



Wharton County Junior College

Academic Affairs Council

Item	Description
Date	November 19, 2021
Time	1:30 p.m.
Location	Library Symposium Classroom

I. Attendees

Role	Name
Chair	Leigh Ann Collins
Minute Taker	Trish Chandler
Attendees	Michele Betancourt, Kevin Dees, Carol Derkowski, Sara Fira, Tim Guin, David Kucera, Jennifer Mauch, Lindsey McPherson, Rose Ochoa, Patrick Ralls, Marissa Saenz, Tamara Sealy, Amanda Shelton, Don Smith, Natalie Stavinoha, Kimberly Willis, Tara Zekavat
Guests	none
Absent	Phyllis Appling

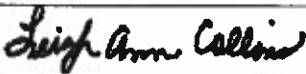
II. Information and Action Items

	Description
1.	Lac welcomed the Council and thanked everyone for their attendance.
2.	Adult Education and Literacy (Handout attached) Tara Zekavat provided a handout with an overview of the services and programs the AEL department offers. She also reviewed data on enrollment benchmarks, completion and success rates, as well as recruiting strategies for Spring 2022.
3.	College Readiness Reading/Writing (Handout attached) Phyllis Appling was unable to attend the meeting; however, she provided a handout with updates on enrollment and success rates for College Readiness Reading/Writing. Patrick Ralls reviewed the results with the Council. Over the past four semesters (AY20 & AY21), 71% of not-college-ready (NCR) students enrolled in the paired courses (NCR course with ENGL 1301) earned an A, B, or C in ENGL 1301 thus progressed on their academic pathway within one versus two semesters.
4.	College Readiness Math (Handout attached) Jennifer Mauch provided an update on the enrollment and success rates for College Readiness Math. Over the past four semesters (AY 20 & 21), 62% of not-college-ready (NCR) students enrolled in the paired courses (NCR math course with college-level math) earned an A, B, or C in college-level math thus eliminating an extra semester of coursework.
5.	Continuing Education (Handout attached) Tamara Sealy provided an update on CE enrollment and program offerings as well as grant and corporate training projects currently available through the CE Department. The BOT recently approved the Kids' College Program Lease Agreement with Fort Bend ISD. The program will resume full operations in summer 2022. The location has not yet been determined.

	New staffing assignments in the CE Department were announced.
6.	<p>Dean of Vocational Instruction Don Smith reported he is currently meeting with each program director in the vocational area to learn the status and needs of each program. He also reported that there are currently 6 full-time faculty vacancies within the vocational areas. Don attended and/or assisted in the following events:</p> <ul style="list-style-type: none"> • CTE Workshops for K-12 Educators – Bay City Campus, August 2021 • Science on Saturday (SOS) – Bay City Campus, October 2021 • Manufacturing Day – Richmond Campus, November 2021 • CTE Forum – Online collaboration with CCPIW (Community Colleges Partnership Initiative for Workforce) • BOT visit of Vocational Programs • Texas Pathways Institute – Dallas, TX, November 2021 <p>The following grants and scholarships are currently available for students enrolled in various vocational programs:</p> <ul style="list-style-type: none"> • Grants <ul style="list-style-type: none"> ○ NCPI – Bay City Campus Vocational Programs - \$50,000 ○ TRUE (Texas Re-skilling & Up-skilling Education) – \$50,000 – EMS Program • Scholarships <ul style="list-style-type: none"> ○ HLSR (Houston Livestock Show & Rodeo) – \$51,000 – specific Technical/Vocational Programs ○ Chevron Phillips –\$6,000 per student – Process Technology Program ○ Johnson Foundation – \$300,700 – Allied Health Programs
7.	<p>Distance Education (Handout attached) Michele Betancourt provided a handout and reported that DE will be transitioning to a new/updated Learning Management System (LMS). A soft launch is scheduled for summer 2022 with full implementation fall 2022. Michele discussed new video management/video conferencing platforms. The college has transitioned from Blackboard Collaborate to Zoom. The DE department moved from the Wharton campus to the Richmond campus in September and is now located in room TC-103. With the move, DE now has the ability to provide more face-to-face support for faculty on an as needed (drop in) basis.</p>
8.	<p>Guided Pathway for Success (GPS) Campus Coordinator (Handout attached) Sara Fira provided an update on Houston GPS. She included the 2021 Houston GPS Transfer Feedback Report and the WCJC Transfer Feedback Report for the council to review. An updated list of Institutional Representatives including Strategy Experts and Content Experts (Meta Majors) for WCJC was provided.</p>
9.	<p>Library (Handout attached) Marissa Saenz provided an overview of the library services offered per campus for AY 2019/2020, 2020/2021, and 2021/2022. These services include Service Desk, Computer Lab, Library Orientation, and Library Instruction (F2F). Library Database Usage and Facility Usage data was also provided.</p>
10.	<p>Dual Credit Natalie Stavinoha reported a total of 539 dual credit students enrolled for fall 2021. This is down approximately 15% from fall 2019 (pre-pandemic enrollment of 634 students). Contact hours are also down approximately 13%. Facilitators have been designated at each high school and a Facilitator's Handbook has been developed. High school faculty teaching dual credit courses are encouraged to communicate with facilitators to help keep high school students on track. We now have two Early College High Schools, Wharton HS (ROAR) and Bay City HS. Louise HS and Wharton HS also participate in Pathways in Technology Early College HS</p>

	<p>(PTEC). Both schools are also offering welding. Dual Credit students will begin welding classes in fall 2022.</p> <p>Welding and Automotive dual credit classes are currently being offered at El Campo HS.</p>
11.	<p>Senior Citizens (Handout attached)</p> <p>Kimberly Willis provided an overview of the services and activities offered to senior citizens through the Sr. Citizens Program. Some services include: congregate meals, Meals-On-Wheels, educational programs, games and activities, health screenings, nutritional information, and local transportation.</p> <p>There are currently 204 participants in Wharton county and 91 participants in Colorado county. Of the 204 participants in Wharton county, about 50 receive delivered meals and up to 25 have participated in congregate meals.</p> <p>The Sr. Citizens Program is funded through federal and regional government bodies, fund raising, and individual donations.</p>
12.	<p>Student Success</p> <p>Lindsey McPherson reported that the academic advisors and Title V staff have moved into the new Academic, Career, & Transfer Advising Center (ACT) and are now located in the library.</p> <p>The advising department is very busy doing group advising, registering students, and providing online and in-person advising.</p> <p>As part of the QEP and the Academic Recovery Process, Lindsey strongly encourages faculty to submit Early Warnings Alerts. This enables tracking by counselors who then contact students and provide customized strategies for improving academic progress.</p> <p>Proposed changes to the Disabilities Services area include revising the job description for a new Counselor/Disability Services position. This position will be posted soon with the hopes of being filled by the first of the year.</p> <p>The process for accommodating students with disabilities has also been revised. The new process includes an email and paper documents (if requested) to be sent directly to the student outlining the approved accommodations. Students are responsible for contacting each instructor to discuss the accommodations. Accommodations are not retroactive and become effective upon meeting with the instructor. Handbooks and other student documents will be updated to outline the process which goes into effect spring 2022.</p>
13.	<p>Vocational Support/Perkins (Handout attached)</p> <p>Rose Ochoa provided a handout and updated the Council on the Vocational Support Services area and how funds from the Carl D. Perkins grant are allocated. In addition to instructional and educational equipment for various vocational programs, Perkins funds help eligible vocational students with textbooks, childcare, and transportation reimbursement.</p> <p>Rose has created a newsletter, <i>Vocational Buzz</i>, that provides essential information to students and fosters a connection between the classroom and Vocational Support Services. The newsletter is emailed monthly to students.</p>

III. Adjournment

Time:	3:36 p.m.	
Signature of Chair		Date: 2/21/22



Wharton County Junior College

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

AEL Report for the Academic Affairs Council Meeting

11/19/21

By: Tara Zekavat

Director of Adult Education and Literacy

- **2020-2021 “pandemic” program year (July 1, 2020-June 30, 2021):** AEL met 47% of the total program enrollment target assigned by Houston Galveston Area Council (HGAC, Grant Recipient) by enrolling 538 students from July 2020 through June 2021. AEL met 92%-96% of Career Pathways target, 55% participation rate and had 11 GED graduates.
- **2021-2022 New program year 2021-2022 (July 1, 2021- June 30, 2022):** AEL has met 52% of the total enrollment target as of October 31, 2021. AEL has exceeded Q1 enrollment target. AEL has enrolled 500 students as of July 1, 2021. AEL has met 47% of Career pathway enrollment target and has 8 GED graduates so far.
- 24 remote/synchronous AEL courses and 10 F2f courses have been offered in the fall semester.

How can AEL resources assist the college?

- 1) AEL got awarded for the amount of \$87, 210 for workforce training in PY 21-22. These funds can pay student tuition, fees, and textbooks/materials for Level 1 Vocational Certificate programs and CE programs for not only the qualified AEL students but also for the credit and/or CE students if they do it through AEL. Credit and or CE students just need to sign up for an AEL orientation, take a TABE (Test of Adult Education) test, and attend the AEL support class so their tuition/fees/textbooks can be paid by AEL. Level 1 certificate program are covered 100% & CE programs are covered 90%.
- 2) AEL can offer math, reading and writing courses to those credit students who need to build skills in these areas to be college ready. These courses can be customized to meet the students’ needs.
- 3) AEL students are potential college students that could help with the college enrollment. College recruiters have an easy access to AEL classes to recruit to increase the college enrollment.

AEL Career Pathways Programs offered in 2021-2022: Co-enrollment in AEL and Credit or CE programs.

- AEL department is recruiting and registering the AEL students in the following Career Pathway Programs for Spring 2022:

Credit Programs:

- *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:

- *Billing & Coding*
- *Certified Nurse Aide (CNA)*
- *Medical Assistant*
- *Medical Office Specialist*
- *Pharmacy Technician*
- *Phlebotomy*
- *Water & Wastewater Programs*



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Fall 2019 Co-Req & College Readiness Students Enrollment-# of Students 363			
# Of Students enrolled in NCBI 0300 & ENGL 1301	# Of Students enrolled in NCBI 0300 & earned an A,B, or C	# Of Students enrolled in ENGL 1301 & earned an A,B, or C	% Of Students earned NCBI 0300 & ENGL 1301
164	133	121	73%
Spring 2020 Co-Req & College Readiness Students Enrollment-# of Students 149			
# Of Students enrolled in NCBI 0300 & ENGL 1301	# Of Students enrolled in NCBI 0300 & earned an A,B, or C	# Of Students enrolled in ENGL 1301 & earned an A,B, or C	% Of Students earned NCBI 0300 & ENGL 1301
75	59	52	69%
Fall 2020 Co-Req & College Readiness Students Enrollment-# of Students 301			
# Of Students enrolled in NCBI 0300 & ENGL 1301	# Of Students enrolled in NCBI 0300 & earned an A,B, or C	# Of Students enrolled in ENGL 1301 & earned an A,B, or C	% Of Students earned NCBI 0300 & ENGL 1301
183	135	133	73%
Spring 2021 Co-Req & College Readiness Students Enrollment-# of Students 136			
# Of Students enrolled in NCBI 0300 & ENGL 1301	# Of Students enrolled in NCBI 0300 & earned an A,B, or C	# Of Students enrolled in ENGL 1301 & earned an A,B, or C	% Of Students earned NCBI 0300 & ENGL 1301
114	84	78	68%



**HB 2223 – MATH/NCBM Pairings – 2020-2021 Success Rates and Enrollment
(& compared to 2019-2020)**

Enrollment	Fall 2019	Spring 2020	Fall 2020*	Spring 2021*
NCBM 0208 (w/MATH 0308)	201	91	128	56
MATH 0308 only	402	182	171	58
MATH 0312	38	27	16	0
NCBM 0314 (w/MATH 1314)	235	212	261	169
NCBM 0224 (w/MATH 1324)	63	71	61	40
NCBM 0232 (w/MATH 1332)	15	41	12	15
NCBM 0242 (w/MATH 1342)	64	82	83	54
TOTAL Dev Math Students:	1018	706	732 (-28% from Fall 2019)	392 (-44% from Sp. 2020)
% Coreq (w/o NCBM 0208)	377/817 ≈ 46%	406/615 ≈ 66%	417/604 ≈ 69%	278/336 ≈ 83%
# Coreq Sections (w/o NCBM 0208)	28 sections	35 sections	31 sections	32 sections
*Reduced enrollment sections due to COVID19				

Success Rates for Credit/Corequisite Pairings					
MATH 1314	NCBM 0314	Fall 2019	Spring 2020	Fall 2020	Spring 2021
MATH 1324	NCBM 0224				
MATH 1332	NCBM 0232				
MATH 1342	NCBM 0242				
Grade Earned	Grade Earned	% of Students in Coreq Pairing			
ABC	ABC	53%	52%	56%	53%
ABC	DF	7%	14%	4%	3%
DF	ABC	13%	6%	8%	13%
DF	DF	11%	18%	18%	18%
W	W	16%	11%	14%	14%
% to complete Credit with "C" or better (Done with math courses!)		60%	66%	60%	60%
to Exit Dev Math (Pass credit and/or dev math with "C" or better...Some may have to repeat credit course)		72%	72%	68%	69%



Wharton County Junior College

Continuing Education

Academic Affairs Meeting

November 19, 2021

Prepared By: Tamara Sealy, Director of Continuing Education

Department Updates

- CE Enrollment for Spring 2021 increased over Spring 2020; Fall 2021 enrollment numbers will be pulled at the end of our CE Quarter I which ends November 30th.
- Continued our partnership this year with Lamar CISD to offer the Certified Nurse Aide Training program to 26 high school students.
- Began offering Family Fun Activities (Cookie Decorating and Partner Painting) at the Wharton campus and will continue offering these types of classes in Wharton and Richmond in the Spring. Began offering Yoga and Strength/Fitness classes at the Wharton Fitness Center during the day; we will continue to offer these classes in the Spring and we are seeking out an evening instructor.
- Brought back in-person TSI Test Prep courses in Richmond and Wharton.
- Recently approved by the Board of Trustees for CE to enter into a lease agreement with FBISD to hold Kids' College 2022.

Grant and Corporate Training Projects

- The Skills Development Fund (SDF)-COVID Special Initiative grant has ended and is in the process of being closed out. That grant was designed to assist companies who had training needs related to COVID such as safety training, technology training to allow employees to work from home, or training related to a change in business operations. We partnered with 6 companies to provide training to 43 employees and spent \$44,906.64 which comes to 39.05% of our total grant funds.
- We received a new Skills Development Fund (SDF) Shell Grant in the amount of \$50,000 that is open funding for companies that are private, for-profit with any type of training needs. Still working to find our first Business Partner to participate.
- Continuing our partnership with Tenaris by providing 4-8 classes per month for Tenaris employees as business ramps up and they increase hiring.
- Worked with the EMS Department to provide CPR training for the US Army Corps of Engineers in Matagorda County
- Worked with the Process Technology Department to provide operator and instrumentation training to employees as cash training.
- Previous SDF grant between TSTC and NRG in which WCJC was a training provider has been terminated; WCJC has reapplied with NRG as the grant lead. Deliverables and terms of the grant are still being reviewed by TWC and negotiated by all parties but we hope be awarded funding when we return from the Holidays.

Changes and Development

- **Staffing assignments**
 - **New CE Secretary: Christina Vela, Ext 1531**
 - **New CE Specialist: Aryel Montalvo, Ext. 8494 and located in Sugar Land**
 - **New Kids' College Specialist: Gloria Diaz, Ext. 1541 and located in Richmond**
- **Working with SIG on finalizing the ability for CE and Kids' College students to register and pay online! Target "go live" date is January 14, 2022.**

How can you help?

- **Spread the word about our new offerings (TSI Test Prep, Family Fun Activities, Yoga and Strength/Fitness in Wharton, and Basic Computers in Richmond).**
- **In desperate need for a Microsoft Instructor who can teach beginning through advanced.**
- **Also need instructors for our HealthCareer programs (currently posted with HR).**
- **Ideas for Industry CEU workshops to help professionals maintain their certifications and licensures.**
- **As a reminder, we can offer mirrored courses of credit classes for individuals who want to take a class but do not need the credit. Please refer any of these requests to the CE Department.**

Academic Affairs Meeting

Distance Education Department Update

11/19/2021

Transition to New/Updated LMS

- 5 Year contract with Blackboard expires August 31, 2022
- Spring 2021 - Exploratory review of new LMS platforms (DELT, DIV Chairs, Convocation)
 - Must be cloud hosted (more reliable)
 - Must be compatible with ILP (how we integrate Banner with LMS)
 - Included ULTRA (Blackboards updated LMS)
- Aug/SEP Wrote formal RFP – outlining key features desired
- Board approval to seek bids
- Request for proposal sent out for bids
- Committee to review RFP/score proposals
- Formal campus demonstrations/score
- February/March Board approval of recommendation
- March 2022 Begin implementation transition
- Soft launch Summer 2 2022
- Go Live Fall 2023

New Video Management/Video Conferencing Platforms

- Campus transitioned from Collaborate to Zoom in August to address issues with connectivity, accessibility and storage fees
- In October upgraded all licenses to full user status to allow for full functionality including cloud storage and integration with video management software's.
- In October we acquired Yuju, a fully accessible video management and creation software that replaced several other technologies such as Ed puzzle and Screen Cast-o-matic and allows for unlimited cloud storage (including Zoom recordings).
- Yuju's features provide additional tools to enhance student engagement through video quizzing, fully searchable video content, annotations (both by students and instructors) etc.,
- Training on Yuju and Zoom continuing. DE will provide both faculty focused training and campus training.

Distance Education – Move to Richmond Campus

- DE completed move in September
- We continue to offer support via our DE support form, one-on-one appointment scheduling (live or on zoom) or feel free to drop by our new suite in Richmond 103.
- With the move we now have the ability to provide more face to face support for faculty on a as needed (drop in) basis.



Wharton County Junior College

Academic Affairs Council Meeting

November 19, 2021

Sara Fira, GPS Campus Coordinator

Updated Institutional Representatives

Team Leader: Leigh Ann Collins

Campus Coordinator: Sara Fira

IT: Pam Youngblood

IR: Amanda Allen

Strategy Experts

Math Alignment: Jennifer Mauch & Yvonne Smith

Co-requisite Remediation: Phyllis Appling & Jennifer Mauch

Meta-Majors & Degree Maps: Amanda Shelton & Natalie Stavinoha

Proactive Advising & Informed Choice: Michael Adkins & Robert Sanchez

Structured Schedules: David Kucera & Sara Fira

Technology: Michael Adkins & Emily Voulgaris

Institution Content Experts-Meta Major meetings

Humanities, Arts, Communications, & Architecture

Patrick Ralls & Sharon Prince

Engineering & Technology

Jennifer Mauch, Kamile Yagci, Tracie Simmons-Willis

Education

Barbara Lynn & David Kucera

Business

Celine Siewert & David Kucera

Social & Behavioral Science

Amanda Shelton & Wiley Parkman

Math, Science, Health Science

Jennifer Mauch & Kevin Dees

Scheduled Fall Meta-Meetings

November 12th -Business and Education

November 18th -Math, Engineering, and Technology

November 19th - Social & Behavioral Science

Humanities, Arts, and Communication will be rescheduled

Attached reports

2021 Houston GPS Transfer Feedback Report

WCJC Transfer Feedback Report

HGPS spotlight article in [*Association of American Colleges & Universities*](#) September, 2021

Collection Management



Service Desk

Service Type	AY 2019-20	AY 2020-21	AY 2021-22
Directional questions	278	90	721
Reference assistance	199	72	405
Course Reserves	148	56	343
Microfilm	5	2	2
Audiovisual items	60	4	1
Interlibrary loan	1	0	2

Computer Lab

Service Type	AY 2019-20	AY 2020-21	AY 2021-22
Computers Used	1,272	138	1,308
Pages Printed	8,808	1,276	11,119
Study Rooms Reserved	271	50	58

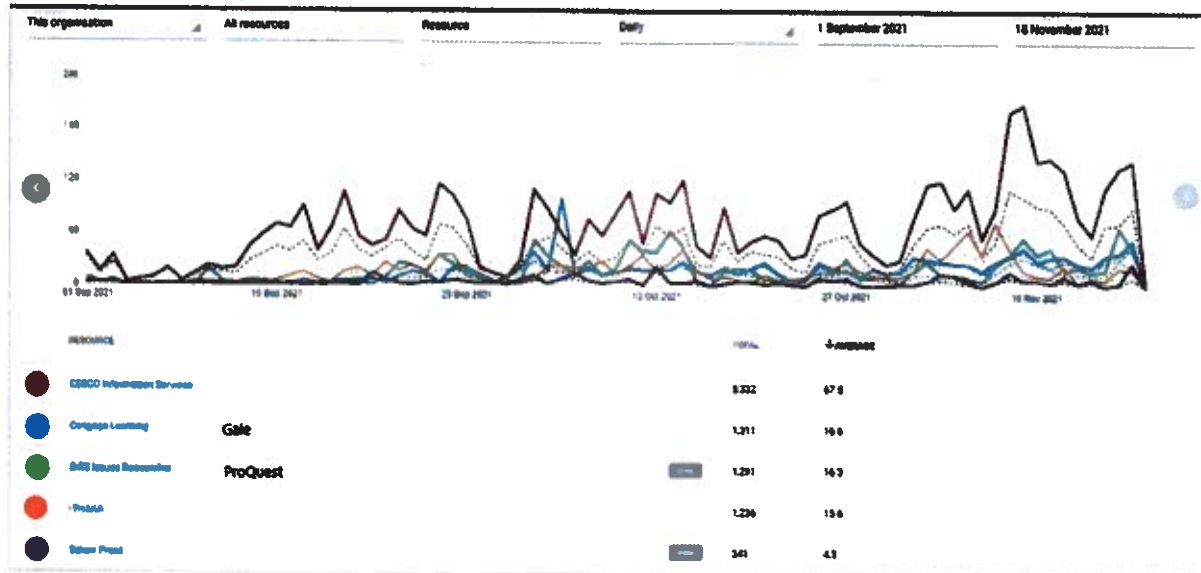
Library Instruction (f2f)

Campus	AY 2019-20		AY 2020-21		AY 2021-22	
Sugar Land*	41 classes	930 students	0	0	2 classes	20 students
Bay City	3 classes	51 students	0	0	1 class	5 students
Richmond	25 classes	473 students	1 class	12 students	1 class	19 students
Wharton	13 classes	271 students	1 class	16 students	2 classes	61 students
Dual Credit	3 classes	46 students	0	0	0	0
Total	85 classes	1,771 students	2 classes	28 students	6 classes	105 students

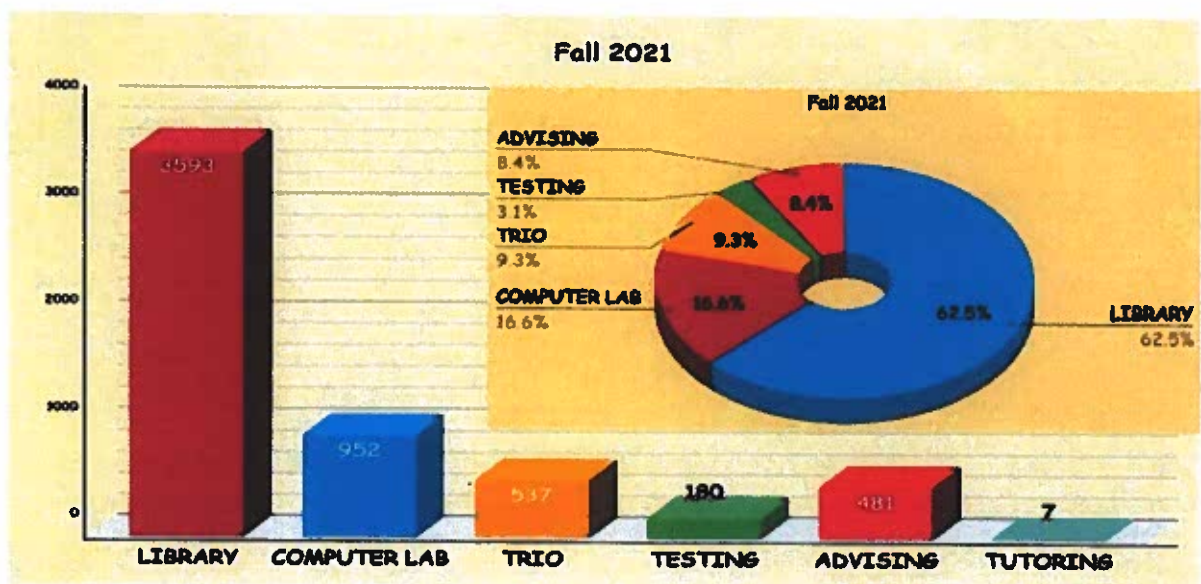
Library Orientation Online

Type	AY 2019-20		AY 2020-21		AY 2021-22	
General Overview	19	277 students	45	766 students	21	377 students
Citation Skills & Plagiarism Prevention	classes	217 students	classes	458 students	classes	203 students

Database Usage – Fall 2021



Area Usage





Wharton County Junior College

Senior Citizens Program

Academic Affairs Meeting

November 19, 2021

Prepared By: Kimberly M. Willis, Director of Senior Citizens Program

Department Updates

- Currently 204 participants in Wharton County which encompasses Wharton and El Campo
- Currently 91 participants in Colorado County which encompasses Columbus, Eagle Lake and Weimer

Services/Activities

- Services include congregate meals, Meals-On-Wheels (to qualified homebound individuals), education programs, games and activities, health screenings, information and assistance, local transportation), library usage, coffee bar
- Activities include program sponsored bingo and bingo sponsored by various entities beneficial to Senior Citizens, dominoes, workout classes, birthday & holiday celebrations/events, educational presentations, nutritional education classes, demonstrations, student-sponsored activities, art projects with 1st/2nd/3rd place prizes judged by departments on campus, sewing group, movies daily, music for entertainment, card games, puzzles, Tai Chi, 42 dominoes, chicken foot, table games, 42 tournament, domino tournament, magazine donations for Senior Citizens, WCJC Associate Degree Nursing Program "Sunshine for Seniors" project, WCJC Human Services Practicum Student project, WCJC Support Staff project, Pilot Club sponsored Christmas celebration with collaboration from various community groups
- Activities held daily Monday through Friday along with the congregate meal program. A special afternoon activity program is provided on select dates at the Wharton Center from 2:00 p.m. until 4:00 p.m. Reservations are not required to participate in the activities.
- Fundraisers: Bar-b-que on bun meal fundraiser, chicken spaghetti with trimmings fundraiser, bar-b-que chicken and trimmings fundraiser in Colorado County

How can you help?

- Spread the word about our program located in two counties (Wharton and Colorado).
- Inform others we have positions available located on the WCJ Job Posting page.

To learn more about the WCJC Senior Citizen Program, or to make a financial gift to the program, please call 979.532.6430 or 1.800.561.9252, ext. 6430.

The WCJC Senior Citizens Program is funded through federal and regional government bodies and WCJC, but also through individual's donations to the program.



Wharton County Junior College

Carl D. Perkins

Academic Affairs Meeting

November 19, 2021

Prepared By: Rose Ochoa, Coordinator of Vocational Student Services

The Carl D. Perkins grant is focused on improving the academic and technical achievement of Career and Technical Education (CTE) students. Funds are allocated to Wharton County Junior College for instructional equipment, instructional resources, and student services assistance.

Vocational Support Services -

Students majoring in an Associate of Applied Science Degree or one year certificate as listed in the WCJC course catalog may be eligible for financial support. Funds are used to support or reduce out of pocket expenses for CTE students who have monetary challenges.

Who is eligible for Perkins Vocation Support Services? To be considered, students must identify as one of the following categories:

- Disabled: physical, academic, or mental disability documentation must be on file with the Office of Disability Services
- Economically Disadvantaged: also receives Pell Grant, WIA, AFDC, food stamps, Texas Public Education Grant, or proof of income below the poverty level
- ESL (English as a second language)
- Homeless individuals
- Nontraditional field of study
- Out-of-workforce individuals
- Single parent or single pregnant woman
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces and is on active duty

Vocational Support Offered:

- 20 Kindle Textbook Rentals
 - \$200 Textbook Rental Voucher
- Childcare Reimbursement
 - \$10 per day
- Transportation Reimbursement
 - .10 per mile
- Vocational Advising
 - Coordinator of Vocational Support Services works closely with Title V and Academic Advisors to support student success

Carl D Perkins Grant 2020-2021:

Funding Agency: Texas Higher Education Coordinating Board
 Award: \$163,578
 Mid-Year Allocation: \$23,339
 Total \$186,917
 Division: Division of Vocational Instruction

Item	Service	Department	Funds Allocated
Ohm's Law and DC Circuit Trainer(s)	Instructional Equipment	Automotive Technology	\$26,673.00
Radiology Technology Boot Camp	Curriculum Enhancements	Radiology Technology	\$2,340.00
Learn Mate Content Upgrade	Curriculum Enhancements	Nuclear Power	\$6,495.00
Childcare and Transportation Reimbursement	Student Services	Students	\$50,889.20

Carl D Perkins Grant 2021-2022:

Funding Agency: Texas Higher Education Coordinating Board
 Award: \$208,098
 Mid-Year Allocation:
 Total \$208,098
 Division: Division of Vocational Instruction

Item	Service	Department	Funds Allocated
Computer Plotter(s)	Instructional Equipment	Engineering Design	\$12,000
Fluke Digital Multi-meters	Instructional Equipment	Electronics Technology	\$11,000
Motor Control Center	Instructional Equipment	Air Conditioning, Heating, and Refrigeration	\$10,000
Childcare and Transportation Reimbursement	Student Services	Students	\$40,000
Kindle Electronic Devices	Student Services	Students	\$4,000
Electronic Book rental voucher(s)	Student Services	Students	\$4,000
Kurzweil 3000 Subscription – Electronic Accessibility Aid	Student Services	Disability Services	\$4,000
HPA Annual CLE Conference	Professional Development	Paralegal Studies	\$1,500
TEA Young Children Conference	Professional Development	Early Childhood Education	\$1,000
TACTE Conference 2022	Professional Development	Division of Vocational Instructions	\$3,000

Development of Vocational Support Services:

- Updated Website
 - 08/13/2021
- Converted Vocational Services Application to online format
- Converted Vocational Services Participant Agreement to online format
- Converted Monthly Mileage Reimbursement Forms to online format
- Revised Vocational Support Services guidelines to give priority to students who identify with a unique/special circumstance(s).
- *Vocational Buzz* Newsletter - monthly internal communication outreach method, to assist with providing essential information to students and fostering a connection between the classroom and Vocational Support Services.

Current Projects:

- Continue the purchase of instructional equipment to provide students with state of the art technology.
- Completion of internal Carl D Perkins Grant Procedure Manual
 - Appropriate Allocation of Funds
 - Disposal of Equipment Procedure
 - Vocational Support Services Guidelines
- Creation and implementation of Equipment Request Procedure
- Campus Wide Marketing Material Update
 - Develop and implement marketing plan targeting under-represented gender groups
- Gender Equity Task Force
 - Explore and implement initiative to increase non-traditional student enrollment
 - Research best practices to strengthen proactive advising for non-traditional students

Future Projects:

- Comprehensive Local Needs Assessment (CLNA) due 2023