



# Wharton County Junior College

## Academic Affairs Council

Item	Description
Date	February 23, 2016
Time	1:00 p.m.
Location	Library Symposium Classroom

### 1. Attendees

Role	Name
Chair	Leigh Ann Collins
Minute Taker	Trish Chandler
Attendees	Alice Atkins, Michele Betancourt, Robin Nealy, Michele Betancourt, Kwei-Feng Hsu, Cindy Kocian, Sara Fira, Kevin Dees, Carol Derkowski, David Kucera, Patrick Ralls, Amanda Shelton, GG Hunt
	<b>(Note underlined items are action items)</b>
Absent	Cyrus Johnson, Robin Nealy, Wayne Taylor, Tracy Emmons, Natalie Stavinoha, Tim Guin

### 2. Agenda

	Description
1.	Welcome (Lac)
2.	Adult Education Literacy (Cyrus Johnson)
3.	Continuing Education (Alice Atkins)
4.	Dean of Academic Instruction (Vacant)
5.	Dean of Vocational Instruction (Vacant)
6.	Developmental Studies (Robin Nealy)
7	Distance Education (Michele Betancourt)
8	Dual Credit (Wayne Taylor)
9.	Library (Kwei-Feng Hsu)
10	Instructional Assessment (Tracy Emmons)
11.	Instructional Retention (Natalie Stavinoha)
12.	Vocational Support (Cindy Kocian)
13	GPS Campus Coordinator (Sara Fira)

1. Discussion (Note: Underlined items are action items)

1.	<p>Welcome (Lac)</p> <ul style="list-style-type: none"> <li>• Leigh Ann welcomed everybody and reported that two new taskforces have been created per a request from Faculty Council via the President's Extended Cabinet. <ul style="list-style-type: none"> <li>○ Longevity Compensation Taskforce <ul style="list-style-type: none"> <li>▪ Charge: Research other institutions within the Gulf Coast Consortium and mid-sized community colleges and compare WCJC policies/practices on longevity compensation increases for all college employees and make recommendations.</li> <li>▪ Taskforce met on 2/19/16; next meeting 3/31/16. It was determined that WCJC currently does not have policies/practices on longevity compensation increases.</li> </ul> </li> <li>○ Campus Carry Taskforce <ul style="list-style-type: none"> <li>▪ Taskforce members have been determined and a meeting will be scheduled soon.</li> </ul> </li> </ul> </li> <li>• The Strategic Plan Executive Summary has been posted online. The timeline will be revised and is being developed.</li> </ul>
2.	<p>Adult Education Literacy (Cyrus Johnson)</p> <ul style="list-style-type: none"> <li>• Cyrus unable to be present. See attached report.</li> </ul>
3.	<p>Continuing Education (Alice Atkins)</p> <ul style="list-style-type: none"> <li>• Skills Development Grants <ul style="list-style-type: none"> <li>○ Closed out Frito-Lay grant #2 in April 2015 where 727 non-duplicated trainees were trained in 17,409 contact hours.</li> <li>○ Awarded a skills development grant with Southwest Electronics Energy (SWE) for \$198,352 to train 68 employees in 7,131 contact hours of training and is 50% complete.</li> <li>○ Still working with Tenaris to develop a skills development grant application. They have pushed back the timeline for the grant application until fall 2016.</li> <li>○ Submitted a skills development application to TWC in December in partnership with JM Eagle Manufacturing in Wharton. The requested amount is \$161,866 to train 66 employees in 2,872 contact hours.</li> </ul> </li> <li>• Skills for Small Business Grant <ul style="list-style-type: none"> <li>○ This grant provides State funds allocated for employees of businesses with fewer than 100 employees to attend classes offered on the CE schedule.</li> <li>○ CE trained employees from 3 different companies, 2 in Sugar Land and 1 in Wharton in the areas of accounting, leadership, and social media.</li> </ul> </li> <li>• Fort Bend County Jail now has inmates taking Keyboarding, Beginning Computer, and Microsoft Office Suite. Computer classes remain constant by training 9 inmates every 3 weeks which helps them prepare resume and cover letters.</li> </ul> <p>Last year, 3 classes of the HVAC program were successfully completed with</p>

a total of 36 inmates graduating for a total of 4,032 contact hours.

The sheriff's department is in the process of building space for a welding program.

- CE provided Fundamentals of Nuclear Technology classes to Kalsi Engineering in Sugar Land in March of 2015 in cooperation with Mr. Henry in the Nuclear Power Technology program.
- In 2015, 48 employees of Lyondell Bassell in Bay City received training in Intermediate and Advanced Excel.
- CE provided two training courses with the help of Mr. Henry in the areas of Electrical Principles and Motors for Tenaris at the Bay City campus in January 2016.
- Clients of the Fort Bend Women's Shelter are currently being trained in Microsoft Office Suite 2010.
- 52 employees at the Fort Bend Central Appraisal District will be trained next week in the areas of Intermediate and Advanced Excel for a total of 816 contact hours.
- Currently, 10 students from the Stafford Fire Department are taking the EMT Basic Course.
- At the request of President McCrohan, CE has organized customer service trainings for WCJC employees. Trainings will begin in March.
- Mirrored classes have increased. Speech, Spanish and Cisco programs have been offered.
- Kids' College
  - Summer 2016 will be the 27<sup>th</sup> year for the Kids' College program and will be held at Fort Settlement again this year. Enrollment has increased by 275 students and in 2015 KC revenue profits exceeded \$300,000.00.
  - The board of Trustees has approved a new Kids' College Specialist position.
  - Class fees have increased to \$70 per class.
  - Salaries for PT KC employees have been increased to compete with area ISD's summer school programs.
- Ed2Go (3<sup>rd</sup> party online courses)
  - Increase in online courses due to SWE grant. An increase of 21 students within the first two months of 2016 was reported.
- Program Updates
  - The second highly successful Pharmacy Tech face-to-face class is currently being taught with a total of 14 students. Several pharmacies are already seeking to employ them.
  - A new program, Medical Assisting Training, began in February 2016 with 5 students enrolled.  
A partnering company, National Healthcareer Association, will offer certification for students to become Clinical Medical Assistants.
  - Medical Office Specialist (MOS) classes are currently being offered in El Campo and Richmond with 10 students enrolled in each program. It is expected at least 14 more students will be trained in



	<p>2016. In 2015, 17 students completed the program in El Campo and Richmond and 8 of them successfully passed the national certification exam to become a Certified Medical Administrative Assistant.</p> <ul style="list-style-type: none"> <li>○ The Wharton/El Campo Certified Nursing Aide (CNA) program received a 100% satisfactory audit rating in 2015. An MOU has been signed with Oak Bend Hospital to implement lab time for CNA students in a hospital setting. We are one of very few, if any, in the state to have this type of connection with a hospital. The CNA program has trained a total of 48 students from the beginning of this partnership and is on track to train at least 30+ students this year. The first CNA program is currently being offered in Bay City.</li> <li>○ In 2015, 29 students completed the Phlebotomy program and at least 20 more are expected to train in 2016. The biggest challenge is finding extern sites; therefore, class sizes are limited.</li> <li>○ Child Development Training courses are booming with an average of 7 – 9 students per class.</li> </ul>
4.	<p>Dean of Academic Instruction (Vacant)</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
5.	<p>Dean of Vocational Instruction (Vacant)</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
6.	<p>College Readiness (Robin Nealy)</p> <ul style="list-style-type: none"> <li>• Robin unable to be present. See attached report.</li> </ul>
7.	<p>Distance Education (Michele Betancourt)</p> <ul style="list-style-type: none"> <li>• Online proctoring using Respondus Monitor was piloted in fall 2014 with great success. It was implemented in fall 2015 for all faculty to use. Web cams are being installed in all campus open computer labs to address student identification and improve academic integrity. The bookstores in Wharton and Fort Bend will have web cams available and students will be able to purchase them using financial aid.</li> <li>• Call for Presentations are needed for fall 2016 convocation professional development. Faculty is strongly encouraged to present. Spring 2016 convocation professional development survey results are being compiled and will be sent out soon.</li> <li>• DE online section audits are completed prior to each semester to ensure DE component requirements are met.</li> <li>• DE continues to address online accessibility requirements and has hired a PT Online Media Support Specialist. A new accessibility committee has been formed and became effective spring 2016.</li> <li>• An ITV transition plan is being developed to phase out ITV at Rice ISD, Brazos ISD, and Louise ISD due to high operating costs, outdated equipment, and low student enrollment in ITV classes. A meeting with division chairs, DE, and Dr. Taylor will be scheduled to discuss the proposed transition plan.</li> </ul>
8.	<p>Dual Credit (Wayne Taylor)</p> <ul style="list-style-type: none"> <li>• Wayne unable to be present. No report submitted.</li> </ul>

	<ul style="list-style-type: none"> <li>Leigh Ann reported a total of 1,205 dual credit students enrolled for spring 2016 dual credit courses. House Bill 505 (HB505) became effective fall 2015 allowing dual credit to be offered outside the service area. FBISD may use HCC as their dual credit provider for fall 2016 since HCC is offering free tuition for dual credit courses.</li> </ul>
9.	<p>Library (Kwei-Feng Hsu)</p> <ul style="list-style-type: none"> <li>Library Orientation <ul style="list-style-type: none"> <li>Fall 2015 <ul style="list-style-type: none"> <li>889 students attended one of 40 face-to-face library orientation classes offered at FBTC, Sugar Land, and Wharton.</li> <li>469 students took the online library orientation where 12 general session classes and 11 citation skills classes were offered.</li> <li>255 students participated in the computer tech sessions.</li> </ul> </li> <li>Spring 2016 <ul style="list-style-type: none"> <li>373 students attended one of the 17 face-to-face library orientation classes offered at FBTC, Sugar Land, and Wharton.</li> <li>228 students took the online library orientation where 5 classes of general skills and 6 classes of citation skills were offered.</li> <li>97 students participated in the computer tech sessions.</li> </ul> </li> </ul> </li> <li>Library Resources <ul style="list-style-type: none"> <li>LibGuides – the 12 most visited research guides include: Literary Analysis/Criticism, Career Exploration, Citing Sources, PSYC 1300: Learning Framework, ENGL 1301, Literature Research, Psychology, English, ENGL 1302: Composition II, and Microsoft Office 2013</li> <li>Vast – Video Streaming (funded by Title V)</li> <li>Academic Collections – eBooks (support reading material and is being piloted free for 3 months)</li> <li>Science/Career Reference Collection (STEM related)</li> </ul> </li> <li>Facilities <ul style="list-style-type: none"> <li>Stricter computer policies have been implemented fall 2015 on 4 workstations designated primarily for community use. Guest Wi-Fi services are suspended M-F at 6:15 p.m. and are not available during the weekend. Service is restored at 7:00 a.m. each school day.</li> <li>Free Wi-Fi and temporary USB for iPhone/Smart Phone are available for student/faculty use. Wi-Fi services for students and faculty are available daily and on weekends.</li> <li>A new microfilm reader/printer is being purchased.</li> </ul> </li> </ul>
10.	<p>Instructional Assessment (Tracy Emmons)</p> <ul style="list-style-type: none"> <li>Tracy unable to be present. See attached report.</li> </ul>
11.	<p>Instructional Retention (Natalie Stavinoha)</p> <ul style="list-style-type: none"> <li>Natalie unable to be present. No report submitted.</li> </ul>
12.	<p>Vocational Support (Cindy Kocian)</p> <ul style="list-style-type: none"> <li>The Perkins grant is aimed for vocational programs and for FY 2015-2016 received \$247,693 in grant funds. However, an additional mid-year allocation of \$58,000 was awarded for a total of \$305,000.</li> </ul>

	<p>This year, the THECB changed the funding methodology for reallocation of funds for community colleges whose performance on 3 of the 6 federally designated core indicators met or exceeded the following state target areas:</p> <ol style="list-style-type: none"> <li>1) Students receive credential, certificate, or diploma</li> <li>2) Student retention or transfers</li> <li>3) Student placement</li> </ol> <p>Of the 57 community colleges in Texas, only 20 had met or exceeded these targets and WCJC was one of them. As a result, WCJC received an increase in mid-year funding from \$17,992 last year to \$43,380 this year. The increase reflects the continued hard work and dedication of faculty, department heads, program directors, and instructional administration to keep the vocational programs relevant and maintain strong partnerships with industry. This year, funds were used to purchase equipment and supplies for EMS, Welding, and Automotive as well as providing tutoring services for Surgical and Electronics Technology.</p> <ul style="list-style-type: none"> <li>• Community College Petrochemical Initiative (CCPI) – An initiative funded by Exxon Mobil and consists of all community colleges in the gulf coast region. The focus is to raise awareness for the petrochemical industry. Past events included: <ul style="list-style-type: none"> <li>○ Commercials during HS playoff games at NRG stadium</li> <li>○ Faculty Forum: Understanding regional economy and faculty networking</li> <li>○ Train the Trainer Pilot – David Woods and Gerald Kinder participated for WCJC; the session provided valuable information on teaching strategies and classroom management for new faculty</li> <li>○ Women in Petrochemical Conference <ul style="list-style-type: none"> <li>▪ 450 attendees; mostly high school and college students; however, some women in industry also attended.</li> <li>▪ College tables with 11 industry partners represented including Exxon, Phillips, Oxi, Shell, Zachery, Jacobs, etc.</li> <li>▪ Scholarship awards</li> </ul> </li> </ul> </li> </ul> <p>Future events include:</p> <ul style="list-style-type: none"> <li>○ Industry HR Manager’s Conference in April</li> <li>○ Career Microsite: Resumé drop box for colleges to access for faculty recruiting</li> </ul>
13.	<p>GPS Campus Coordinator (Sara Fira)</p> <ul style="list-style-type: none"> <li>• Overall goal for the Houston GPS initiative is to develop a plan to increase college completion. WCJC, along with UH, UH-Clear Lake, UH-Downtown, HCC, Lone Star, and San Jacinto, is part of this initiative.</li> <li>• Fall Planning Academy took place in September 2015. Task forces with members from each college were formed in addition to college-specific work groups for each task force (see attached).</li> <li>• Spring Planning Academy was held in February 2016. Task force templates were completed and are due to UH by March 4.</li> </ul>
14.	<p>Discussion</p> <ul style="list-style-type: none"> <li>• TSTC opens in Rosenberg fall 2016. WCJC will provide the following Gen</li> </ul>

	<p>Ed courses:</p> <ul style="list-style-type: none"> <li>○ English 1301,</li> <li>○ Psychology 2301,</li> <li>○ Math 1314</li> </ul> <ul style="list-style-type: none"> <li>• Division chairs in Fine Arts and College Readiness are working to seek approval to hire new faculty in Speech, English, and Math.</li> <li>• Allied Health will be hiring a new division secretary.</li> <li>• Divisions are working on fall schedules, block scheduling, and entering budgets for FY17.</li> </ul>
15.	<b><u>NEXT MEETING:</u></b> TBA fall 2016

**5. Adjournment**

<b>Time:</b>	3:30 PM	
<b>Signature of Chair</b>	<i>Leigh Ann Calloway</i>	<b>Date: 5-2-16</b>



Adult Education and Literacy  
Department Report  
Spring 2016

- The AEL department is participating in a Career Pathways program with HCC. The goal is to have 10 students enroll into a level 1 certification program within the upcoming school year.
- The AEL program has 1,100 GED/ESL students in the program, the target number for the 2015-16 school year is 1300 students.
- The AEL Department continues to conduct classroom assessment with the help of Region 6. The focus is on analyzing the data and using the data to improve departmental effectiveness.
- The AEL Department is also currently working with Workforce Solutions to conduct workshops to assist all students with job skill training.
- Tracy Stripling spoke with over 8 AEL classes last week at the Sugar Land campus. She received some great responses from students, and she highlighted the opportunities WCJC offers. Which I believe made the AEL students more eager to reach their goals of earning their GED and improving their English.
- March 4th the AEL department will be holding a BEST PLUS training at the Wharton Campus from 9:00am-3:00pm. The BEST PLUS test is the new baseline test all ESL students.
- The AEL department will be holding our last orientations for the spring semester in March. The dates are as follows: Tuesday, March 1, 4:00pm-9:00pm, Wharton Campus; Friday, March 4, 9:00am-2:00pm, Richmond Campus; Monday, March 7, 4:00pm-9:00pm, Sugarland Campus; Tuesday March 8, 9:00am-1:00pm, Palacios Marine Center



Academic Affairs  
College Readiness Department Report  
Spring 2016

- The College Readiness Department is participating in the Guided Pathways to Success Initiative. Several CR faculty are serving on this project in lead capacities on the Co-requisite Model and Math Pathways Committees.
- As a result of the GPS participation and to remain in compliance with THECB, the CR Department is working with the Math Department to resume the non-course based option in Math for those students who demonstrate near college readiness in Math on the TSIA. For Fall 2016, the CR Department will place the NCBO for Math at the Sugar Land Campus. Expansion to other campuses is set to occur after the fall to allow for professional development of faculty and for communication with the academic advising staff on the other campuses.
- In addition to the acceleration model referenced above, the CR Department is currently piloting an 8-week MATH 0308/8-week MATH 0312 on the Sugar Land Campus. This model allows for immersion and expedited completion of developmental math in one semester. After data collection and professional developmental, this program is also slated for expansion to other campuses.
- The CR Department continues to conduct course-level assessment. The focus is on analyzing the data and using the data to improve course and departmental effectiveness.
- The CR Department is currently working with Tracy Emmons to ensure that CR current/correct courses are reflected in the catalog.
- The CR Department continues to work with AVATAR (Region III), which allows for effective partnership between the high schools and colleges that are a part of HB5.
- The CR Department has begun scheduling testing dates for participating HB5 high schools. The CR Department will administer MATH 0312 and INRW 0307 Final Exams. Those high school students who pass the WCJC final exams with a 70 or better will be considered TSI-satisfied at WCJC for up to one year.
- THECB has indicated that it will raise TSIA cut scores in 2017 and again in 2019. This anticipated increase in the cut scores will ensure that students placed in college-level courses are, indeed, college ready. However, such an increase in the TSIA cut scores will increase the State's number of developmental students. The CR Department is working with Susan Denman to raise cut scores between the lower and upper-levels of the college's developmental courses. Raising these scores will serve two purposes: 1) prepare the department/college for the state-mandated increase in the TSIA cut scores, and 2) provide better placement and, therefore, better preparation of students within the CR Department.

Academic Affairs  
Instructional Assessment Office  
Spring 2016

- This semester the General Education assessment is Personal Responsibility.
- Three workshop sessions were held on Feb 17-19 on each of the three campuses. There were two participants on the Wharton campus, three participants on the Sugar Land campus, and four participants on the Richmond campus. Questions were answered about the process of submission as well as the components of the PR Rubric. A student artifact from the pilot of PR assessment from Spring 2014 was used as an example to “score” using the rubric.
- Scored student artifacts are due to the Instructional Assessment Office before final grades are submitted for the Spring semester.
- PMP Hearings were held in November and the information from the Instructional Assessment Committee has been submitted to the Program Directors/Department Heads for their input. The comprehensive report for the 2015-2016 academic year will be submitted to the VPI for consideration in mid-April.

Houston GPS Direct

WCJC GPS Work Group Assignments (\* Group Leader)

<b>Task Force</b>	<b>Members</b>
<p><b>Corequisite-Remediation</b></p> <p>Create academic support for the majority of underprepared students delivered as a corequisite to college-level gateway courses</p>	<ol style="list-style-type: none"> <li>1. Phyllis Appling</li> <li>2. <b>Robin Nealy*</b></li> <li>3. Cindy Diener</li> <li>4. Becky McElroy</li> <li>5. Beverly Marks</li> </ol>
<p><b>Math Alignment to Majors</b></p> <p>Create math pathways aligned to majors and programs of study</p>	<ol style="list-style-type: none"> <li>1. <b>Sherry Liu*</b></li> <li>2. Jennifer Mauch</li> <li>3. Ramiro Acevedo</li> <li>4. Scott Stripling</li> <li>5. Amy Acord</li> <li>6. Sara Fira</li> </ol>
<p><b>Meta-Majors Default Degree Maps with Critical Path Courses</b></p> <p>Create and communicate meta-majors to assist students entry into programs of study by helping them make informed choices of majors; creating degree maps of sequenced courses guaranteed to be available when needed and designed to facilitate on-time completion; and identifying milestones on the maps (either courses or other requirements; e.g., GPA)</p>	<ol style="list-style-type: none"> <li>1. <b>Amanda Shelton*</b></li> <li>2. Natalie Stavinoha</li> <li>3. Kevin Dees</li> </ol>
<p><b>Proactive Advising &amp; Informed Choice</b></p> <p>Create advising systems to help student make informed choices of careers and majors with the emphasis on individual purpose, not placement; and utilizing proactive strategies to closely monitor student progress and target needed interventions</p>	<ol style="list-style-type: none"> <li>1. Julie Aaronson</li> <li>2. <b>Susan Denman-Briones*</b></li> <li>3. Dave Leenhouts</li> <li>4. Patti Lawlor</li> <li>5. Andrew Berezin</li> </ol>
<p><b>Structured Schedules</b></p> <p>Create structured schedules—"blocking" courses into morning, afternoon, or evening sessions—thereby adding predictability to schedules to assist students in balancing work and school demands</p>	<ol style="list-style-type: none"> <li>1. <b>G. G. Hunt*</b></li> <li>2. Celine Siewert</li> <li>3. Patrick Ralls</li> <li>4. Willie Myles</li> <li>5. Kim Raun</li> <li>6. Kenneth Grubb</li> <li>7. Carol Derkowski</li> </ol>
<p><b>Technology</b></p> <p>Create a technology-based system to ensure degree maps are the default registration and capable of "recalculating" maps to allow for necessary customization to ensure students stay on track.</p>	<ol style="list-style-type: none"> <li>1. Karen Priesler</li> <li>2. Kristin Ross</li> <li>3. <b>Pam Youngblood*</b></li> <li>4. Tessa Mathews</li> <li>5. David Johanson</li> </ol>