



MEMORANDUM

Provost, Academic Affairs and Student Services

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Subject: March 2025 Academic Affairs and Student Services Report

STUDENT SPOTLIGHT: We will highlight Makayla Wittman, music major and BSW Fine Arts Intern.

OUTSTANDING FACULTY SPOTLIGHT: Jesse Castillo, Chair, Polysomnography, will be recognized for his efforts in securing preliminary programmatic accreditation.

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

eLearning Operations

Texas Statewide Course Sharing Exchange

- We have resumed monthly advisory group calls; four new schools are onboarding.

Polysomnography Technology Program Audit

- Staff has assisted the department's accreditation committee with access to our D2L. We received a green light for final approval from The Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CAAHEP board will meet this month, and the PSGT program will be on their agenda. Once they approve, the certification process will be finalized.

THECB Digital Learning Summit, February 11-12, 2025

- An email invitation was sent out to faculty for this virtual hybrid conference, "*Choosing Agility: Adapting to a New Era of Innovation in Digital Learning*" featuring engaging sessions on foundational and advanced practices in digital learning, innovative digital pedagogy, and emerging research. Participants will collaborate and network with practitioners from institutions of higher education across Texas.

Vendor Management

Honorlock Proctoring Solution

- Honorlock usage data as of January 31:

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Usage	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan*
Courses	40	35	47	47	25	27	12	35	50	44	41	11
Unique Exams	62	52	84	73	45	50	13	60	81	71	63	17
Students	470	372	490	466	293	320	64	470	547	376	225	63
Exams Taken	649	456	797	678	415	547	65	678	733	571	609	93

*Semester started on 1/13

Tutor.com

- Usage data for January 31:

Current Number of Semester Sessions	11
Active Students	4
Average Session Length (minutes)	26.61
Student Rating	5.00/5.00
Recommended Rate	100

Committees

Artificial Intelligence (AI) Taskforce

- Brian spoke at the December Educational Services Council meeting describing progress and asking for those who are interested in participating to notify us.

Course Quality Champions

- The phase 2 work session meeting was held on January 14 to develop SWOT analysis for goals and action items.
- The first Synergy meeting was held between the following committees to identify common goals and alignment, shared communications, and integration of program plans:
 - Course Quality Champions
 - Caring Campus
 - QEP
 - Center for Teaching & Learning

eLearning Advisory Committee

- During a recent meeting, topics discussed included D2L renewal, Technologies & Solutions Inventory, D2L/Publisher integrations and solutions, URL address switchover, and user database email migration.

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Professional Development

- eLearning attended, facilitated a few sessions as well as participated in the January 7 Spring 2025 Leopard Learns Conference
<https://sites.google.com/view/ctltemplecollege/home?authuser=0>

Community

D2L Fusion Conference

- Christa Quigley will attend the annual D2L Fusion Conference in Savannah, GA July 21 - 23, 2025 and has been nominated for a D2L 2025 Conference Award.

STUDENT SERVICES AND ENROLLMENT MANAGEMENT (SS & EM)

Enrollment Redesign

- Ms. Shannon Bralley, Associate Vice President for Student Services and Enrollment Management, reports that the Student Services and Enrollment Management (SS and EM) division is reorganizing and reinventing the student experience at Temple College.
- In spring 2025, the Division of SS and EM began a series of weekly trainings to include the SS and EM teams, Dual Credit team, and HSI/LEADS team to provide cross-departmental training. The SS and EM Enrollment Advisors gain valuable training from Admissions, Financial Aid, Advising, Student Alerts, Wraparound Services, Testing, career exploration, relational advising, and many more areas to help equip these team members with the knowledge needed to serve students holistically.
- In February 2025, Ms. Bralley worked with Mr. James Ross, Director of Enterprise Services, to set up caseload assignments across the 14 SS and EM Enrollment Advisors and five Dual Credit Enrollment Advisors. Enrollment Advisors can now access and approve registrations for students in their caseloads and will soon have dashboards through ADVISE to monitor the student's academic standing, course enrollments, and alerts submitted by their faculty. All processes are set to be in place before Spring Break with the new workflow launching with the spring 2025 second eight-week term.

SS and EM Leadership Training Workshops

- All SS and EM Leadership team members attended twelve hours of leadership workshops facilitated by Mr. James Skinner, Director of Adult Education and Literacy. Mr. Skinner led the team in discussing leadership principles, emotional intelligence, conflict management, and leading change. Over four weeks, these sessions helped new and veteran leaders develop new skills and gain confidence to progress in our division-wide goals to create an exceptional culture for our students and our employees.

Departmental Updates

Admissions and Records

- Ms. Suzanna Bachman, Registrar, and Ms. Natalie Bland, Associate Registrar, report that 19 grade changes were completed this month.
- On February 6, a follow-up demo with Parchment and Raptor AI evaluation services was held. Two additional companies were identified to schedule future demos that will improve the manual transcript course equating process in Admissions.
- In an effort to prevent fraudulent applications from entering the student information system, Admissions collaborated with IT and Colleague support to halt the auto importing of applications. Staff now review the applications for official and verifiable supporting documents or request photo IDs. The application submission email has been updated to inform students of the additional application review and requirement for official supporting documents. Applications are being marked as fraud in Recruit or moved to trigger government ID verification.
- February 17, Technicians Jessica Fettig and Christal Fiedler volunteered at the Fine Arts day to answer admissions questions and help students with their applications and application statuses.
- Ms. Bachman and Ms. Bland have been working with Mary Daniel, Financial Aid Director, to complete the Financial Value Transparency and Gainful employment report. The deadline has been extended but the state to September 2025.
- Admissions team printed 63 new Student IDs, which included IDs for Adult Education and Literacy, GED, Paramedic, Nursing students, Respiratory Care, and several continuing education program cohorts.
- Technicians, Erica Arredondo and Christal Fiedler were group guides for Temple College Preview Day on February 21.
- Admissions awarded the first Workforce credit from a skill review exam in collaboration with Dede Griffith, Vice President of Workforce Development. Processes have been identified to submit workforce credit in the future.
- Ms. Bland and Ms. Bachman attended the Southern Association of Collegiate Registrars and Admissions Officers conference in Lubbock, Texas from February 16 to February 19.
- Admissions & Records entered 4,651 course and testing equates (both
- Admissions and records processed 690 transcript requests.

Graduation

- Ms. Kaci Robinson, graduation specialist reports that there are 456 students who have applied for spring 2025 graduation this far. Graduation applications are pending from all Dual Credit programs and Health Professions.
- Spring graduation applications will close on March 14, 2025.

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- Ms. Robinson has notified the Temple College bookstore of the total number of invited students and the average number of those attending commencement.
- Staff assignments for commencement are being finalized so an initial meeting to discuss roles and responsibilities can be held.
- Flash photography has been confirmed as the photographer for commencement on May 10, 2025.
- Videography with Bands in Town was confirmed and will be added to final charges after commencement.
- Ms. Robinson is completing an inventory check to ensure all supplies are ordered for commencement day.

Enrollment Advising

- Ms. Hattrice Freeman, Director of Enrollment Advising, reports that department employees have continued to assist students with summer 2025 registration and course adds and drops. Ms. Becky Martinez, Ms. Laura Rodriguez, Ms. Magen McCauley, Ms. Julie Enriquez, and Ms. Jasmine Kimball continue to provide exceptional service to students during peak registration times. New employees Ms. Urquiza, Ms. Sneed, Ms. Hanaway, Ms. Nicholas, Ms. Jones, and Ms. Ortega are now seeing students and assisting with all registration and course adds and drops.
- From February 3rd through February 19th, Ms. Freeman reports that Advising served more than 350 students in person, in addition to email, chat, and phone requests for advising, including change of majors, graduation applications, adds/drops, Self-Service course approval, and virtual advising.
- Wide cross-departmental training takes place on Fridays, and daily training (department only) continues in preparation for caseloads in Spring 2025.

Financial Aid

- Ms. Mary Daniel, Director of Financial Aid, reports that for 2024-2025, 2291 learners at Temple College received Pell grants for a total disbursed amount of \$8,521,543.86, and 1129 learners received Direct Loans for a total disbursed amount of \$6,546,177.00.
- For the 24-25 school year 7876 learners have listed Temple College on their Free Application for Federal Student Aid (FAFSA).
- Ms. Sheila McMillan, Associate Director of Financial Aid led a FAFSA workshop for Rosebud-Lott on February 5th. Six students and ten parents attended the session.

Student Accommodations/International Advising/Foster Care Liaison

- Ms. Misty Reid, Director of Student Accommodations, reports the following events and meetings for the month of February:

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- On February 10th, Ms. Reid attended a planning meeting for the upcoming “Possibilities Job Fair” for students with disabilities, which will be held at UMHB on March 28th.
- On February 12th, Ms. Reid attended a webinar on “Disability and Higher Education and Possible Changes to Section 504”
- On February 12th, Ms. Reid attended a webinar on “AI Inclusion Empowering Access Without Compromising Integrity”
- On February 13th, Ms. Reid attended a TX Association on Higher Education and Disability (AHEAD) board meeting to plan and discuss sessions for the upcoming spring conference, which will be held from March 31st to April 2nd at the University of Texas El Paso.
- On February 14th, Ms. Reid presented training to Enrollment Advisors on disability, Title IX, student parent accommodations, and F1 visa student advising processes.
- On February 18th, Ms. Reid attended the Professional Development Committee meeting to discuss professional development proposals for the upcoming TX AHEAD conference in El Paso.
- On February 21st, Ms. Reid presented training to Enrollment Advisors on Foster Care resources, the Foster Care tuition and exemption waiver, and funds available for them to apply through the Education and Training Voucher Program.
- On February 25th, Ms. Reid attended a meeting with the Director of Vernon College to discuss Student Parent and Pregnancy services and policies for each college.
- Ms. Reid is accepting applications for international F1 visa students for Fall 2025. Temple College currently has 25 F1 visa international students attending for spring 2025.

Student Life

- Ms. Marcia Temple, Director of Student Life reports the Arnold Student Union continues to serve as a hub for student engagement, with various clubs and organizations holding regular meetings. In addition to regular meetings, several clubs have organized impactful events. These events have had positive attendance and contributed to the overall campus culture.
- Tex-Czech Awareness Day January 27th: Phi Theta Kappa organized the event which featured the celebration of the Czechoslovakian heritage event featured lively polka music, delicious kolaches, and special guests from the Czech Heritage Museum. This celebration honored the cultural contributions of Texas's vibrant Czech community and offered attendees an engaging opportunity to learn more about this rich heritage.
- Leopard Preview Day February 21st: Leopard Preview Day, is for high school juniors and seniors visiting Temple College to see the programs, opportunities, and pathways that can help with decisions about attending college.
- Texas A&M University-Central Texas-Transfer and Lunch event April 15th: TAMUCT will host this great transfer event aimed at helping students successfully transition from Temple College to their institution or explore opportunities for a fresh start. The event will bring together prospective transfer

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students, faculty, and academic advisors for a day of valuable insights and networking.

- Scouting America Camp Tahuaya Student Job February 19th: They aim to connect college students with summer jobs for those who work for the campus during the school year but don't have financial aid for the summer and are interested in working with youth.

Testing Center

- Ms. Monique Gibson, Director of Testing, reports the Temple College Testing Centers have experienced a significant increase in demand for testing services at the start of the spring 2025 semester, serving both internal and external clients/examinees. Our dedicated team remains committed to supporting students, the community, and partner institutions while actively engaging in professional development and expanding our range of services. We look forward to continued growth and progress throughout the semester.
- The Testing Centers accommodated an increase in testing sessions for students during Temple College's spring exams for 1st 8-week and 16-week classes.
- There was a notable increase in proctoring services provided to other institutions at the beginning of the semester, reflecting expanded outreach efforts.
- All walk-in and scheduled appointment requests were successfully accommodated, ensuring smooth operations and flexibility for students and external clients.
- The Testing department facilitated TCOLE (Texas Commission on Law Enforcement) and CASA (Core Academic Skills Assessment) exams on behalf of Adult Education and Literacy programs.
- There has been a significant increase in the proctoring of exams for community members requiring services from out-of-state and in-state institutions.
- As spring 2025 began program deadlines approach, the Testing Centers have experienced an increase in HESI (Health Education Systems, Inc.) and TEAS (Test of Essential Academic Skills) exams required for Allied Health program entry.
- We received updates for specific workstation computers for Pearson VUE exams
- The Testing Centers administered exams for Temple Fire Academy applicants through the Texas Commission on Fire Protection (TCFP).
- CLEP (College Level Examination Program) exams were conducted.
- Additional exams were administered for Workforce Continuing Education programs, enhancing our service offerings.
- The department administers TSIA2 remote tests for prospective Temple College students, offering flexible testing solutions for remote learners.
- Staff members actively participated in the following professional development and partnership activities:
 - NHA (National Health Career Association) CMA (Certified Medical Assistant) Testing
 - ACT National Testing Attendance of Texas Association Collegiate Testing Professional Webinar

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- The Remote/Evening Coordinator position is now open and has been posted on the Temple College employment portal for prospective candidates.

Tutoring Services

- Mr. Mike Hein, Director, reports the Math Lab and Writing Center have seen significant utilization of tutoring sessions by students from February 04, 2025 to February 21, 2025.
- Outreach/collaboration and internal marketing has included working with our Math Department, tabling at all campuses, and classroom visits on the main campus.
- We have also begun collaboration with Texas A&M Central Texas to learn from each other about approaches, techniques, and best practices for tutoring services.
- Revisions and additions to our onboarding/training processes have had initial success and are being used to create a tiered system for tutors that provides opportunities for upward mobility at least internal to the department.
- Math Lab recruitment continues for the Hutto and Taylor campuses. It has focused on social media use and outreach to the community, including the retired teachers association in the area and the Math Department.
- Writing Center recruitment continues for one more consultant for our main campus center.
- Work continues on a project to expand resources for scholarship writing, which will be posted on the Writing Center's web pages.
- Mr. Hein works on committees and work groups to ensure that the Writing Center and Math Lab align with Temple College's vision and goals.

Veterans Affairs

- On February 19th-Ms. Basilia Flores, the Veteran's Affairs Coordinator, attended a webinar for SCO office hours hosted by the Department of Veterans Affairs.
- Ms. Nichols, Enrollment Advisor, provides Ms. Flores with continued training in Hazlewood benefits.
- Ms. McCauley, Enrollment Advisor, provides Ms. Flores with continued training in Colleague and Self Service.
- Ms. McCauley and Ms. Flores continue to process amendments to the VA.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS

- Taylor and Hutto staff are working with our local high schools to hold on-site visits to assist graduating seniors seeking college admission. Enrollment and recruitment staff are teaming up to support our service area high schools with "Temple Tuesdays" and outreach to help upcoming graduates with enrollment processes during their school day at the high schools.
- EWCHEC Centers and Communities will be the focus on the next Ask Me Anything presentations for March. The presentations will highlight the current

student services available in the Centers as well as our efforts in the community and plans for future growth.

- Planning meetings with Corgan for the Hutto Center continue to progress. Program discussions with Deans, Workforce Development, and student services personnel are informing the next steps in the process. The Master Plan will be presented to the Board of Trustees at the March meeting.
- EWCHEC Student & Community Events this month:
 - March 3 – Economic Empowerment Committee, Taylor Chamber of Commerce
 - March 4 – Taylor Communities Connected Luncheon @ Taylor Center
 - March 6 – Campus Wide Produce Day – Hutto & Taylor Centers
 - March 12 – Hutto Chamber Luncheon @ Hutto Center
 - March 13 – Hutto Power Breakfast @ Hutto Center
 - March 13 – WilCo Day at the Capitol
 - March 17 – Taylor Chamber Luncheon
 - March 18 – Voter Registration Event – Hutto Center
 - March 26 – Ask me Anything presentation, EWCHEC
 - March 27 – Ask me Anything presentation, EWCHEC

NATURAL SCIENCES

- Lance English, Chemistry Department, was recently selected as one of twenty-four faculty members in the U.S. by the American Chemical Society (ACS) to help design an accreditation program for two-year college chemistry programs. In February, he traveled to Washington D.C. for their first planning panel and will return for additional sessions as the project progresses. The photo below is the group of chemists that were selected and attended the meeting in Washington D.C.
- Lance continues to be actively involved with the ACS in several capacities for Temple College. His first engagement was with the Exams Division, where he became the first faculty member in the country to collaborate with ACS on developing a customized final exam for first-semester Organic Chemistry. The following year, he was selected as one of sixteen members nationwide for the inaugural ACS Two-Year College Community of Practice (2YC CoP), where they created open-access, active learning modules for community college chemistry courses. In May, he will be traveling to Kansas City with several members to present their group work at the annual meeting of the Two-Year College Chemistry Consortium (2YC3).

