



MEMORANDUM

Provost, Academic Affairs and Student Services

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

STUDENT SPOTLIGHT: We will recognize musical theatre students:

- Rebekah Kropp
- Pierce Parker
- Harrison Stallings
- Sarah Underwood

OUTSTANDING EMPLOYEE SPOTLIGHTS: Our 2025 NISOD Excellence Award recipients will be recognized:

- Brice Olivier, Professor, History (Barnhart Award Winner)
- Dr. Jamie Arnold, Professor, History and Department Chair, Social Sciences II
- Alicia Buck, Department Chair, Surgical Technology
- Lance English, Assistant Professor, Physical Sciences
- Eddy Bertrand, Physical Plant
- Veronica Hill, Administrative Assistant, Visual Arts
- DeDe Griffith, Vice President, Workforce Development
- Marcie Gomez, Enrollment Coordinator, Workforce and Continuing Education
- Carolyn Beatty, Adult Education and Literacy, Administrative Assistant
- Treva Askey, Director of Special Projects & Rural Workforce Liaison

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

Dual Credit & New Students

- Christa Quigley presented information to new students for system logins including Email, Self-Service, and D2L in addition to review of Student Success Services and Tutor.com in Orientations for Fall 2025:
 - SPOTS Camp - August 5
 - Holland ISD - August 6
 - Legacy HS - August 12
 - New student Orientation - August 13 and 14
- Christa Quigley assisted Dual Credit with Rockdale and Temple ISD for new students impacted by the Microsoft Multi-factor Authentication process

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requirements. The recent passage of Texas HB 148 prohibiting personal wireless devices during instruction, Dual Credit and ITS had to develop workarounds to the way students authenticate their accounts. Christa tracked over 200 student accounts to identify at-risk first-time students.

- eLearning assisted students with account setup and multifactor authentication as part of the DC Tech Check Support Zoom sessions on August 18, 19, 20 and 21.

Legacy

- Brian St. Amour conducted face-to-face D2L training for Kimberly Jordan and Elizabeth Anderson during their students' visit to campus on August 12.

Texas Statewide Course Sharing Exchange

- Successfully completed the testing for the HOME Process.
- Enrolled the first two students in the HOME Process in a course with Lone Star College Online needed for completion of their certificates and degree.
- Coordinated correct coding, billing, financial aid, and VA benefits for the two students to ensure our processing worked according to the Exchange requirements.

Administrative

Budget

- 2025/2026 budget revisions made and submitted to Dr. Susan Guzmán-Treviño and submitted to Gisela Figueroa on August 11.

WEAVE

- Brian St. Amour attended WEAVE summer workshop on August 5. 2022, 2023, and 2024 reports completed meeting August 31. Schedule as follows:
 - 2024-2025 WEAVE Reports Due August 31
 - WEAVE Peer Review Workshop - September 24 (tentative hold, need times and/or an alternate date that you think will work for the most people)
 - Weave Peer Review Workshop (2 hrs):
 - WEAVE Introduction and assistance with access for new people or anyone wanting a refresher (30 min)
 - WEAVE Peer Review/Sharing activity (90 min)- [Needed for 5th year Interim Report]
 - 2025-2026 WEAVE Goals Due September 30
 - Weave Assistance – In person October 15, 12-2 pm
 - 2025-2026 WEAVE Report Due May 10, 2026

Vendor Management

CopyLeaks

- During the Fall 2025/Spring 2026 terms, we will use both Turnitin and CopyLeaks to allow faculty time to make changes in their courses as needed with minimal impact to students.

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Honorlock Proctoring Solution

- Annual contract renewal processed for 2,400 users at \$22 per user totaling \$52,800
- Honorlock usage data as of August 31:

Usage	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug*
Courses	35	50	44	41	11	38	11	36	48	41	42	13
Unique Exams	60	81	71	63	17	56	13	56	65	95	106	17
Students	470	547	376	225	63	415	96	378	421	518	496	132
Exams Taken	678	733	571	609	93	503	90	484	511	1060	1076	142

* Semester started on 8/20

Tutor.com

- Discussion with new Success Center Director, Cynthia Martinez regarding the promotion and use of [Tutor.com](#) as a back-up resource for after-hours and weekend coverage.
- Usage data for August:

Current Number of Semester Sessions	49
Active Students	15
Average Session Length (minutes)	26.90
Student Rating	4.76/5.00
Recommended Rate	100

YuJa Panorama or D2L Accessibility+

- Fall 2025 deployment pending revised budget approval. The original plan was to delay until Spring 2026; however, a decision was reversed to deploy for fall 2nd 8-week term to allow for early adoption by faculty.

Committees

AI Task Force

- An AI Policy draft was presented to deans and department chairs at the Leadership Retreat on August 6 and Leopards Learn event on August 14.
- We will submit a final draft to Policy committee for consideration for 21-day review period in September.

Center for Teaching & Learning

- Fall Leopards Learn Conference, eLearning was present to support faculty team for the following presentations at retreat on August 6 and Leopards Learn event on August 14:
 - Accessibility
 - Regular and Substantive Interaction (RSI)
 - Course Quality

Course Quality Champions/Course Redesign Committee

- Meeting on 8/26 which discussed next steps:
 - Leopards Learn feedback from RSI and Accessibility sessions.
 - Review Course Quality Development Guide (rubric doc).
 - Establish goals for short and long term.
 - Priorities for faculty use of RSI and Accessibility guidelines; focus on the ones we can model best.
 - Realistic role out in phases.
 - Requirements for what we want faculty to know and do (as soon as possible).
 - Created Course Quality shell in D2L to develop training materials and enrolled committee participants.
 - Training on the D2L gradebook.

Community

Dental Hygiene Advisory Board

Melissa Machalek has invited Brian St. Amour to sit on the board for the Dental Hygiene Program for 2025/2026 replacing a member whose term has expired.

ReadSpeak

- Brian St. Amour joined a ReadSpeaker panel discussion webinar on the subject of Learner Agency on October 14. Agency is developed and nurtured throughout the entire academic journey and then as adults we continue to expound upon it as we make decisions that impact our lives. The webinar will focus on the Universal Design for Learning (UDL) Guidelines, how institutions embrace UDL to promote agency, and how ReadSpeaker supports those initiatives.

LIBERAL ARTS

- We are proud of History professor Dr. Gene Rhea Tucker, who has recently been quite busy with community involvement. Dr. Tucker spoke at The Salado Museum & College Park, which hosted a special celebration this past August to commemorate the 205th birthday of Salado's founder, Col. Elijah Sterling Clack Robertson.

The Killeen Daily Herald reported that “Festivities included a wreath laying ceremony at Colonel Robertson’s statue near the ruins of Salado College on College Hill, followed by a presentation on Robertson’s life and contributions by Gene Rhea Tucker, Ph.D., professor of history at Temple College.”

A link to the newspaper article is included below.

https://kdhnews.com/news/local/salado-museum-hosts-founder-birthday-celebration/article_7da4a3c8-cb0c-47c9-a8b3-50808d0c3f66.html

FINE ARTS

- Congratulations to Veronica Hill, Visual Arts Administrative Assistant, who has been awarded the 2025 NISOD Excellence Award.
- The Visual Arts department is enjoying the benefits of their new teaching space and want to thank Cloud Construction for their continued dedication in ensuring everything is functioning as expected.
- The Grand Opening of the Michael Donahue Gallery took place on September 6th with the opening of the first art exhibit. The Visual Arts department have been working hard at this special occasion and are grateful for the tremendous support from Dr. Guzmán-Treviño and Dean Santana in making this possible.
- Four Temple College orchestra music students traveled to Austin on September 12 to represent Temple College as they perform for the Community College Association of Texas Trustees Annual Conference.
- The Music Department’s first embedded Music Appreciation course for high school students has launched this fall at Temple High School.
- The Music Department was mentioned by name in the *Killeen Daily Herald*’s August 22 article about TC’s new partnerships with TAMUCT. The Music Department has partnered with TAMUCT for the past decade or so to offer Bachelor of Music degrees on the Temple College campus.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS

- Fall classes are going well, and EWCHEC-Taylor and Hutto Centers are both focused on 2nd 8-week registration and student advising for schedule changes. Enrollment staff will soon begin attending local high schools for college fairs and assisting local school districts with the Apply Texas applications for seniors. Central Texas TACRAO college fairs will occur in October.
- Taylor Center staff hosted a Meet & Greet for Legacy Early College High School students prior to the start of classes. Students were introduced to our tutoring staff and professors in a casual atmosphere with engaging activities. The intent of the event was to encourage students to utilize the Student Success Center resources available to them and connect with faculty in a less intimidating

atmosphere. The event was a success, and we are planning to continue with this idea annually.

- Temple College was chosen to represent Hutto in the CBS program titled “Out and About”. Temple College will be featured in one of the four-part series focused on the Hutto community. Filming will occur on September 17th and the segment will air on October 2nd. Other businesses highlighted will be Hooky Entertainment, the Hutto Co-op District, and TSTC.
- Temple College-Hutto Center sponsored two community events recently. Hutto YMCA hosted their annual Hutto Hoopla event August 16th and Temple College staff participated in the “murder mystery” dinner event with a table sponsorship. Hutto YMCA is a part of the YMCA of Central Texas which supports Temple College by providing a corporate discount to employees at all of their locations. College representatives will be at the Hutto Resource Center Golf 4 Hunger Tournament on September 13th providing swag and college information while supporting the organizations fundraiser as the awards sponsor. Hutto Resource Center provides a food pantry, financial resources and additional means of assistance to the Hutto community and regularly supports our students in need.
- EWCHEC Area Student & Community Events this month:
September 2 – Greater Taylor Foundation Economic Empowerment Council
September 3 – Williamson County Law Enforcement Cross-check, Hutto Center
September 5 – Taylor ISD Meet the Teacher Tailgate, Taylor HS
September 10 – Hutto Chamber Luncheon, Hutto Center
September 11 – Hutto Power Breakfast, Hutto Center
September 13 – HRC Golf Tournament, Star Ranch Golf Course, Hutto
September 15 – Taylor Chamber Luncheon, Taylor
September 16 – Out and About Filming, Hutto Center
September 25 – Legacy ECHS Open House, Taylor Center
September 30 – Capital Idea Presentation, Hutto Center

STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Division Highlights

- Ms. Shannon Bralley, Associate Vice President, Student Services and Enrollment Management reports that August was an action-packed month for the division, marked by record-breaking enrollment and increased student traffic. Several division departments completed relocation to the new Main Building while adapting workflows to enhance the student experience. Remaining departments will relocate by mid-September.
- New Student Orientation (NSO) was a major milestone, earning an overall student satisfaction score of 4.72 out of 5, and receiving overwhelmingly positive student feedback.

Student Feedback, NSO:

- *"I loved how nice every single staff member was to help all the students especially me because I had a lot of questions, it made me way less nervous about college and very happy to go to such a great environment surrounded by helpful positive people!"*
- *"Great work, I'm proud to be a Leopard! I really appreciate how much support y'all have cultivated and I can see how deeply that permeates the culture in every faculty member I interact with!"*
- *"I enjoyed the way everyone seemed to care so deeply about their positions and what they do for temple college students."*
- *"I'm super thankful that everyone at the campus is super caring for everyone and will be willing to help out in the best way they can to make everyone's experience less stressful. Going to orientation has made me super excited for starting my college journey and I can't wait to give it my all for this year."*

Admissions and Records

The team emphasized student engagement, compliance, and Main Building preparations while remaining highly productive:

- Attended TACRAO Summer Conference, meetings with Texas A&M University–Central Texas, and Caring Campus/All College Day.

Enrollment Advising

Advisors provided broad support through walk-ins, appointments, and outreach, with a focus on retention and proactive student support.

- Met with over 1,500 students in August; each advisor managed 500+ caseload.
- Welcomed Albert Hopkins (June) and Ann Rabara (September).
- Continued weekly professional development and cross-departmental collaboration.

Enrollment Advisor Kudos & Feedback (August 2025)

- *"She was so amazing. She made me feel so comfortable and helped me make the best choice that fits life."*
- *"Araceli was super helpful, understanding, knowledgeable, and very encouraging... she explained everything clearly and eased my anxiety about the registration process."*
- *"Vicki has been extremely helpful with my onboarding process. As a new, older student, she made sure I was situated and ready for the semester."*
- *"Awesome Enrollment Advisor. She made starting school quick and easy. I am ready!"*
- *"Magen was so nice and squeezed me in even though I was late. She encouraged me and gave me tips to be successful."*

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Financial Aid

The office successfully closed the 2024–2025 aid year while launching disbursements for 2025–2026:

- 2,621 Pell recipients: \$11.5M; 1,296 loan recipients: \$8.5M.
- 8,394 FAFSA submissions for 2024–2025; 6,504 already for 2025–2026.
- First 2025–2026 aid disbursement scheduled for September 12.
- Work-study promoted at NSO, boosting applications.

Student Accommodations and International Students

Led by Ms. Misty Reid, the office provided broad support for accommodations and international compliance:

- Distributed Fall 2025 accommodation letters on August 12.
- Presented 'Specific Resources for Accommodations' at Leopard Learn.
- Completed SEVIS certification for all Fall 2025 F1 students on August 28.

Veterans Affairs

Veterans Affairs achieved compliance approvals and reported steady military-affiliated enrollment.

Kudos & Feedback, VA

- *“Basilia Flores has been nothing but compassionate and understanding. She has helped me without ever knowing it. Her warm heart and professionalism have been a beacon of light in the world of darkness that is in my life. She greets everybody with a friendly greeting, helps students achieve their dreams, and resolves issues in a timely, effective manner. She deserves this recognition and then some!”*

Testing Center

- The Testing Center experienced high demand during peak summer and fall enrollment, serving both students and community members. Despite relocation to the Main Building, operations continued seamlessly with expanded proctoring, remote TSIA2 access, and support for local ISDs, Workforce & Continuing Education, and law enforcement testing. The center remains positioned for continued growth.

Student Success Center (Tutoring Services)

- The Writing Center and Math Lab successfully integrated into the new third-floor space of Main building, expanding tutoring to Spanish and student projects. Future plans include extending support to integrate sciences, business, and other disciplines. Faculty proximity on the third floor of the Main building enhances collaboration and student services.

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Student Life

- Student Life advanced student engagement through student interaction opportunities. Marcia Temple was a highlight at New Student Orientation, garnering much enthusiasm for opportunities to become involved on campus.

Kudos & Feedback, Student Life

- *"I was given a scholarship and had the privilege of meeting and being instructed by Ms. Temple. She changed my outlook, my self-confidence, and my life! Her support and encouragement have propelled my success so far. Thank you, Marcia Temple, with my whole heart, thank you!"*

Conclusion

- September 2025 marked a pivotal period for Student Services and Enrollment Management. The division achieved compliance milestones, expanded student support services, and transitioned successfully into the Main Building. With new staff members, growing enrollment, and strong cross-departmental collaboration, the division is well-positioned for a successful fall 2025 semester and beyond.