

Academic Affairs Council

Item	Description
Date	April 25, 2023
Time	2:00 p.m.
Location	Library Sympodium Classroom

I. Attendees

Role	Name
Chair	Leigh Ann Collins
Minute	Trish Chandler
Taker	
Attendees	Phyllis Appling, Danny Bacot, Michele Betancourt, Kevin Dees, Carol Derkowski,
	Tim Guin, David Kucera, Jennifer Mauch, Lindsey McPherson, Traci Myers, Patrick
	Ralls, Amanda Shelton, Natalie Stavinoha, Tara Zekavat
Guests	none
Absent	Phyllis Appling, Michele Betancourt, Sara Fira, Don Smith

II. Information and Action Items

	Paradistica			
	Description			
1.	Lac welcomed the Council and provided an update on the goals of the Pathways Action			
	Plan from the Spring 2023 Institute.			
	Enhanced Professional Development			
	 Faculty PD spring 2023 focused Achieving Ideal Student Experience 			
	 New Employee Orientation 			
	 Mid-Level Leadership Training 			
	Identify Student Barriers for Completion			
	 Student Surveys & Focus Groups 			
	 Revamp Student Services Council to focus on making improvements 			
	based on student feedback			
	Degree Works: Finish technical set-up, train student services staff, & incorporate into			
	student processes fall 2024			
2.	Adult Education and Literacy (Tara Zekavat) (handout attached)			
	Tara provided an overview of the services and programs AEL offers. She also reviewed			
	data on enrollment, benchmarks, and completion and success rates. A recent audit by			
	HGAC Quality Assurance Regional Monitoring Team revealed the AEL program met 100%			
	satisfaction with no findings for the second consecutive year.			
3.	Academic & Career Advising and Title V Grant (Mike Adkins)			
	Mike reported that the academic advising and Title V Grant areas are fully staffed.			
	Registration Days are scheduled for July 22 on the Richmond campus and August 5 on the			
	Wharton campus.			
	Summer Bridge program is schooluled for June 10, 20 on the Wheeter service To date, 49			
	Summer Bridge program is scheduled for June 19-30 on the Wharton campus. To date, 48 students have applied; 27 are confirmed.			
	Faculty advising will be implemented once Degree Works is in place and faculty are			

trained. Effective target date, fall 2024.

Title V staff and advising team are working collaboratively to integrate transfer advising and career advising into advising appointments. Advising sessions are available via inperson, online chat (Mon & Fri only), email, and Zoom. Total number of students advised on the Wharton campus only since September 2022 to date are:

- Career Advising 987
- Transfer Advising 998
- Financial Literacy Advising 717
- Scholarships 368
- Academic Advising 1525

45 students from WCJC attended the Career Fair and 46 students attended the University Transfer Fair held on the Wharton campus in fall 2022. Over 200 community and high school students also attended.

4. College Readiness Reading/Writing (Phyllis Appling) (handout attached)
Phyllis was unable to attend; however, a handout was provided which included comparison data on College Readiness Reading/Writing enrollment and success rates for AY 2019-2020 through AY 2022-2023.

Hiring process underway to fill vacant positions.

Phyllis will retire at the end of the academic year. T.K. Krpec will replace her as Dept. Head beginning fall 2023.

5. College Readiness Math (Jennifer Mauch) (handout attached)
Jennifer provided a handout and reviewed comparison data on enrollment and success rates for College Readiness Math for AY20 through Spring 2023.

To help better prepare students not college ready in Math, MATH 0306 – Basic Mathematics for College will be added to the course schedule and NCBM 0208 – Support Course for Beginning Algebra will be deleted; effective fall 2023.

6. Continuing Education (Danny Bacot) (handout attached)
Danny reported that the CE department is fully staffed. He provided an update on CE programs, enrollment, and corporate training projects.

Due to staffing issues, Kids' College will not be held this summer. The plan is to transition the Kids' College program under the umbrella of the recruiting area. Kids' College is scheduled to resume in summer 2024 and will be offered on the Wharton campus.

- 7. Dean of Vocational Instruction (Don Smith) (handout attached)
 Don was unable to attend; however, he provided a handout with information on staffing, new Level I certificates, program accreditation updates, and Perkins.
- 8. Distance Education (Michele Betancourt) (handout attached)
 Michele was unable to attend; however, she provided a handout with information on
 Brightspace, student/faculty/staff training, online course evaluation, accessibility
 compliance and trainings, and a new process for new and separated employees. Faculty,
 staff, and student trainings and videos are being updated.

Lac reported that solutions for ongoing issues with ILP (bridge between Banner and Brightspace) are being pursued and will hopefully be resolved by fall.

9. GPS (Sara Fira)
Sara was unable to attend the meeting. Dean McPherson stated a GPS meeting is scheduled for Friday on Meta Majors. No new updates to report.

10. Library Dr. Christy Ruby accepted the position for Director of Library Information and Technical Support Services. She will start July 17, 2023.

11. Dual Credit (Natalie Stavinoha)

Natalie reported that 1344 students from 15 area schools have enrolled in dual credit courses for a total of 6,457 SCH for AY22-23.

Several high school seniors are on track to graduate with an AA degree; 12 students from Wharton ROAR Academy and two from Bay City HS. One student from Tidehaven HS will earn the Health Data Analyst Level I Certificate. An additional 175 ISD seniors have completed a minimum of 15 SCH of dual credit and will receive honor cords from WCJC to wear for their HS graduation ceremony.

As part of the PTECH (Pathways in Technology Early College HS), Wharton HS has 10 returning seniors and 16 juniors scheduled to take welding classes on the Wharton campus in fall 2023. Bay City HS has approximately 70 students in their early college program.

SACSCOC approved the substantive change to increase course offerings at Needville and Bay City HS. Biology and Psychology courses will be added to the list of courses offered at Needville HS for fall 2023. BIOL lecture will be via online and the lab will be face-to-face.

Meetings are ongoing with area high school juniors and seniors to discuss dual credit courses and how they transfer to universities.

A meeting to discuss dual credit opportunities with Lamar ISD is scheduled for next week.

12. Senior Citizens (Traci Myers) (handout attached)

Traci was unable to attend; however, a handout was provided which included information on congregate and meals on wheels (home delivered meals).

The program currently services Wharton, El Campo, Eagle Lake, Columbus, and Weimar.

The BOT recently approved a salary increase from \$7.25/hr. to \$8.25/hr. for all PT Senior Citizen positions. The program has struggled to hire and retain PT employees, mostly due to low compensation.

The City of Columbus is selling the Mansfield Library in Colorado county where the WCJC Sr. Citizen program has been housed. The search is underway for a new site and a site manager.

13. Student Success (Lindsey McPherson)

Lindsey reported that the assigned advising process, part of the QEP, is working well.

The Academic Alerts process, also part of the QEP, has proven to be successful; however, very few faculty have utilized the academic alert system. Amber is working on a campaign to spotlight success stories and encourage faculty to submit academic alerts.

The Facilitated Learning Centers in Richmond, Sugar Land, and Wharton have merged with the computer labs at each campus. A full-time learning facilitator will be hired for each center. Tutors will be cross trained to provide computer support. Options to replace SmartThinking are being discussed since the company will no longer offer tutoring services. The goal is to have a new tutoring platform implemented for fall 23.

Renovations will begin after graduation at the Richmond campus to add a Career and Transfer Advising Center. The renovations will be funded by the Title V grant.

The TRiO Annual Performance Report has been submitted for AY22-23. The goals of the grant were met very early in fall 2022. TRiO staff work independently and collaboratively with academic advising to provide services to eligible students with advising and course selection, FAFSA assistance, financial literacy, and academic support. Grant officials must approve expansion of TRiO services to the other campuses and expansion is being considered.

14. Vocational Support/Perkins

The new Coordinator of Vocational Support Services, Wendy Tamayo, is scheduled to start May 9th.

15. Division Chair Highlights

The LVN program regained *Approval Status* from the Texas Board of Nursing and can now accept a new cohort of 40 students for the fall 2023 term. To date, 54 applications have been received.

The EMS program conducted a successful field day on the Wharton campus on 4/22/23.

The Allied Health division received \$511,000 from the Johnson Foundation Grant to purchase instructional equipment.

An application for a grant through the Gulf Coast Medical Foundation will be submitted for an Immersive Interactive Room for EMS on the Wharton campus.

A retirement party for Paul Spellman, Joy Wind, and Phyllis Appling is scheduled for tomorrow in the BOT conference room.

Construction for a circle drive in front of the Fine Arts building has started. The project is being funded by the WCJC Foundation.

Hector Weir submitted a proposal to host the 2023 American Studies Association of Texas (ASAT) conference on the Wharton campus in November; the proposal was approved by the Executive Cabinet.

The Paralegal program had a reaccreditation site visit by the American Bar Association (ABA) on April 2-4. The team found no compliance issues but did state the need for program target marketing and increased brand marketing for the College in the Fort Bend community. The team has recommended the program for re-accreditation. The ABA Commission meets at the end of April; however, the final decision will be made when the House of Delegates votes in August.

III. Adjournment

Time:	3:50 p.m.	
Signature of Chair	Leigh ann Callon	Date: 5/24/23



- 1) **AEL Enrollment Update:** AEL has met 83% of the enrollment target. The enrollment target assigned by Houston Galveston Area Council was 900. We currently have enrolled 750 students. The enrollment will increase after summer registration in June.
- 2) AEL Summer ESL and HSE Classes: From June 6th through July 27th (T-TH, Remote & F2F)
- 3) The following Career Pathway programs or Integrated Education and Training (IET) programs are offered at low cost for Level 1 certificate programs and for the CE programs (95% of the CE tuition is paid by AEL):
 - Business Office Technology
 - Early Childhood
 - Computer Science
 - Medical Assistant (MA)
 - Phlebotomy
 - Certified Nurse Aide
 - Billing and Coding Specialist
 - Pharmacy Technician
- 4) Summer 2023 TSI Prep: In addition to FREE English as a Second Language (ESL) and High School Equivalency (HSE)/GED program, AEL offers FREE TSI Math and Reading & Language prep courses to WCJC students. Each course is scheduled to be offered for 14 days, Monday through Friday, at the Richmond campus. We would like to offer each subject/content (Math & Reading Writing) in the morning from 9am-12pm and in the afternoon from 1pm-4pm to accommodate students' availability and needs. Course Duration: From 8/1/23 8/18/23

TSI Math Prep: M-F, 9am-12pm & 1pm-4pm at the Richmond campus
TSI Reading & Writing Prep: M-F, 9am-12pm & 1pm-4pm at the Richmond campus

- 5) **PY 22-23 Audit:** The HGAC Quality Assurance Regional Monitoring Team audited AEL department in 22-23 program year. The audit resulted in %100 satisfaction with no findings.
- 6) **Tentative Plan Fall 2023**: AEL plans to expand free services to provide a transition or bridge program to WCJC students who need more academic skills to be successful in academic courses.



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	Fall 2019 ENGL 1301 and NCBI 0300 Success Rates					
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
164	133	121	74%			
	Spring 2020 ENGL 1301	and NCBI 0300 Success Rat	tes			
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
75	59	52	69%			
	Fall 2020 ENGL 1301 ar	nd NCBI 0300 Success Rate	S			
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
183	135	133	73%			
Spring 2021 ENGL 1301 and NCBI 0300 Success Rates						
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
114	84	78	68%			
	Fall 2021 ENGL 1301 a	nd NCBI 0300 Success Rate	es .			
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
208	163	163	78%			
	Spring 2022 ENGL 1301	and NCBI 0300 Success Rat	tes			
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			
128	121	107	84%			
	Fall 2022 ENGL 1301 a	nd NCBI 0300 Success Rate	es			
# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in				
in NCBI 0300 & ENGL	in NCBI 0300 & earned	ENGL 1301 & earned an	% Of Students earned			
1301	an A,B, or C	A,B, or C	ENGL 1301 Credit			

# Of Students enrolled	# Of Students enrolled	# Of Students enrolled in	
in INRW 0306	in INRW 0306 & earned	INRW 0306 who earned	% Of Students Passed
	an A,B, or C	a D or F	
177	145	32	82%

(Fall 2022 INRW 0306 Success Rates)

HB 2223 – MATH/NCBM Pairings – Fall 2022 Enrollment and Success Rates (& compared to Fall 2020 and Fall 2021)

Enrollment	Fall 2020*	Fall 2021**	Fall 2022**	
NCBM 0208 (w/MATH 0308)	128	227	242	
MATH 0308 only	171	261	340	
MATH 0312	16	2	0	
NCBM 0314 (w/MATH 1314)	261	173	143	
NCBM 0224 (w/MATH 1324)	61	35	29	
NCBM 0232 (w/MATH 1332)	12	8	0	
NCBM 0242 (w/MATH 1342)	83	48	28	
TOTAL Dev Math Students:	732 (-28% from Fall 2019)	754 (+3% from Fall 2020)	782 (+4% from Fall 2021)	
*COVID-19; **TSIA2, effective January 2021 (exclude students with TSIA2 DT 1-4, which includes MATH 0308 and MATH 0308/NCBM 0208 students)				
% Coreq (Fall 2020w/o NCBM 0208) (starting Fall 2021, w/o MATH 0308 and NCBM 0208)	417/604 ≈ 69%	264/266 ≈ 99%	200/200 = 100%	
# Coreq Sections (Fall 2020w/o NCBM 0208) (starting Fall 2021, w/o MATH 0308 and NCBM 0208)	31 sections	30 sections	21 sections	

MATH 1314 MATH 1324 MATH 1332 MATH 1342	NCBM 0314 NCBM 0224 NCBM 0232 NCBM 0242	Fall 2020*	Fall 2021	Fall 2022
Grade Earned	Grade Earned	% of S	tudents in Coreq	Pairing
ABC	ABC	56%	42%	49%
ABC	DF	4%	2%	3%
DF	ABC	8%	17%	16%
DF	DF	18%	14%	19%
W	W	14%	25%	15%
% to complete Credit with "C" or better (Done with math courses!)		60%	44%	52%
to Exit Dev Math (Pass credit and/or dev math with "C" or betterSome may have to repeat credit course)		68%	61%	67%

Fall 2022		MATH 1314 NCBM 0314	MATH 1324 NCBM 0224	MATH 1332 NCBM 0232	MATH 1342 NCBM 0242
Grade Earned	Grade Earned		% of Students in	n Coreq Pairing	
ABC	ABC	46%	59%	0	54%
ABC	DF	3%	3%	0	0%
DF	ABC	16%	14%	0	14%
DF	DF	20%	14%	0	14%
W	W	15%	10%	0	18%
% to complete Credit with "C" or better (Done with math courses!)		49%	62%	0	68%
to Exit Dev Math (Pass credit and/or dev math with "C" or betterSome may have to repeat credit course)		65%	76%	0	68%

MATH 0308	NCBM 0208	Fall 2020	Fall 2021*	Fall 2022
Grade Earned	Grade Earned			
ABC	ABC	57%	50%	40%
ABC	DF	0%	0%	0%
DF	ABC	16%	20%	16%
DF	DF	17%	19%	19%
W	W	9%	11%	25%
% to complete MATH 0308 with "C" or better (and move to Credit Math w/support class)		57%	50%	40%



Wharton County Junior College

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Continuing Education

- 1) As of March 20th CE is now fully staffed. Please join me in welcoming:
 - Jordan McGraw CE Secretary
 - Nabeel Habib Corporate Coordinator
 - Siaa El Kasseem CE Specialist
 - Jean King CE Specialist
- 2) NRG SDF training grant closed March 31, 2023.
 - 230 enrollments
 - \$182,181.00 revenue
- 3) Frazer Ltd. is applying for a SDF training grant regarding manufacturing approx. FALL 2023.
- 4) May 16th CE will partner with the City Development Corporation El Campo, to present Breakfast 'N Learn to El Campo business community.
- 5) June 6th CE will partner with the Central Fort Bend Chamber to host Breakfast in the Bend, at the Richmond campus.

Program 2022 – 2023	Enrollment	Revenue
Healthcare	299	\$ 145,325.00
Open Enrollment	161	\$ 10,993.00
Contract Training	730	\$ 108,157.38
Grants	226	\$ 159,888.04

Total Enrollment **1416**

Total Revenue **\$ 424,363.42**

Office of Vocational Instruction

Academic Affairs Council Updates
April 25, 2023

Staffing

- CE completely new division staff (complete turnover)
- Vocational Support Services (Perkins) Coordinator position has been vacant since November
 2022 new Coordinator of Vocational Support Services is scheduled to start May 9th

Academics

Three new short-term (Level I) certificates starting Fall Semester 2023

- Payroll Specialist
- Industrial Maintenance
- Process Technology

Program Accreditation update

- LVN returned to full accreditation by the Texas Board of Nursing currently recruiting students, and will start a Fall 2023 cohort
- Re-accreditation site visits (with stellar results):

EMS Nov 2022
 Human Services Feb 2023
 Paralegal Apr 2023

Conferences co-chaired/supported by DVI Office

- Fall CTE Seminar over 150 participants
- Women in Industry over 1,300 women participants

Perkins Grant update

- This fiscal year, the Perkins grant has provided almost \$238,000 in support of WCJC CTE programs equipment, faculty professional development, direct student support
- Directly supported over 80 students with program support needs, childcare, transportation, etc.
- Completed a desk audit in January 2023 requested by the THECB about every 7 years



New LMS (Learning Management System) - Brightspace

- Working to fine tune settings and permissions to provide the best working environment for faculty, staff, and students.
- Troubleshooting continuing issues with Ellucian ILP
 - Web drops not processing had to create a manual process / created burden on faculty
 - As of April working with IT to investigate alternate integration of Banner to Brightspace, hopefully will be available for Fall 2023.

Student Training

- Virtual training was offered to all students in Spring and will be offered again in the Summer and Fall semesters
- Brightspace "Student Resource" area was updated and is open to all faculty and students.
- Face-to-face training is offered at the start of every semester for dual credit students when permitted/requested by the ISDs

o Faculty/Staff Training

- Training is ongoing with new offerings being developed as needs arise. Specifically, Troubleshooting
 Gradebook and Faculty Feedback sessions were added to the DE training schedule on each campus and in
 the evening via Zoom.
- In the process of redesigning and updating all asynchronous and self-paced learning modules to reflect the new learning environment and incorporate the newest digital tools and software. The new training modules will be available in mid-June and will include the 4-part D2L training and Accessibility training required for new faculty.
- The WCJC resource course is getting a facelift to make it easier for faculty and staff to quickly locate the documents and information more easily.

Online Course Evaluation/Accessibility Compliance

- Redesigned the OCE/ACR process to reflect the new learning environment and updated distance education standards and best practices.
- Will begin with a new cohort course reviews this fall email to Division chairs for suggestion went out today.

New Employees

- A new process has been implemented so that new employees receive appropriate access and training in Brightspace and related technologies.
- A new process has been implemented a to ensure that all separated employees have credentials removed from DE related technologies



<u>Academic Affairs Meeting – April 25, 2023</u> Senior Citizens Program (Congregate and Meals on Wheels)

December 2022 Meals

Wharton County (*Wharton & El Campo*) – **1,808 MEALS** SERVED/DELIVERED

Colorado County (*Eagle Lake, Columbus, Weimar*) – **698 MEALS** SERVED/DELIVERED

MONTHLY TOTAL: 2,506 Meals

January 2023 Meals

Wharton County (*Wharton & El Campo*) – **1,525 MEALS** SERVED/DELIVERED

Colorado County (*Eagle Lake, Columbus, Weimar*) – **675 MEALS** SERVED/DELIVERED

MONTHLY TOTAL: 2,200 Meals

February 2023 Meals

Wharton County (*Wharton & El Campo*) – **1,412 MEALS** SERVED/DELIVERED

Colorado County (*Eagle Lake, Columbus, Weimar*) – **624 MEALS** SERVED/DELIVERED

MONTHLY TOTAL: 2,036 Meals

March 2023 Meals

Wharton County (*Wharton & El Campo*) – **1,639 MEALS** SERVED/DELIVERED

Colorado County (*Eagle Lake, Columbus, Weimar*) – **760 MEALS** SERVED/DELIVERED

MONTHLY TOTAL: 2,399 Meals

April 2023 Meals (As of 4-21-23)

Wharton County (*Wharton & El Campo*) – **1,146 MEALS** SERVED/DELIVERED

Colorado County (*Eagle Lake, Columbus, Weimar*) – **241 MEALS** SERVED/DELIVERED

MONTHLY TOTAL: 1,387 Meals

Fundraiser Results:

Colorado County Baked Potato Fundraiser

- Took place on April 19, 2023
- Held at Noah's Ark Coffee House in Columbus, TX
- Sold 77 Tickets/Meals (\$635.75 raised from meals after food was paid for)
- Received \$2,628 in monetary donations (\$2,500 came from Columbus Lions Club)

Wharton County Baked Potato Fundraiser

- Took place on April 21, 2023
- Held outside the La Dieu building
- Sold 249 Tickets/Meals (\$1,791 raised from meals after food was paid for)

We are planning one more meal fundraiser for both Wharton and Colorado Counties before end of the fiscal year.

Currently Working On...

- Filling Vacant Positions (Pay for all PT positions were recently increased from \$7.25/hr to \$8.25/hr)
 - PT Site Manager/Driver (El Campo)
 - PT Site Manager (Eagle Lake)
 - PT Site Manager/Driver (Weimar)
 - FT Colorado County Head Site Manager (Columbus)
- > Finding New Site Location in Columbus
 - City of Columbus has our current site (Mansfield Library) up for sale
- Next fundraisers for both Wharton and Colorado Counties (mid-August 2023)
- Trying to increase congregate numbers for all sites