



# MEMORANDUM

## Provost, Academic Affairs and Student Services

**To:** Dr. Christina Ponce

**From:** Dr. Susan Guzmán-Treviño

**Subject:** June 2025 Academic Affairs and Student Services Report

**COMMUNITY SPOTLIGHT:** Jon and Katie Burrows will be recognized for their dedication and incredible service to Temple College.

### **eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES**

#### eLearning Operations

#### Texas Statewide Course Sharing Exchange

- Christa is working on tasks with Parchment for the Home Institution model setup to fulfill needs for our students:
  - PHYS-2425 University Physics as required for Engineering Technology, Associate of Science
  - MATH 1350 Mathematics for Teachers I and MATH 1351 Mathematics for Teachers II as required for Teaching transfer degrees

#### English New Faculty Deep Dive Session

- Christa participated in the session hosted by Kimberly George, English department chair.
- In late May, Christa received a request from Kim to build 10 D2L English Master Shells, build manual user profiles, enroll one faculty to each shell, and import development course shell information into each shell for faculty to use in developing their courses.

#### Vendor Management

#### Honorlock Proctoring Solution

- Honorlock usage data as of May 31:

Usage	June	July	Aug	Sept	Oct	Nov	Dec	Jan*	Feb	Mar**	Apr	May***
Courses	25	27	12	35	50	44	41	11	38	11	36	48
Unique Exams	45	50	13	60	81	71	63	17	56	13	56	65

## Item 8-B

Students	293	320	64	470	547	376	225	63	415	96	378	421
Exams Taken	415	547	65	678	733	571	609	93	503	90	484	511

\* Semester started on 1/13

\*\* 2nd 8-week term started on 3/17

\*\*\* Spring semester ended 5/11; Summer semester starts 5/27

### Tutor.com

- Usage data for May 31:

Current Number of Semester Sessions	18
Active Students	6
Average Session Length (minutes)	33.95
Student Rating	5.00/5.00
Recommended Rate	100

### YuJa Panorama

- New Department of Justice requirements for accessibility mandate we address and implement solutions and best practices.
- YuJa Panorama Accessibility Tool is under review for purchase as part of Course Quality initiative.
  - Offers document remediation modules streamlining workflows and ensuring compliance without leaving the D2L platform.
  - Automatically improves the accessibility of digital media and course content and brings artificial intelligence and machine learning capabilities into the digital accessibility.
  - Pricing is approximately \$20K per year.

### Committees

#### AI Task Force

- Final draft of AI policy returned from Policy Review Committee (PRC) to add more robust definition of AI or examples. PRC requested it not go out for 30-day review until after August so faculty who are off-contract have opportunities to review.
- Draft shared with peers at McLennan Community College as we continue partnering with them on future Leopards Learn conference sessions.

### Center for Teaching & Learning

- Summer conference held on May 13
  - Accessibility 101 - presented by John Ghazzagh, Instructional Design and Innovation Coordinator, McLennan Community College (MCC)
  - Debunking the Complexity of Perplexity AI
  - Course Redesign ENGL 1302

## Item 8-B

- Aligning for Success
- Resources for Specific Accommodations
- Beyond HB 2504L Student-Centered Syllabus Design
- Fall Leopard Learn Conference planning is underway for faculty return in August

### Course Quality Champions/Course Redesign Committee

- Accessibility best practices checklist has been drafted and reviewed by team.
- Becky Musil will develop and distribute accessibility Public Service Announcements throughout the summer months.
- We will request a dedicated accessibility session at the chair/dean leadership retreat in August. Following this, we will make our two-page accessibility checklist available for distribution at department meetings.
- We will take a strategic approach to filling Joshua Wilson's position by reviewing previous qualified applicants and soliciting nominations from our current champions. Our goal is to ensure balanced representation perspectives from all divisions.
- Beginning June 4th, we will meet bi-weekly on Wednesdays.

## **STUDENT SERVICES AND ENROLLMENT MANAGEMENT**

### Division Highlights

- The Barron Student Success Center (BSSC) has officially closed for demolition, prompting the relocation of both the Testing Center and Tutoring Services to temporary locations.
- Weekly leadership meetings have been instrumental in aligning policy and practice, enhancing communication, and reinforcing a high standard of customer service.
- On May 12, several team members participated in a Zoom session with Blinn College and the University of Mary Hardin-Baylor to explore opportunities for joint admission programs.
- Ms. Bralley represented Temple College at the Workforce Development Dinner on May 20 and gave a keynote address on "Faith and Education" at Rockdale United Methodist Church on May 21.
- On May 22, Ms. Bralley hosted Brazosport College's HR and Facilities teams, offering a detailed overview of Temple College's Enrollment Redesign and a guided tour of the New Main Building.

### Departmental Updates

#### Admissions and Records

The department has made notable progress in process optimization and fraud prevention:

## Item 8-B

- Ms. Carol Zapata continues training under Ms. Natalie Bland. Together, they attended multiple meetings in May, including a SAFE software demo (May 12) and a Parchment test run for electronic transcripts (May 9).
- The team supported graduation operations on May 9 and handled 881 transcript requests during the month.
- Fraud mitigation efforts included the closure of 18 fraudulent student records and the processing of over 2,200 testing and course equivalencies.

### Graduation – May 2025

- Ms. Kaci Robinson led planning efforts for the May Commencement Ceremony. Preparations began with a walkthrough at the Cadence Bank Center on May 2, and logistics—including equipment and floral arrangements—were finalized by May 8.
- Following the ceremony, a debrief meeting was held to assess strengths and areas for improvement.
- Final graduate records were processed and diplomas were issued to 508 students for Spring 2025 term.

### Enrollment Advising

- Advisors continue serving students through walk-ins and appointments, actively supporting their 300+ student caseloads each.
- The team has attended Financial Aid events at Temple High School and provided admissions and transcript support for AEL learners.
- Early intervention meetings have begun with students on probation or suspension.
- Weekly training sessions for Enrollment Advisors continue to enhance service delivery.

### Financial Aid

- Director Mary Daniel reported disbursement of over \$10.2 million in Pell Grants to 2,423 students and nearly \$7.9 million in Direct Loans to 1,222 students for 2024–2025.
- A total of 8,300 learners have listed Temple College on their 2024–2025 FAFSA, and 4,673 have already listed it for 2025–2026.
- Sheila McMillan and Enrollment Advisors engaged with 220 students at Temple High School in May.

### Student Life

- Under Ms. Marcia Temple's leadership, the Arnold Student Union continues to grow as a vibrant campus hub.
- On May 5, the college hosted a well-attended Cinco de Mayo celebration, promoting cultural appreciation.
- Phi Theta Kappa continues to thrive, with strong attendance and active planning for service and scholarship initiatives.

### Student Accommodations

- Ms. Reid participated in multiple leadership meetings and professional development events regarding accommodation software, including demos for Orchestrate AMS and AIM.

## Item 8-B

- She delivered a faculty workshop on accommodations and continues processing summer/fall requests for disability, Title IX, and F1 international students. Currently, 26 F1 visa students are enrolled, with 10 more expected for Fall 2025.
- Summer accommodation letters were sent to instructors in mid-May.

### Testing Center

- Ms. Monique Gibson reports high testing volumes at both ends of the semester, with increased demand for TSIA2, TEAS, Pearson VUE, and TCOLE exams.
- The department successfully transitioned from BSSC to the Academic Center's 3rd floor by May 19 and remains fully operational.
- The Testing Center supported numerous programs, including the Temple Fire Academy and Surgical Technology, and participated in multiple college events and professional conferences.
- They continue to offer remote TSIA2 testing to serve students beyond the region and abroad.

### Tutoring Services

- Tutoring Services transitioned to the library, coordinating closely with campus partners to prepare for the Main Building move. The team acknowledges the outstanding support of Brian Kemp and the library staff.
- Two new tutors, Cyril Kuhns and Abbie Jeffries, joined the team on June 3 to support students across campuses.

### Veterans Affairs

- Ms. Flores represented Temple College at the Veterans Assistance Day hosted by Horny Toad Harley-Davidson on May 17, with future participation planned.
- Military-affiliated enrollment continues to reflect robust engagement, with high participation across multiple GI Bill chapters and military tuition programs.

### Conclusion

May 2025 was a dynamic and productive month across Student Services and Enrollment Management. From the successful relocation of critical services due to the BSSC closure to the orchestration of graduation and expanded partnerships in enrollment and community outreach, the division demonstrated its adaptability, teamwork, and commitment to excellence. We continue to focus on strategic alignment, student engagement, and service enhancements as we prepare for the upcoming academic terms. The division remains energized and mission-driven, ensuring students are supported and empowered at every stage of their Temple College journey.

## **East Williamson County Higher Education Centers**

Student enrollment services and assisting students with the completion of registration continues to be the primary function for Hutto and Taylor staff in June. Several kids/youth camps and short-term classes organized by WCE are being held at the Centers this summer bringing lots of visitors to campuses throughout the upcoming months.

EWCHEC Area Student & Community Events this month:

May 27 – First day of summer classes

## Item 8-B

June 2-30 – TBI Summer Math Camp, Hutto Center

June 2 – ESL Courses begin, Taylor Center

June 11 – Hutto Chamber Luncheon, Hutto Center

June 12 – Hutto Power Breakfast, Hutto Center

June 16 – ESD Strategic Planning Community Session, Hutto Center

June 16-27 – TBI Chemistry Camp, Hutto Center

June 23 – Taylor Chamber Luncheon, Taylor

## **LIBERAL ARTS**

- With dual-credit enrollment continuing to rise, our English and Foreign Languages Department will separate. Our longtime Spanish professor, Aurora Wold-Krogmann, will be chair of the new Foreign Languages department.