



# Wharton County Junior College

## Academic Affairs Council

Item	Description
<b>Date</b>	October 22, 2018
<b>Time</b>	2:00 p.m. – 3:30 p.m.
<b>Location</b>	Library Symposium Classroom

### 1. Attendees

Role	Name
<b>Chair</b>	Leigh Ann Collins
<b>Minute Taker</b>	Trish Chandler
<b>Attendees</b>	Michele Betancourt, Kwei-Feng Hsu, Cindy Kocian, Sara Fira, Phyllis Appling, Natalie Stavinoaha, Tara Zekavat, Alice Atkins, Kevin Dees, Carol Derkowski, David Kucera, Patrick Ralls, Amanda Shelton, Tim Guin, Kelley Whitley
<b>Absent</b>	Jennifer Mauch, Tracy Emmons

### 2. Agenda

	Agenda
1.	Welcome (Lac) <ul style="list-style-type: none"> <li>• SACSCOC</li> <li>• Student Success Council (SSC)</li> <li>• Texas Pathways</li> </ul>
2.	Vocational Support/Perkins (Cindy Kocian)
3.	Adult Education Literacy (Tara Zekavat) <ul style="list-style-type: none"> <li>• GED/ESL</li> <li>• Integrated Education &amp; Training Program</li> </ul>
4.	College Readiness Reading (Phyllis Appling)
5.	College Readiness Math (Jennifer Mauch)
6.	Continuing Education (Alice Atkins)
7.	Dean of Vocational Instruction (N/A)
8.	Distance Education (Michele Betancourt)
9.	GPS Campus Coordinator (Sara Fira) <ul style="list-style-type: none"> <li>• Houston GPS</li> <li>• HB 1583 Block Scheduling</li> <li>• Academic Maps</li> </ul>

10.	Library (Kwei-Feng Hsu)
11.	Instructional Assessment (Tracy Emmons) <ul style="list-style-type: none"> <li>• QEP</li> <li>• EAB Software</li> </ul>
12.	Instructional Retention (Natalie Stavinoha) <ul style="list-style-type: none"> <li>• Dual Credit Enrollment Spring 2018 (Fall 2017)</li> <li>• Vocational Dual Credit</li> </ul>
13.	Senior Citizens (Lina Salas)
14.	Division Chairs (Meeting to follow) <ul style="list-style-type: none"> <li>• Highlights</li> </ul>
15.	Other

### 3. Information and Action Items

1.	<p>Lac welcomed everyone and provided the following updates:</p> <ul style="list-style-type: none"> <li>• SACSCOC <ul style="list-style-type: none"> <li>○ The SACSCOC on-site team revealed two recommendations during the exit interview last week; 1) Faculty Credentialing and 2) Educational Program Level Student Learning Outcomes. Both recommendations are being addressed and will require follow-up reports.</li> <li>○ The on-site team also reviewed the QEP and had a few suggestions. One suggestion is to maintain faculty involvement, particularly with Academic Pathway Coaches. The QEP Implementation Committee will discuss and decide if changes need to occur.</li> </ul> </li> <li>• SSC <ul style="list-style-type: none"> <li>○ Processes are being developed to identify students with undecided majors as well as how to provide those students with support through resources and information to help them make informed decisions.</li> </ul> </li> <li>• Texas Pathways <ul style="list-style-type: none"> <li>○ Seven members will be attending the Texas Pathways Institute #5 in Dallas in November. The topics for the institute are advising, onboarding and orientation to include bridge programs for AEL, early alerts and intervention, financial stability and financial aid, and learning support.</li> </ul> </li> </ul>
2.	<p>Vocational Support Services (Cindy Kocian)</p> <ul style="list-style-type: none"> <li>• Perkins grant was awarded \$254,200 to assist Vocational programs. The funds will be used to provide services for childcare and transportation costs for vocational technical students; purchase instructional equipment for Process Technology, Electronics, and Computer Science; pay for Perkins coordinator, advisor/recruiter, and tutor salaries; and CTE marketing for low enrollment programs.</li> <li>• Three scholarships are currently being managed by the Perkins coordinator. <ul style="list-style-type: none"> <li>○ CCPI – \$50,000 divided between 5 students</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Houston Livestock and Rodeo – \$50,000 divided between 12 – 13 students</li> <li>○ Chevron Phillips – \$5,000.00 divided between 5 students</li> <li>● CCPI Steering Committee (Community College Petrochemical Initiative) is currently seeking additional funding options due to losing funds from Exxon Mobil. The committee provided tours of the Freeport LNG plant for two faculty and will also be sponsoring the Women in Industry Conference in January where approximately 1000 high school and college women and women seeking career changes are expected to attend. Counselors from Fort Bend ISD, El Campo ISD, Lamar CISD, and Needville ISD recently attended a seminar in Houston to learn more about various trade/vocational programs available at local colleges.</li> </ul>
3.	<p>Adult Education and Literacy (Tara Zekavat)</p> <ul style="list-style-type: none"> <li>● Tara presented an update on the AEL program. A handout was distributed and reviewed (attached).</li> <li>● 99% of the total enrollment targets assigned by HGAC for AY2017-2018 were met and 93% of the Career Pathways targets were also met.</li> <li>● Audit results from the January 2018 HGAC Quality Assurance Regional Monitoring Team reported 100% satisfaction and rated the AEL department as having a “Strong” performance in 2017-2018. Only 3 out of 8 providers in the HGAC consortium received this rating.</li> <li>● Enrollment targets for AY2018-2019 have been set and have increased from last year in all 6 counties served. Currently, 729 students are enrolled in Austin, Colorado, Fort Bend, Matagorda, Waller, and Wharton counties.</li> <li>● AEL currently has 12 students co-enrolled in Career Pathways/IET programs. The proposed enrollment target for AY2018-2019 is 140. Negotiations with HGAC are underway to have the target reduced by 5%.</li> <li>● To date, 46 ESL/HSE classes are being held and AEL is recruiting students for 16 Career Pathway/IET and CE programs for spring 2019.</li> <li>● College credit will be awarded to AEL students who successfully complete approved CE mirror courses upon the student’s acceptance of admission to the college and upon filing a “Petition for Credit” form.</li> </ul>
4.	<p>College Readiness (Phyllis Appling)</p> <ul style="list-style-type: none"> <li>● Phyllis provided a handout and presented an update on College Readiness (attached).</li> <li>● With HB 2223, the Math and English departments are working toward the requirement that 25% of dev ed students be placed in college-level courses and co-requisite dev ed courses simultaneously. Currently, 137 Dev Ed Math students (15%) and 83 Integrated Reading and Writing students (32%) are enrolled in co-requisite models. Department heads are working diligently to plan for the increased enrollment of 50% required by fall 2019.</li> <li>● As part of HB 5, Bay City, El Campo, Ganado, Tidehaven, and Wharton partnered with WCJC in AY 2017-2018. Final exams for INRW 0307 and MATH 0312 courses were administered in May and June 2018. Test results revealed 92 of 121 students passed INRW and 18 of 137 students passed MATH. The same schools have partnered with WCJC for AY 2018-2019.</li> </ul>

5.	<p>Continuing Education (Alice Atkins)</p> <ul style="list-style-type: none"> <li>• Alice provided a handout on the CE department's grants, corporate training initiatives, CE medical programs, pathways with AEL, Kids' College, and other CE classes and programs (attached).</li> <li>• WCJC became an approved provider through the Texas Commission on Environmental Quality (TCEQ) to provide water/wastewater training to 146 EDP operators as part of a Skills Development Fund Grant. A report on Skills for Small Business grants, Hurricane Harvey Natural Disaster grant was given.</li> <li>• Workforce Trainings continue for Fort Bend County Sheriff's Office, Tenaris, EMS trainings for LyondellBasell, and Garwood Fire Dept.</li> <li>• CE medical programs include Certified Nurse Aide, Medical Assistant, Medical Office Specialist, Phlebotomy, and Pharmacy Technician. The department continues to struggle with hiring and retaining qualified instructors to teach various medical programs.</li> <li>• In partnering with AEL, CE offered several mirrored courses; 64 students were involved in pathway courses during AY 2017-2018. The first Office Administration class was offered in Spring/Summer 2018 where 12 out of 14 students were awarded certificates.</li> <li>• CE has partnered with the WCJC Police Academy to provide required training classes for officers. CE has also renewed the partnership with EMS to continue offering monthly Basic Life Support CPR classes.</li> <li>• Upon receiving approval through the Texas Education Agency in July, the first Continuing Professional Education (CPE) training will be provided for teachers in the area in fall 2018. Computer, Conversational Spanish, and Mandarin Chinese, TSI Test Prep (Math), Dance, and Cosmetology are also being offered.</li> <li>• This year, a total of 2271 students participated in Kids' College courses. The program hired 108 part-time employees. Total profit revenue for summer 2018 was \$155,328.92.</li> <li>• An ABC Conference is scheduled for February 23, 2019 on the Wharton Campus. The conference is developed to provide training to childcare providers in local surrounding counties.</li> </ul>
6.	<p>Dean of Vocational Instruction (N/A)</p> <ul style="list-style-type: none"> <li>• Dr. Laurie Jensen has been hired as the new Dean of Vocational Instruction and will start in January 2019.</li> </ul>
7.	<p>Distance Education (Michele Betancourt)</p> <ul style="list-style-type: none"> <li>• Call for proposals for spring 2019 convocation professional development presenters has been sent out via email; 16 concurrent sessions are being planned; 11 sessions are already filled. Faculty have requested subject-specific sessions. Michele asked to encourage staff and faculty to present.</li> <li>• Blackboard Collaborate trainings continue. Additional trainings are scheduled for November 6 on the Wharton campus, November 7 at Sugar Land, and November 8 at Richmond. A proposal for larger TV monitors in the library CDC room is being submitted. The library Symposium Classroom will also be set up for collaborate.</li> </ul>

	<ul style="list-style-type: none"> <li>Read Speaker software was purchased and installed in Blackboard during the summer. The software has the ability to convert word documents into audible documents. As of October 18, 7,000 documents have been read using this software.</li> </ul>
8.	<p>GPS Campus Coordinator (Sara Fira)</p> <ul style="list-style-type: none"> <li>Sara reported that there is no new update on HB 1583 Block Scheduling.</li> <li>Houston GPS Meta Majors meeting is scheduled for November 8-9.</li> <li>Sara will update and repost academic maps after proposed curriculum revisions are approved by CIR and VPI.</li> </ul>
9.	<p>Library (Kwei-Feng Hsu)</p> <ul style="list-style-type: none"> <li>Kwei provided a handout and presented an update on Library Services (attached).</li> <li>During the first eight weeks of the 2018 fall semester, 27 face to face and 14 online orientation sessions were provided for 964 students.</li> <li>As of October 19, 361 students and faculty have used the library study rooms.</li> <li>Library services were provided for the Radiologic Technology, Spanish Club, and staff development for CE.</li> <li>Network/proxy server issues are still being reported. Outsourcing possibilities are being considered.</li> <li>Student and staff complaints regarding the smell of food and noise coming from TRIO activities are still being reported.</li> </ul>
10.	<p>Instructional Assessment (Tracy Emmons)</p> <ul style="list-style-type: none"> <li>The meeting was not delivered using Collaborate thus Tracy was unable to attend; however, she provided a handout on the Instructional Assessment updates prior to the meeting (attached).</li> <li>An on-site visit with the engagement teams for EAB implementation is scheduled for Wednesday, October 24. VPs will attend the first and last sessions.</li> <li>Program Management Plan (PMP) reviews for ten programs are scheduled for November 12-14.</li> <li>The General Education Core Competency being assessed for fall 2018 is <i>Communication</i>. Course CRNs and select students were randomly identified and faculty have been notified. The assessments are due to the IAD director by November 30.</li> <li>As a result of a recommendation from the SACSCOC on-site committee, a plan is being developed to document and map program learning outcomes and assessments for each program. The documentation will also be included in the PMPs</li> </ul>
11.	<p>Institutional Retention, Dual Credit, &amp; University Transfer (Natalie Stavinoha)</p> <ul style="list-style-type: none"> <li>Dual credit enrollment is down from 761 in fall 2017 to 570 for fall 2018. This is partially due to losing academic course offerings with Lamar Consolidated HS to Lone Star College. However; beginning fall 2019, EMS and PTAC vocational dual credit courses will be added on the Richmond campus for Lamar Consolidated HS students.</li> </ul>

	<ul style="list-style-type: none"> <li>Dual Credit course offerings have been added for Living Waters Christian School for fall 2018 and Van Vleck HS has shown an interest in adding dual credit offerings in the future. EMS dual credit courses are being piloted with El Campo HS, Louise HS, Bay City HS, and Wharton HS. A dual credit section for cosmetology has also been added on the Wharton campus for Wharton HS. Potential dual credit course offerings include Paralegal, PTAC, Manufacturing, and EDUC.</li> </ul>
12.	Senior Citizens (N/A) <ul style="list-style-type: none"> <li>Kimberly Willis has been hired as the new Senior Citizen's Director following the resignation of Megan Wilcox. She will start on October 29, 2018. Lina Salas has done a very good job filling in during the interim</li> </ul>
13.	Division Chairs – N/A
14.	Other – N/A
15.	<b><u>NEXT MEETING:</u></b> TBA Spring 2019

#### 4. Adjournment

<b>Time:</b>	3:25 p.m.	
<b>Signature of Chair</b>	<i>Lizbeth Ann Collins</i>	10/31/18



## ***Wharton County Junior College***

***911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560***

### **AEL Report for the Academic Affairs Council Meeting**

**By: Tara Zekavat**

**Director of Adult Education and Literacy**

- 1) **In 2017-2018 program year**, AEL met 99% of the total enrollment targets assigned by Houston Galveston Area Council (HGAC, Grant Recipient). AEL enrolled 80 students in AEL Career Pathway programs and met 93% of the Career Pathway targets.
- 2) AEL department got audited by the HGAC Quality Assurance Regional Monitoring Team in January 2018. The auditors sent the audit results back in February 2018 and reported 100% satisfaction and rated WCJC/AEL program as having a “Strong” performance in 2017-2018 program year. Only 3 out of 8 providers got rated as “Strong” performance in the HGAC consortium by the Quality Assurance team.
- 3) **In 2018-2019 program year**, as of today October 22, 2018, AEL has enrolled:
  - Austin county: 50 students (Target 70)
  - Colorado county: 28 students (Target 40)
  - Fort Bend county: 338 students (Target 500)
  - Matagorda county: 75 students (Target 120)
  - Waller county: 120 students (Target 140)
  - Wharton: 118 students (Target 170)

**AEL Career Pathways enrollment:** Co-enrollment in AEL and Credit or CE programs.

- 12 students are currently enrolled in fall 2018. The proposed Career Pathways enrollment target is 140 by HGAC. We are in the process of negotiating the enrollment target numbers with the HGAC.

As of today October 22, 2018, AEL is at 67% of the enrollment target for the total of 1040 students in 2018-2019 program year.

4) AEL orientations/registrations are currently in place and will continue in the fall 2018 and spring 2019.

- Total of 46 ESL/HSE classes are held at 17 sites in 6 counties. Counties assigned by Houston Galveston Area Council are Austin, Colorado, Fort Bend, Matagorda, Waller, and Wharton.
- AEL department is recruiting and registering the AEL students in the following Career Pathway Programs in the spring 2019:

- ***Air Conditioning, Heating, Refrigeration and Electrical Technology (HVAC)***
- ***Automotive***
- ***Business Office Technology***
- ***Computer Science: Network Support Technician***
- ***Early Childhood***
- ***Health Information Technology***
- ***Human Services***
- ***Manufacturing Technology***
- ***Paralegal Studies***
- ***Process Technology***
- ***Welding***
  - ***CE Programs:***
- ***Certified Nurse Aide (CNA)***
- ***Medical Assistant***
- ***Medical Office Specialist***
- ***Pharmacy Technician***
- ***Phlebotomy***

**College credit will be awarded for successfully completed CE Mirror courses upon the student's acceptance of admission to the college, and upon filing a 'Petition for Credit' form to the Admissions Office.**



# ***Wharton County Junior College***

## **Academic Affairs Committee**

**October 22, 2018**

### **College Readiness Report**

1. The College Readiness program implemented House Bill 2223 during the Fall 2018 semester. HB2223 (85th Texas Legislature, Regular Session) requires institutions to develop and implement a corequisite model for developmental coursework and requires a certain percentage of their students enrolled in developmental education be enrolled in a corequisite model.

	<b>Number enrolled in corequisite model Fall 2018 (Numerator)</b>	<b>Number enrolled in any DE course/intervention Fall 2018 (Denominator)</b>
DE Math	137	897
Integrated Reading and Writing	83	256

Phyllis Appling and Jennifer Mauch are working diligently to increase percentages of students enrolling in corequisite models to 50% for the Fall 2019 semester.

2. House Bill 5 (College Readiness Programs offered at area high schools) - During May and June 2018, Cindy Diener, Debbie Hamman, and Phyllis Appling administered WCJC's INRW 0307 and Math 0312 final exams to Bay City High School, El Campo High School, Ganado High School, Tidehaven High School, and Wharton High School. These same schools have partnered with WCJC for the 2018-2019 school year. Phyllis Appling, Cindy Diener, and Ariel Taylor are currently supervising HB5 programs at these area high schools.

**Phyllis Appling**  
**WCJC - College Readiness/Parallel Studies Coordinator**  
**INRW Instructor**



## **Academic Affairs CE Summary – October 22, 2018**

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### **Grants**

- **Skills Development Fund (SDF)** - Received an SDF grant in January 2018 in the amount of \$383,615 to train 146 employees of Environmental Development Partners in a total 15,329 contact hours. WCJC became an approved provider through the Texas Commission on Environmental Quality (TCEQ) to provide water/wastewater training to EDP operators which makes up the majority of grant courses. Other training included in the grant consists of leadership/communication skills, Microsoft Office training, Customer Service Training, Basic Business Principles (utilizing the Business Office Technology department) and IT Troubleshooting Basics (utilizing the Computer Science department). This grant also allowed the CE Department to develop a Water/Wastewater Operator program to be offered to the community.
- **Hurricane Harvey Natural Disaster Grant** – Awarded in January 2018 in the amount of \$190,204. The purpose of this grant was to enable the college to provide fast-track training courses in construction fields that would allow individuals to become employed in areas that would assist with Hurricane Harvey clean up and rebuild. As part of this grant we began providing fast track training courses in HVAC, Electrician, and Welding. This grant supplemented over \$90,000 in employee salaries from the departments listed above allowing the Welding Department to purchase an Iron Worker which is a valuable piece of equipment for all credit and non-credit classes. Through this grant the college was able to purchase \$28,000 worth of laptops and a charging cart for the welding department and approximately \$26,000 worth of supplies and consumables for the Welding and HVAC Departments that can be used in both CE and credit classes. This grant contract will end on April 30, 2019 however we will continue to offer the fast-track training classes through December of 2019 and will evaluate program successfulness at that time.
- **Skills for Small Business (SSB)** – In May of 2018, we closed out our 2016 SSB contract. Our closeout report shows that we spent \$11,825 in grant funds, serviced four companies, and trained 28 employees in approximately 552 contact hours. We initiated our 2018 SSB contract in June. With the new contract thus far we have spent \$13,985 in grant funds, serviced 4 companies, and trained 27 employees in approximately 420 contact hours. The majority of the training provided in both contracts was leadership and computer skills however we did provide a project management course and Fiber Optics training as part of this grant.
- **Vocational Dual Credit Equipment Only Grant** – In April of 2018, we applied for a grant open to Community Colleges and ISDs to purchase equipment for programs that are offered as dual credit and appear on the High Skill High Growth list provided by the Workforce Board. Our proposal included \$222,978 to purchase the PTAC equipment needed at the Richmond campus.

We were not awarded the funds because of the lower than average unemployment and poverty rates of Fort Bend County however some of the information that we collected and proposed is being used to try to obtain this equipment through other grant sources.

### **Corporate Training**

- **Fort Bend County Sheriff's Office** – Continue to provide successful training programs to inmates in the areas of computer skills, HVAC/Electrician, and Welding. We have submitted a proposal to begin offering a basic office skills program to female inmates to prepare them for a job as a receptionist or entry level administrative assistant.
- **Tenaris** – Continue to provide training for employees of Tenaris in Bay City upon their request. We are still using the flat rate pricing model that was established last year to invoice Tenaris and it's working well. Gerald Kinder provides the majority of the training however Rudolph Henry and Victor Manriquez have also provided training this year. Requests are staying constant with at least 2-3 classes requested per month.
- **Miscellaneous** – This year we provided computer classes for employees of the Fort Bend County Central Appraisal District as well as the Fort Bend County Municipal Utility District. We also partnered with the EMS Department to provide the EMT training program in Bay City to employees of LyondellBasell and to provide the Emergency Care Attendant program to employees of the Garwood Fire.

### **CE Medical Programs**

#### **Certified Nurse Aide**

- In September 2018, we have again partnered with LCISD. They had 18 students register and complete the program in April. At this time 10 students have successfully completed their state exams.
- For Spring 2018 we had one CNA program begin in Sugar Land at the WCJC campus. We had 9 students register for the program and 8 completed successfully. At this time we have 2 students have successfully completed their state exams.
- For Summer 2018 we had one CNA program begin in Sugar Land at the WCJC campus. We had 9 students register for the program and 9 completed successfully. At this time we have 7 students that have applied to take their state exams.
- We continue to have a lot of difficulty finding CNA instructors.

#### **Medical Assistant**

- From our 2017-2018 program we had 6 out of the 11 that completed take and successfully pass the Certified Clinical Medical Assistant (CCMA) exam.
- In November 2017 we began the next Medical Assistant Program with 10 students enrolled. In August 2018 all 10 successfully completed the program. As of mid-September 2 of the 10 students have registered for the Certified Clinical Medical Assistant (CCMA) exam. The students

still have time to register for exams being offered October 12th, October 16th, November 16th, or November 27th.

### **Medical Office Specialist**

- In July 2017 we interview and started the hiring process for a new instructor. We met with the instructor in August and set up the next program start.
- As of today we have a program schedule to start November 5, 2018, in hopes to help the AEL pathway students as well.

### **Phlebotomy**

- In November 2017 the program in El Campo at the Northside Education Center with completed with 9 students.
- For Spring 2018 we began 2 programs, one in El Campo at the Northside Education Center and one in Richmond at the WCJC campus. We had 20 students start the two programs and 16 successfully completed.
- For Summer 2018 (July 30th) we began 1 program in El Campo at the Northside Education Center with 9 students. The class is still in the lecture and hands on skills training portion. Clinical rotations will begin October 8th & 29th for this class.
- For Fall 2018 (August 28th) we began 1 program in Richmond at the WCJC campus with 10 students (one is an AEL pathways student). The class is still in the lecture and hands on skills training portion. Clinical rotations will begin October 29th for this class.

### **Pharmacy Technician**

- A new program at the Sugar Land campus started January 2017 with 5 students and 4 completed on September 10th. 3 can sit for the Pharmacy Technician exam (ExCPT) through National Health Career Association or through the Pharmacy Technician Certification Board (PTCB).
- We have hired another instructor who will cover the Sugar Land campus and our current instructor will move to the El Campo location.
- The El Campo location will start September 24th until June 13th and Sugar Land campus will start January 29th until October 3rd.

We continue to have a lot of difficulty in finding instructors for our medical programs.

### **AEL**

- For Fall 2017 we mirrored 5 credit classes with 18 students enrolled, 4 students enrolled in CE program Certified Nurse Aide, and 1 student enrolled in CE program Medical Assistant.
- For Spring 2018 we mirrored 5 credit classes with 16 students, 21 students enrolled in CE program Office Administration, 2 students enrolled in CE program Certified Nurse Aide, and 2 students enrolled in CE program Phlebotomy.

### **TCOLE Police Training Classes**

- This summer we partnered with the Police Academy to offer TCOLE training classes for officers needing training for their license. We had 13 class offerings and 5 successfully completed classes.

### **Basic Life Support CPR**

- This summer we renew our partnership with the EMT department to continue our offering of Basic Life Support CPR monthly. We worked up a schedule to offer two classes a month, one in Wharton and one in Richmond.

### **Mirror Classes**

- For Fall 2018 we set up CE mirrors of credit courses in Elementary Statistical Methods (1 student), Pipe Drafting (1 student), and Basic Peace Officer (2 students). These classes will complete in December

### **Office Administration**

- In Spring/Summer 2018, we offered the first class held at the Sugar Land campus. 12 out of the 14 students that were registered completed the course and were awarded certificates.
- In July 2018, we were notified that this course could no longer be offered as an AEL Pathway due to HGAC requirements.
- Upon conclusion of the course held in the Summer/Fall, 3 of the 5 students registered received certificates of completion.
- The most recent course began on September 17, 2018 and will end on December 10, 2018.

### **ed2go (Online Courses)**

- Since October 2017, we have had 190 enrollments in our 6-week online courses, which is a 13.48% increase in comparison to this time last year.
- Since October 2017, we have had a total of 7 enrollments in the online Career Training Programs.

### **D and C Water/Wastewater Operator Programs**

- Following collaboration with a company for a grant, we developed the training necessary for an individual to become licensed as a Water and/or Wastewater Operator in the C and/or D class.
- In Spring/Summer 2018, we sent out a letter containing details of the programs to all companies in the area that could benefit from the training and received a positive response.
- The first D Water/Wastewater Operator program was scheduled to begin Fall 2018.
- We are also offering the courses necessary to renew or upgrade licenses.

### **Continuing Professional Education for Teachers**

- In Spring 2018, it was brought to our attention that there was a need for Continuing Professional Education (CPE) training to be provided for teachers in the area.
- In May 2018, we applied for a Provider ID number through the Texas Education Agency and received response and approval in July 2018.
- The first offering of the course is scheduled to begin Fall 2018.

### **Computer Courses**

- Beginning in Spring 2018, we have scheduled two sessions of each of the following courses: Beginning Computers, Keyboarding, Introduction to Microsoft Word, Introduction to Microsoft Excel, and one session of Microsoft Office Suite.
- We are able and continue to schedule the courses on an as-needed basis dependent on student request.

### **Conversational Spanish**

- Based on a request from the community, we created the Conversational Spanish course in Fall 2017.
- The course was offered twice in Spring 2018 and there is a class currently scheduled to run from October 8, 2018 – November 12, 2018.
- The instructor for this course also has the ability to teach Spanish for Business Professionals and Spanish for Medical Professionals.

### **Conversational Mandarin Chinese**

- The course was scheduled per request in Summer 2018. The instructor is available to teach on an as-needed basis.

### **TSI Test Preparation-Math Only**

- We have scheduled this course once per month for the year of 2018, aside from the month of August.
- We met with the testing technicians to make them aware of this course for any students needing assistance with the TSI.

### **Dance Fitness**

- In Spring 2018, we offered the first Dance Fitness course. Nine students registered and completed the course.

### **Cosmetology**

- We continue to partner with the Cosmetology department in offering their refresher courses, as needed.
- There have been 14 sessions offered since October 2017 totaling 63 students.

## **Kids' College 2018**

We are preparing for the 30<sup>th</sup> year of Kids' College, 16<sup>th</sup> year with Fort Bend ISD for facility rental. This past year we enjoyed being at a new location Sartartia Middle School located in the New Territory Subdivision. This year student enrollment reached a total of 2271 participants. (Session 1: 814, Session 2: 684 and Session 3: 773) We were able to show that unduplicated enrollment was at 1597. We hired 108 part-time employees. For the fiscal year ended August 31, 2018, Kids' College total revenue was \$637,480.00 profit after all expenses was \$155,328.92.

Requested dated for next summer are out to Fort Bend ISD at this time.

We hope to will be move in to FBISD on June 7 and move out July 19. Scheduling class Monday thru Thursday;

Session 1 June 10th to June 20th,

Session 2 June 24th to July 5th, (closed July 4th)

Session 3 July 8th to July 18th

## **ABC Childcare Conference**

Wharton County Junior College Continuing Education Department, Wharton County Junior College Early Childhood Development Department Texas A&M AgriLife Extension service of Wharton County, and Prairie View Cooperative Extension Service of Wharton County formed a committee to plan an ABC Conference at the WCJC main campus on February 23, 2019. The committee includes Alice Atkins, CE Director, CE Staff, WCJC Early Childhood Development director Barbara Lynn, Wharton County AgriLife Family consumer Science Agent Lori Schindler, and Wharton County PVAMU CEP Family and Consumer Science Agent Kashara Bell.

The ABC conference Childcare Conference is developed to provide training clock hours to childcare providers in local surrounding counties. The training focuses on early childhood development in childcare environment.



## **Wharton County Junior College**

### **Library Services Report – Fall Semester, 2018**

(Academic Affairs Council Meeting, Monday, October 22, 2018)

#### **(A) WCJC Library Instructional Activities:**

- ✦ Academic year 2017-18— 2976 students all campuses attended 150 library orientation sessions (see attached page); 929 directional-aids & 671 technology assistance sessions held in the Wharton Campus library open computer lab
- ✦ **August thru October 19, 2018**
  1. **Library Orientation— 964 students attended 41 sessions** including
    - **Face-to-Face: 653 students of 27 sessions** (Academic liaisons: 454 students/17 sessions and WCJC librarian: 199 students/10 sessions)
    - **Online: 311 students attending 14 sessions** (coordinated by library instructional specialist/computer lab coordinator who compiled/sent the testing grades to the instructors) **including**
      - **General Tutorial:** 199 students/9 sessions
      - **Citation Skills Tutorial :** 112 students/5 sessions
    - 2. **Technology Mini-Sessions:** 224 directional-aids and 132 in-depth assistance (e.g. *Blackboard*, *College Email*, *Respondus* and etc.)

#### **(B) Study Rooms Usage and Management:**

- **Academic year 2017-18:** 448 patrons (students) \*216 uses (walk-ins & reservations)
- **Aug. thru Oct. 19, 2018:** 361 students/faculty \*122 uses (walk-ins & reservations)

#### **(C) Library Services-Resources Report, Student Activities, Professional Development Program:**

- Accreditation report/site visit – Radiologic Technology program
- Spanish Club Visits-Sugar Land and Wharton
- Staff development and book-club – Continuing Education

#### **(D) Proxy Server Tech Issue: Remote Access, Patron Files, Outsourcing**

#### **(E) Best Practice- Collaborative Learning /Workspace Spaces in Library: Collective Wisdom (students/faculty/staff)**

- Learning Commons/Study Points;
- Academic/Career Tutoring Center

**WCJC Library Resources Cart-Books and DVDs for the Continuing  
Education Department Staff members' professional development session**



## WCJC Library Orientation Sessions-Academic Year 2017-18

(2017 fall, 2018 spring and summer)

**Number of students attended— 2976 students for 150 sessions including**

- **Face-to-Face/ITV: 2130 students of 93 classes**
  - **Online: 846 students attending 57 sessions**
- ✓ **Face-to-Face/ITV:** 2130 students (QEP: 1018 & General: 1112) attended 93 classes (QEP: 38 & General: 55)
- ✓ **Online:** 846 students (QEP: 309 & General: 537) in 57 sessions (QEP: 15 & General: 42)

<b>Face-to-Face/ITV Orientation</b>			
<b>Location</b>	<b>Number of Class</b>	<b>Total Number of Students</b>	<b>Note</b>
Bay City	2	31	WCJC librarian
Dual credit/High school & ITV	2	17	WCJC librarian
Richmond	8	170	WCJC librarian
<del>Super Land (SL)</del>	<del>10</del>	<del>220</del>	<del>WCJC librarian</del>
ITV/Richmond & SL	2	19	WCJC librarian
Wharton	19	464	WCJC librarian
<b>Total</b>	<b>93</b>	<b>2130</b>	<b>*Three MLS librarians</b>

**\*WCJC librarian: 701 students for 33 sessions**

### Online Orientation

(Note: coordinated by WCJC library instructional specialist/computer lab coordinator)

**Number of students: 846 Sessions: 57**

- **General Tutorial: 271 students/25 sessions**
- **Citation Skills Tutorial : 575 students/32 sessions**

### Action Item-Student Learning Outcomes-Orientation Test Results

- ✦ Per the discussion between WCJC librarians and the academic liaisons, Question 4 on **research strategy** and question 8 on **citing sources** will be reworded to improve test results. Also, question 8 and 9 on **citing sources** will be swapped and reordered to better direct students comprehend the questions. For details, please review WCJC

Library Instructional Team/FBCL-UB Academic Liaisons- 2018-2019-Academic Year meeting minutes on 8/21/18.

- Starting from 2018 fall semester, the student learning outcomes from library orientation quiz will no longer be distinguished between the general courses and the QEP class because WCJC will implement a new QEP

### **WCJC Student Library Orientation Test Results- Academic Year 2017-18**

*Library services* (question 1-2), *Research strategy* (3-4), *Evaluating information* (5-7), *Citing sources* (8-9), *Plagiarism* (10)

<b>Table One, All Classes</b>			
<b>Total Number of Students:</b>			<b>2130</b>
<b>Question Number</b>	<b>Right Answers</b>	<b>Wrong Answers</b>	<b>Percent Correct</b>
1	2108	22	98.97%
2	2052	78	96.34%
3	1992	138	93.52%
4	1703	427	79.95%
5	1965	165	92.25%
6	2001	129	93.94%
7	1567	563	73.57%
8	1322	808	62.07%
9	1914	216	89.86%
10	2063	57	96.85%

<b>Table Two, General Courses (Non-QEP)</b>			
<b>Total Number of Students:</b>			<b>1112</b>
<b>Question Number</b>	<b>Right Answers</b>	<b>Wrong Answers</b>	<b>Percent Correct</b>
1	1104	8	99.28%
2	1085	27	97.57%
3	1063	49	95.59%
4	945	167	84.98%
5	1048	64	94.24%
6	1070	42	96.22%
7	899	213	80.85%
8	804	308	72.30%
9	1027	85	92.36%
10	1092	20	98.20%

<b>Table Three, QEP Courses</b>			
<b>Total Number of Students:</b>			<b>1018</b>
<b>Question Number</b>	<b>Right Answers</b>	<b>Wrong Answers</b>	<b>Percent Correct</b>
1	1004	14	98.62%
2	967	51	94.99%
3	929	89	91.26%
4	758	260	74.46%
5	917	101	90.08%
6	931	87	91.45%
7	668	350	65.62%
8	518	500	50.88%
9	887	131	87.13%
10	981	37	96.37%

<b>Table Four, Comparison</b>		
<b>General Courses vs. QEP</b>		
<b>Question Number</b>	<b>General % Correct</b>	<b>QEP % Correct</b>
1	99.28%	98.62%
2	97.57%	94.99%
3	95.59%	91.26%
4	84.98%	74.46%
5	94.24%	90.08%
6	96.22%	91.45%
7	80.85%	65.62%
8	72.30%	50.88%
9	92.36%	87.13%
10	98.20%	96.37%



## Academic Affairs – Instructional Assessment Update

Fall 2018

### QEP Update

SACSCOC Team made 4 suggestions to improve the QEP plan:

- Narrow KPIs from 9 to the 3 that are the focus of the QEP plan; retention, graduation, and transfer
- Find more ways to keep faculty involved leading up the implementation of Faculty Pathway Coaches in Fall 2020 (Implementation Team will be working on this and report back a definitive plan to keep faculty involved)
- Reevaluate the percentage point increases in the assessment plan (i.e., decrease from the goal of 5% to 3% increase)
- Consider all roles and responsibilities of all involved in academic advising (QEP Implementation Team has drafted Vocational Pathway Coach and Academic Pathway Coach Guidelines)

### EAB Software Update

The dedicated consulting team will be on-site Wednesday, Oct 24<sup>th</sup> for the second F2F meeting with the EAB Engagement Teams (Workflow & Training, Academic Planning, Content Development, and Promotion & Communication). This meeting will ensure that each engagement team understands their role in the development and implementation of the Navigate technology for WCJC. This meeting will also be building out the overall project plan for the implementation of the software. The consultants are working with technology department to schedule an on-site technology F2F within the next month.

### Program Management Plan

There are 10 Programs that are reviewing management plans in AY 2018-2019:

- AC, Heat, Refrigeration, and Electrical Technology
- Associate Degree Nursing
- Computer Science
- Cosmetology
- Dental Hygiene
- Education and Early Childhood
- Electronics Engineering Technology
- Human Services
- Math
- Radiologic Technology

The PMPs are due to be submitted to the Office of Assessment by Nov 1<sup>st</sup>. The reviews are scheduled for November 12-14.

### **Gen Ed Assessment**

The General Education Core Competency being assessed fall 2018 is *Communication*. The instructors were notified on 8/15/18 that they were in the pool of randomly selected CRNs to assess communication. They were then notified of the 5 randomly selected students from that CRN on 9/20/18. The assessment is due Nov 30<sup>th</sup> by 5pm.

### **Program SLOs**

The SACSCOC on-site committee made a recommendation on our assessment of *program learning outcomes*. We are currently working on a plan with the Department Heads and Division Chairs to document each program's learning outcomes as well as map the assessment of those PLOs and include the documentation within the Program Management Plans.