with these three categories.

eLearning Advisory Committee

- A meeting is scheduled for October 13. Agenda is based on August, September, and October board reports.

Community

Police Academy

- Brian St. Amour donated a new microwave to the program for cadets to be able to heat breakfast and lunch meals.

Readspeaker

- Brian St. Amour attended Advisory Board Meeting on October 8; topics included updates to webReader and Ambassador program.

United Way 2025 Day of Caring

- Brian St. Amour participated with the TC baseball team as part of the volunteer group during the October 3 event.

LIBERAL ARTS

- Liberal Arts is busily working in conjunction with the Corequisite Department, Heather Chandler, Chairperson, and the Math Department, Paul Foutz and Prudence York-Hammons, to assemble the data for Temple College's DEPS (Developmental Education Program Survey).
- The Texas Higher Education Coordinating Board collects data from us annually about how our programs are performing and how well our students are performing within those programs.
- We will submit our survey by the end of October.

FINE ARTS

- Michael Donahue and Deric Ence provided the first "Artist Talk" faculty series in the new visual arts space on September 23rd.
- Derek Mudd, Melissa Green, and Priscilla Santana and eight Temple College students traveled to Arlington, October 1-4 to participate in the Texas Educational Theatre Association's TheatreFest Convention. Students will audition for university bachelor's degree programs, and faculty will recruit for the Theatre and Musical Theatre degree programs.
- Melissa Green, Associate Professor of Communication and Theatre presented a workshop titled "Reimagining Theatre History in the Classroom" at the TheatreFest. Ms. Green is also serving as a judge for the Dramatic Design

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Challenge for the Texas State Thespians Festival. The Dramatic Design Challenge will showcase the work from the home campuses of high school-aged designers from across the state of Texas.

- Derek Mudd, Chair, Dept. of Communication, Theatre, and Humanities, served as a judge for Killeen ISD's Lip Sync Battle on September 25. The Lip Sync Battle is a project of the Texas Thespians Association.
- Lily Penfold, Assistant Professor of Communication, will represent TC at the Texas Speech Communication Association Convention in Allen, Texas, October 2-4.
- Prof. Jessica Just will be representing our art faculty at the Regional Society of Photographic Education Conference, Fort Worth, TX.
- Dylan Nance (TC music alumnus and current TAMUCT senior) will be leading TEMPO, a new community music program in Temple that is designed to bring private lessons directly to Jefferson Elementary School students who have been nominated by teachers.
- The Temple College jazz faculty performed a free lunchtime concert on TC campus, October 2nd.
- October 3: Dr. Alex Corbett and Dr. Glen Brumbach attended the Texas Music Educator Association College Division Conference in Austin, TX on October 3rd.
- Temple College Vocal Point performed a TC Musical Theatre Showcase Concert on October 14th on TC campus.
- Visual Arts hosted the Rotary Club of South Temple, where DeDe Griffith and Professor Ence shared exciting updates about the visual arts and workforce programs followed by a tour.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS

- Temple College was highlighted in the CBS - We Are Austin broadcast "Out and About: Hutto!" program. Filming occurred September 17th and the segment aired on October 2nd. The program is posted online at <https://cbsaustin.com/features/we-are-austin/out-and-about-hutto-we-are-austin-broadcasts-live-from-the-growing-community-of-hutto#> with the Temple College portion starring Drs. Ponce and Guzman-Trevino starting at 29:37.
- Temple College is sponsoring a couple of home football games in Williamson County. Staff will be on hand to hand out swag and visit with prospective students and the community prior to and at the start of the games. The first game was held in Taylor on September 26th against Manor. The next game will be held October 24th in Hutto versus Vandegrift HS from Leander ISD. Both of these games are the annual Pink-out games supporting breast cancer awareness.
- Fall classes are going well, and EWCHEC-Taylor and Hutto Centers are both focused on 2nd 8-week registration and student advising. Enrollment staff have begun assisting local high schools with the Apply Texas applications and FAFSA events for seniors and parents. Central Texas TACRAO college fairs will take place October 20-24, 2025.

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- EWCHEC Area Student & Community Events this month:
 - October 1 – FAFSA Night, Taylor Center/Legacy Early College HS
 - October 5 – PinkStrong Bike Ride, Hutto Center
 - October 8 – Hutto Chamber Luncheon, Hutto Center
 - October 8 – Telenovelas, Film and Culture Event, Taylor Center
 - October 9 – Hutto Power Breakfast, Hutto Center
 - October 9 – GSA Pizza Party
 - October 11 – 40th Annual Hutto Olde Tyme Days Festival, Hutto
 - October 15 – Samsung Friend”chip” Event, Taylor
 - October 15 – TBI Hutto Open House, Hutto Center
 - October 18 – Keep Hutto Beautiful – Great Hutto Cleanup, Hutto Center
 - October 20 – Taylor Chamber Luncheon, Taylor
 - October 22 – Telenovelas, Film and Culture Event, Taylor Center
 - October 23 – Central TX Rural Housing Forum, Taylor ISD
 - October 24 – Hutto Pink-Out Football Game, Hutto HS
 - October 25 – 12th Annual Main Street Car Show, Taylor

STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Division Highlights

- All Student Services and Enrollment Management departments previously located in the Barron Student Success Center, One College Centre, and the Library have now been relocated to the new Main Building. With support from the College IT staff, teams transitioned smoothly, and both students and staff are settling in and enjoying the new spaces.
- Ms. Bralley supported Campus Police during September in hosting Campus Safety Week. This highly interactive event provided the campus community with opportunities to connect with our officers and build confidence in their knowledge of campus safety protocols.
- Ms. Bralley is co-leading a Temple College team participating in the Minding College Minds Mental Health Institute, creating opportunities to learn from peer institutions and strengthen Temple College’s partnerships and services in support of student mental health.
- She is also an active member of a cross-departmental work group evaluating and expanding reported Occupational Skills Awards, collaborating with colleagues from Institutional Research, Admissions and Records, Workforce and Continuing Education, and other areas.
- Planning is underway for this year’s Ruth Bridges Fall Festival. Campus-wide participation is being encouraged, with the goal of welcoming thousands of community members for a day of fun and showcasing Temple College’s exciting campus improvements.
- Ms. Bralley facilitated a workshop on year-long schedule planning for Enrollment Advisors, marking their first year in this new role. The session provided advisors with space to reflect and develop a structured agenda for the year. Rural

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Pathways Coach Octavia Lawrence also contributed, offering valuable insights on balancing multiple priorities.

- Student Services and Enrollment Management departments have completed their prior year's institutional goals through WEAVE.
- Additionally, the departments have developed a weekly professional development training schedule, making use of the new Main Building spaces to foster a culture of continuous improvement and excellent student service.

Admissions and Records

Ms. Carol Zapata, Director of Admissions and Records reports:

- September 4: Ms. Carol Zapata participated in a "Minding College Minds" meeting.
- September 5: Ms. Zapata and Ms. Natalie Bland attended a Parchment AI meeting to assess Temple College's position on adopting the transcript software.
- September 11: Ms. Zapata and Ms. Bland participated in a Policy Manual Review Committee meeting.
- September 11: Ms. Zapata submitted the National Student Clearinghouse first-term report, resolving all identified errors.
- September 16: Ms. Bland and Ms. Zapata attended an Occupational Skills Awards CBM reporting Zoom call.
- September 17: Mr. Will Drake joined Ms. Zapata and Ms. Bland for a leadership lunch to foster team building.
- September 22: Ms. Zapata attended a Teams meeting with Ms. Mary Daniel regarding Gainful Employment reporting.
- September 23: Ms. Bland, Ms. Zapata, and Ms. Kaci Robinson attended an OSA CBM reporting Zoom meeting in preparation for reporting.
- September 23: Ms. Zapata and Ms. Bland participated in a "Fake Degree" webcast presented by the National Student Clearinghouse.
- September 25: Ms. Bland, Ms. Zapata, and Ms. Kaci Robinson attended a Parchment Continuing Education training to demonstrate how Continuing Education can graduate their cohort through Parchment.
- Reminders were sent to deans and administrative assistants regarding spring 2026 course scheduling deadlines for course building.
- Fraudulent Applications: 1 application reported for September 2025.
- Applications Processed: 444 applications imported via Recruit integration; 12 applications manually reviewed and processed.
- Transcript Requests: 698 processed through Parchment and in-person submissions.
- Course and Testing Equivalencies: 9,644 entries into student records, including college and high school records used for testing waivers, transfer evaluations, and course credit assessments. Each external transcript course was manually reviewed and entered.
- Student ID Cards Printed: 284 new IDs, including for Adult Education & Literacy/GED, Paramedic programs, traditional students, Dual Credit participants, and various Continuing Education cohorts.

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- Reverse transfer transcripts are being reviewed by Ms. Robinson to award degrees to former students.
- An email to all students was sent to remind students of the deadline to apply for fall graduation.
- Ms. Robinson met with Workforce and Continuing Education to assist that department with setting up their cohorts for graduation through Parchment.

Enrollment Advising (EA)

Ms. Hattrice Freeman, Director of Enrollment Advising reports:

- Enrollment Advisors continue to see students on a walk-in basis through the month of September. Constant communication is going out to assigned caseloads from each EA to plan and register for the fall and upcoming spring semesters.
- Enrollment Advisors continue to meet with probation and suspension students to set a plan of action for the upcoming semesters.
- Enrollment Advising training is still ongoing weekly and has incorporated meeting with different departments to get better understanding of the offered certificates and degrees in those specific areas.
- EAs also attend regular program orientations to reinforce their knowledge of what is needed for entrance into all Allied Health Programs.
- EAs have begun to facilitate Financial Aid Days/Nights and Apply Texas Days for high schools.

Financial Aid

Ms. Mary Daniel, Director of Financial Aid reports:

- For the 2025–2026 academic year, 1,825 learners at Temple College received Pell Grants totaling \$3,489,914.82.
- As of this reporting period, 6,706 learners have listed Temple College on their Free Application for Federal Student Aid (FAFSA) for the 2025–2026 year.

Annual Reporting Season

This time of the year marks the reporting cycle for the previous academic year. The Financial Aid Office, in collaboration with the Admissions and Records Office, has been actively engaged in completing several major federal and state compliance reports:

- Financial Value Transparency / Gainful Employment Reports
 - This was an intensive process.
 - As of September 30, the 2022–2023 and 2023–2024 files were corrected and submitted.
 - The 2024–2025 report was completed on October 2.
- FISAP (Fiscal Operations Report and Application to Participate)
 - Submitted on September 29, 2025.
 - Required annually by the Department of Education, this report covers campus-based aid programs:

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- FSEOG (Federal Supplemental Educational Opportunity Grant)
 - FWS (Federal Work-Study Program)
- FAD (Financial Aid Data) Report – State Aid
 - Currently in progress.
 - Due October 8, 2025.
 - This report accounts for all state aid received by Temple College.
- IPEDS (Integrated Postsecondary Education Data System) – Financial Aid Report
 - Final report in the current cycle.
 - Due October 16, 2025.

Student Accommodations/International Admission

Ms. Misty Reid, Director of Accommodations reports:

- On September 2nd - Ms. Reid attended the weekly Student Services and Enrollment Managers Leadership weekly meeting.
- On September 19th-Ms. Reid attended a Teams meeting to discuss the next job fair for students with disabilities that will be March 27th in the Main Ballroom
- On September 22nd-Ms. Reid met with a SEVIS field representative at the Hutto location for a site visit as part of the application to have Hutto campus added in SEVIS system for F1 visa students to be able to attend classes at the Hutto location

Veterans Affairs

Basilia Flores, VA Coordinator reports:

- TVC Reapproval
 - On August 7, Temple College's reapproval packet for the 2025–2026 academic year was approved by the Texas Veterans Commission (TVC).
 - The VA acknowledged the approval on August 20 and responded with our VA File 22-1998.
 - On August 26, our reapproval for VA work study was submitted.
- Current Enrollment by Military-Affiliated Educational Benefit:
 - CH.1606 (Selected Reserve): 1
 - CH.30 (Montgomery GI Bill® – Active Duty): 8
 - CH.31 (Veteran Readiness & Employment): 29
 - CH.33 (Post 9/11 GI Bill®): 188
 - CH.35 (Dependents Educational Assistance): 255
 - Hazelwood Act: 160
 - Air Force Tuition Assistance (TA): 1
 - Army Tuition Assistance (TA): 5
 - MYCAA (Military Spouse Career Advancement): 6
 - Total Military-Affiliated Enrollment: 653

Temple College, through the use of grant funding, has posted a Veteran Success Navigator position to provide enhanced support for military-affiliated students. As our veteran population continues to grow—along with the number of dependents utilizing educational benefits—we remain committed to delivering exceptional services and resources to ensure their success.

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Testing Center

Ms. Monique Gibson, Director of Testing, reports that the Temple College Testing Centers have experienced a significant increase in demand for services during the Fall 2025 semester. The centers continue to serve both internal and external clients while maintaining a strong commitment to supporting students, the community, and partner institutions. Staff have also been actively engaged in professional development and service expansion. We look forward to continued growth and progress throughout the semester.

Updates and Facilities

- Both labs are fully utilized for class exams, HESI, and TEAS, along with four accommodations rooms.
- The number of testing sessions for students receiving accommodations continues to increase.
- IT completed the installation of new computer systems, additional security cameras, and rewiring in the large testing lab.

Testing Services

- All walk-in and scheduled appointments were successfully accommodated at both the former and new locations, Temple and Hutto.
- Proctoring services for external institutions increased at the start of the semester, reflecting expanded outreach efforts.
- Demand rose for HESI (Nursing and Sonography) and TEAS exams.
- The department facilitated additional TCOLE exams for Limestone County and other regions, as well as TCOLE and D2L exams for Temple College Police Academy cadets.
- Remote TSIA2 testing is now available for prospective Temple College students, including those out of state and abroad.
- Provided additional exam support to Workforce & Continuing Education through two National Health Association weekend testing sessions held on September 13.
- Center implemented extended testing hours on Fridays (September 12 and 19) and Saturdays (September 13 and 20) to reduce student wait times by utilizing the small overflow testing lab.

Student Success Center (Tutoring Services)

Ms. Cynthia Martinez, Director of the Student Success Center reports the center officially opened on August 13, 2025. The opening marked a major milestone in providing enhanced academic support for Temple College students across multiple campuses.

- August 2025: In the first weeks of operation, the center served 118 duplicated students through tutoring services, with a total of 126 hours and 20 minutes logged.
- September 2025: Engagement grew significantly, with 504 duplicated students utilizing tutoring services, totaling 499 hours and 52 minutes.

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This strong increase reflects growing awareness and enthusiasm for the center, both online and in person at the Main Campus, Taylor, and Hutto locations. The center currently provides support in a wide range of subjects, including:

- Physics
- Philosophy
- Anatomy & Physiology
- Test Preparation
- Writing
- Math
- Organic Chemistry
- Microbiology
- Spanish
- Chemistry
- Biology
- BCIS
- Computer Programming

The early success of the Student Success Center demonstrates its vital role in strengthening student learning and achievement. With steadily increasing participation, the center is poised to continue expanding its impact as students gain greater access to high-quality academic support.

Student Life

Ms. Marcia Temple, Director of Student Life, during this reporting period, the Student Life Department organized and facilitated a variety of events aimed at fostering student engagement, promoting well-being, and supporting co-curricular development.

- September 8, 2025, Dance & Cheer Interest Meeting: The Dance and Cheer Team held a meeting to discuss upcoming performances, training schedules, and ways to grow student involvement—particularly by inviting new students interested in dance. Emphasis was placed on making the dance and cheer team welcoming and accessible to students from various backgrounds and skill levels. The team hopes to create a space where students can build confidence, friendships, and school pride.
- September 25, 2025, Carter Blood Care Drive: The blood donation drive was organized to contribute to the community and raise awareness among students about the importance of voluntary blood donation. It also aimed to instill a sense of social responsibility among participants. We partnered with Carter Blood Care Drive, ensuring safe and hygienic collection practices. Each unit of blood can save up to three lives, which means this drive potentially contributed to saving over $[\text{units} \times 3]$ lives. The event also helped in building awareness and creating a culture of regular voluntary donation on campus. The blood donation drive was a resounding success and reflects our college's commitment to community service and civic responsibility. We look forward to organizing more such initiatives in the future.

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- September 29, 2025 Texas State University-Informational Visit: Representatives from Texas State University visited Temple College to speak with students about transfer opportunities to their 4-year institution. The visit was part of our ongoing efforts to strengthen transfer pathways and provide students with clear, accessible options for continuing their education after earning an associate degree. Students gained a better understanding of the transfer process, including timelines, application procedures, and financial aid options. Increased interest among students in pursuing a bachelor's degree.

The primary goals of the university visit were to inform students about academic programs, admissions requirements, and transfer policies, highlight articulation agreements and guaranteed admission pathways (if applicable), and provide one-on-one advising and support to students interested in transferring.

Professional Development and Engagement

- Staff completed Elsevier Evolve Next Gen training.
- Staff completed Accuplacer site training updates.
- Participated in TACTP Monthly Updates for September 2025.
- Attended weekly Tuesday Leadership meetings.
- Supported Temple College's Corporate Challenge on September 6.
- Began implementation of an online appointment booking system for the Testing Center.
- Posted the Testing Specialist position following the resignation of Ammie Mendez; interviews are scheduled for the first week of October.
- Staff attended *Ask Me Anything: Campus Safety* on September 10.

HEALTH PROFESSIONS II

- The Associate Degree Nursing program received notification that the Accreditation Commission for Education in Nursing has granted Continuing Accreditation through 2033, which is the longest term available. We received no stipulations and no findings. The ADN faculty and staff worked very hard to achieve this perfect outcome!
- The Vocational Nursing program has completed a self-study and has a virtual site visit with the Texas Board of Nursing scheduled on November 5-6. The ultimate outcome would be full approval for 6 years.