NURSING

- Thanks to Scott and White Health Plan for providing free flu vaccine to the Health Professions students and faculty. There is a new state requirement for all healthcare professionals to be immunized against the flu so we had to move quickly to prepare the students and faculty. We have been able to immunize quite a large number here on campus.

- Claudia Turner has been taking her ADN sophomore clinical students to a variety of flu vaccination sites, including Employee Health at Scott and White and numerous public schools, from elementary to high schools in Temple and Belton. Students are helping to process students through the required paperwork and are administering the immunizations. Our shared faculty member from the VA system, Lesa Murray, also is supervising our sophomore students as they participate in the drive through flu vaccine clinics at the Temple VA.

*Thanks to the Board and College Administration for your support of the students, faculty, and staff of Temple College.*
MEMORANDUM

Vice President of Educational Services

To: Dr. Glenda O. Barron

From: Dr. Mark A. Smith

Subject: January 2013 Educational Services Report

The Outstanding Faculty presentation will be the Emergency Medicine Residency Program presented by Mr. Jeff Fritz.

Outlined below are the reports from the educational services centers/departments.

COMMUNITY INITIATIVES AND SPECIAL PROGRAMS

Student Success Initiatives

The Zero Week committee had a well-rounded slate of activities for the week of January 14-18, 2013. The team is in the process of finalizing the attendance rosters. Students had the opportunity to pre-register for activities as well as walk-in. The staff is now reconciling the sign-in sheets with the pre-registration list. Each semester, the team works on improving the process to enable more accurate tracking for assessment.

The D.R.E.A.M Conference will be held in Anaheim, CA on February 5-8, 2013. President Barron and Ms. Amy Flinn, Director of Advising are scheduled to represent the College. This will be the first conference since Temple College was named a Leader College. Dr. Barron will be meeting with other Leader College presidents on Wednesday, February 6.

SACS-COC

Temple College took advantage of the Dallas location for this year’s annual meeting of the Southern Association of Schools and Colleges-Commission on Colleges. The following individuals attended the conference:

• Dr. Glenda Barron, President
• Dr. Mark Smith, Vice President, Educational Services
• Dr. Van Miller, Vice President, Administrative Services
• Dr. Daniel Spencer, Associate Vice President, Academic Outreach and Extended Programs
• Dr. Jimmy Roberts, Associate Vice President, Community Initiatives and Special Programs (SACSCOC liaison)
• Ms. Rebecca Richter, Director, Institutional Effectiveness, Research, and Planning
• Diane Barnes, Institutional Research
• Dr. Talma Botts, Division Director, Business and Career Professions
• Dr. Sandra Creech, Government Faculty
• Mr. Benjamin Burden, Economics Faculty
• Ms. Kimberly George, English Faculty

While attending the meeting, the team had an opportunity to meet with other community college and university teams from Texas to discuss the new Core Curriculum rules. Other sessions of interest to members of the TC team addressed topics on new accrediting policies, the fifth-year and QEP reports, assessment of student learning and identifying Key
Performance Indicators.

**College Credit for Heroes**

Even though we have completely our responsibilities to the College Credit for Heroes initiative, Temple College continues to work with TWC in promoting the results of the initiative. The Texas Workforce Commission invited the seven partner colleges to attend the last day of TWC’s annual conference for a College Credit for Heroes panel discussion and release of the Legislative Report and recognition of the seven colleges’ efforts at the closing session. Dr. Roberts represented Temple College at the event. The team continues to work with SACS-COC and the Texas Higher Education Coordinating Board in recognizing the College Credit for Credit transcript as equivalent to any other Texas College transcript.

**ACADEMIC OUTREACH & EXTENDED PROGRAMS**

**eLearning**

Spring semester eLearning student orientations on how to use Desire2Learn, TConnect, and WebMail have been scheduled during the upcoming Zero Week and through the rest of January.

**Dual Credit**

Ms. Kathryn Norris, Dual Credit Director, reports that all dual credit students are registered for the spring semester and only last minute issues and new students are being processed for spring at this time.

Fall 2012 grades for dual credit students were collected and sent to counselors before the holiday break. Numeric grade reports not reported from the fall semester are being requested from the instructors, reviewed, and sent to requesting ISDs.

Dual credit staff members are having follow up discussions with Division/Department personnel to make sure spring student enrollment needs for high school seniors can be met. Changes in dual credit departmental processes have greatly helped to insure that all of those needs are covered before we go into the holiday break.

Dual credit staff members have also been sending payment reminders/notices out to the counselors, students, and or parents since the first week of November and update listings weekly so that students are not dropped from their spring 2013 classes.

Agenda planning has begun for the annual Dual Credit High School Counselor’s meeting. This will be scheduled sometime during the last week of February. This meeting addresses any changes to Temple College registration procedures, dual credit enrollment issues, and establishes processes and policy for the fall 2013 dual credit enrollment event.

The course alignment pilot project with Temple High School (THS) is proceeding. Course maps have been submitted to THS for ENGL 1301/1302 (Composition I & II), HIST and ENGL 2322/2223 (British Literature I & II). Combined meetings between Temple College and THS staff will resume in January.

**CAMERON CENTER**

Dr. John Bicknell, Cameron Education Center (CEC) Director, reports that the 2013 year should be a very good year for the Cameron Education Center. Dr. Bicknell reports that
Rockdale ISD’s return to the center after a year’s absence was a good sign that dual credit enrollments may be rebounding.

Dual Credit student grades were solid. An analysis of the data will be made in a future board report. In order to help CEC students be successful, the Center will offer a student orientation on January 15. One session will be at 8:00 am and a second session will be at 9:30 am.

As Director of the Cameron Education Center, Dr. Bicknell would like to thank the CEC staff and faculty members who have tirelessly worked with all of the students at the center. Staff and faculty members include: Johnnie Demsky—Office Manager, Susan Dean—English, Scott Clement—Biology, Sandra Creech—Government, Cynthia Hefft—English, Rich Cromwell—History, and David Krueger—History. Recognition also goes out to main campus administration, division directors and department chairs, the student & enrollment services team, Information Technology, maintenance, and mail service for their support and help. The Cameron EDC also supports the CEC and the Temple College Foundation.

Dr. Bicknell believes CEC students are wonderful people and the Cameron Education Center is a beacon of hope for a lot of people in Milam, Bell, and Falls counties, as well as other locales. All of the staff and faculty feel that it is our privilege to serve our students and their communities.

EWCHEC-TAYLOR

Outside repair work to the EWchec-Taylor facility began during the holiday break. Dr. Daniel Spencer met with TCAT Foundation members and the contractor on December 18 to discuss repairs, colors for paint materials, and work scheduling.

The paint application timetable has been temporarily delayed due to the cold weather and temperature restrictions (paint has to be applied at >50°F) for the successful application of product. Painting should resume January 4 with completion targeted before all college students’ return to the Center on January 14. TCAT Building Committee discussions and planning for repairs to the inside of EWCHEC-Taylor will resume after the spring semester begins.

EWCHEC HUTTO CENTER

Dr. Mark Smith is coordinating course planning with Temple College division directors and department chairs and TSTC to develop expanded course offerings for fall 2013 in the new EWCHEC-Hutto facility.

EWCHEC-Hutto construction is proceeding on schedule. The “topping out” of the facility should be completed by January 10. Bartlett Cocke, Lead Construction Contractor, is planning a small informal celebration.

Dr. Irene Cravey is a new member of the TSTC EWCHEC-Hutto staff and is now officially officed in the Veterans’ Hill location. Dr. Cravey’s title is Vice President, Student Learning. Dr. Cravey previously served at the TSTC Marshall campus.

TEXAS BIOSCIENCE INSTITUTE
The Annual Texas Bioscience Institute-Middle College Open House for prospective 2013-2014 students and their parents is scheduled for February 12, 2013, at 6:30 pm in the TBI auditorium. We will begin advertised to participating ISDs in early January.

STUDENT & ENROLLMENT SERVICES (SES)

Spring 2013 registration: Before Christmas break 4,621 students registered compared to 4,564 last year.

Admissions and Records:

<table>
<thead>
<tr>
<th>November/December Report:</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Entered into Datatel</td>
<td>281</td>
<td>105</td>
</tr>
<tr>
<td>Transcripts Entered into Datatel</td>
<td>2,516</td>
<td>1,728</td>
</tr>
<tr>
<td>Transcripts Requested (Learner requested)</td>
<td>710 w/ dup’s 845</td>
<td>459 w/dup’s 516</td>
</tr>
<tr>
<td>Transcripts Equated</td>
<td>3,431</td>
<td>1,801</td>
</tr>
</tbody>
</table>

Advising:

On January 2, 2013 the advising center registered over 300 students for spring registration. Registration continues at a steady pace. Seats remain available in some classes although many morning offerings are closed.

Advising is in the process of completing Datatel on the web training to be prepared for the closing of our former Datatel access. Training for faculty advisors and staff is under discussion.
Financial Aid:

November Report:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th># Students seen at counter</th>
<th>Awards</th>
<th>Funding amount received by students YTD**</th>
<th>*ISIR</th>
<th>R2T4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>1,218</td>
<td>7,012</td>
<td>$22,848.034.00</td>
<td>9,906</td>
<td>N/A</td>
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</table>

*ISIR= Institutional Student Information Report  
**Amount students have received to date

Financial Aid Appeals

<table>
<thead>
<tr>
<th>Appeals Received</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>11</td>
</tr>
<tr>
<td>Denied</td>
<td>17</td>
</tr>
</tbody>
</table>

Recruitment:

Throughout November, Recruitment has conducted 5 private tours and 2 group tours. Thirty students from Lake Belton Middle School toured through the Health Sciences departments, and 30 students from Stoney Point High School toured the Criminal Justice department, the SIM Center, and the Performing Arts Center. Throughout December, Recruitment conducted 8 private tours and no group tours.

College Connection

Ms. Kristen Griffith, Coordinator of Recruitment, and Ms. Megan Poehlmann, Financial Aid Advisor, have begun coordinating and attending College Connection visits to our district area high schools. On these visits, Kristen and Megan help students work through a college application to Temple College, speak about the benefits of attending a community college, and present information related to financial aid.

In the month of November, Kristen and Megan visited:
- Buckholts High School – November 1
- Central Texas Christian School – November 13
- Academy High School (rescheduled) – November 19
- Taylor High School – November
- Temple High School – November 28– 29

The following College Connection events have been scheduled:
- Cameron High School – January 9

Events

On November 2, 2013, Temple College hosted the 1st Annual 2012 Career Expo for local TISD and BISD 8th grade students. The event was sponsored by the Temple Chamber of Commerce. Over 1,500 students attended the event, in addition to 8 vendors and over 30 panelists representing Temple’s local businesses and careers. Students were allotted 30
minutes with a group of 3-4 panelists and encouraged to ask questions and listen to the panelists’ career and educational paths. Temple College volunteers included: Ms. Kristen Griffith, Coordinator of Recruitment, Ms. Ruth Bridges, Director of Student Life, Ms. Shannon Ferguson, VA Assistant, Ms. Anitra Hicks, Media Center, Mr. Paul Burda, TBI Assistant, Ms. Stephanie Parum, Advisor, Ms. Wendy Wiggins, Advising Secretary, and several student workers.

Ms. Kristen Griffith presented at Bartlett High School on November 6 to students and parents in the HeadStart program regarding potential careers and programs at Temple College.

Ms. Patti Jones, math faculty, and Mr. Brent Colwell, Symphonic Band director, represented Temple College at Moody High School on November 13. At this event, Temple College representatives spoke to approximately 200 individuals regarding the opportunities available at Temple College.

Ms. Kristen Griffith attended a college fair at Grace Christian Center in Killeen on November 13. Kristen spoke to approximately 20 students and parents regarding potential careers and programs at Temple College.

Ms. Kristen Griffith attended a college fair at Florence High School on November 15. Kristen spoke to approximately 150 students from 9th-12th grade regarding potential careers and programs at Temple College.

On November 16, 12:00 p.m., Temple College participated in the second annual Virtual College Tour with the assistance of Data Projections, El Paso ISD, and ESC 11/TETN. Through the “magic” of videoconferencing technology, representatives from participating colleges and universities were able to present live to approximately 2000 High School and Middle School students from all over the state of Texas. Ms. Kristen Griffith, Coordinator of Recruitment, controlled an hour long time-block for Temple College, which included a 20 minute presentation and a 30 minute section for answering questions.

Ms. Kristen Griffith attended College Night for the Salado Youth Leadership group at Salado High School on November 26. At this event, Kristen spoke to approximately 20 individuals regarding the opportunities at Temple College.

Retention:

Retention Alert

- 656 Retention Alert (RA) cases submitted as of December 4, 2012
- 65 instructors submitted cases
- 25.8% of full-time/part-time faculty

Academic Suspension

- Meeting with students is ongoing
- Policy change for students returning from suspension (sat out long semester) being piloted for spring 2013 that requires students to take STSK-0305 – Study skills for student success
• Eighteen students have returned from previous suspensions under new (proposed) policy

Zero Week

• Registration is ongoing
• 152 students have enrolled in a New Student Orientation Zero Week session
• All students have been entered in the appropriate "course" in Datatel
• 28 student orientation sessions available

Student Accommodations:

Letters of accommodation

Accommodation numbers for Fall 2012

• 95 students had letters written for them for FA2012
• 303 accommodation letters were written for these students
• 140 instructors received at least one letter of accommodation
• 8 is the highest number any one instructor had of accommodation letters (this is across an instructor's entire class load, not just one class).
• 67 instructors had only one accommodation across their entire class load. 73 instructors have more than one letter.

Compared to SP2012:
• The number of students receiving accommodations increased 22.3%
• The number of accommodation letters increased 18.8%
• The number of instructors administering at least one accommodation rose 4.2%

Accommodation types sorted by frequency (multiple accommodations appear on a single letter):
• Extended time on tests and quizzes (time and a half/double time) – 204
• Alternative testing location – 145
• Provide a copy of lecture notes, material on board before class begins – 83
• Use of a tape recorder or laptop in class – 74
• Seating in the front of the classroom – 36
• Someone to read tests to student – 35
• Extended time on classroom/homework assignments – 35
• Leniency on absences/tardies - 32
• Use of a note taker in class – 29
• Provide large print handouts, tests, and quizzes - 19
• Breaks as necessary – 11
• Alternative text formats – 10
• Word bank for fill in the blank tests – 8
• Use of Sign Language Interpreters - 8
• Accessible Furniture – 7
• Formula chart on math tests - 6
• Leniency on spelling errors – 5
• Take tests early - 5
• Someone to serve as a scribe – 4
• Personal aide accompanying student – 4
• Test printed on blue paper – 3
• Typed assignments only - 3
• Limited verbal presentations – 2
• Dark tinted glasses in class – 2
• Use of dictionary on tests/homework – 2
• Service animal in class – 2
• Text transcripts of videos/audio – 2
• Oral Exam - 1
• Total number of accommodations requested – 776

Meetings
The Bell County Co-op Transition Fair was on Friday, November 16 at First Baptist Church of Academy. Students with disabilities from local high schools came to hear more about college admissions and accommodations and other options after high school. Some of the other presenters included professionals from CTC, TSTC, U.S. Army, Texas Workforce, and DARS.

The goals and objectives for the Office of Student Accommodations were presented at the peer assessments on November 8. The peers in attendance appeared to approve of the new mission statement for the office, the goals, objectives, and measures for the 2012-2013 academic year.

Upcoming Events
The Burleson-Milam Special Services will be held January 8 in Milano, TX. Ms. DJ Bailey will be attending for Temple College. She will host a table and speak with students, grades 6 – 12, about the opportunities they have through Temple College.

Student Life:
• The last BSM Luncheon for the semester was Monday, December 3
• Temple College clubs/organizations had a float in Temple Christmas Parade Monday, December 3
• Young Adult LULAC went a Culture Activity trip to San Antonio Saturday, December 8

Testing:

Testing Numbers – November 2012
• 548 tests administered
  o Accuplacer-61
  o Compass-31
  o Quick THEA-5
  o DSST-1
  o CLEP-3
  o HESI A2-152
Testing Numbers – December 2012

- 674 tests administered
  - Accuplacer-59
  - Compass-39
  - Quick THEA-3
  - DSST-0
  - CLEP-2
  - HESI A2-80
  - HOBET V-5
  - TC (class tests, midterms, finals)-453
  - Proctored Exams-Other Institutions-31
    - Other Institutions include: UTMB, ECC-NY, Franklin College, Tyler JC, Midwestern State, UTMB, TAMUCC, Auburn University, University of Cincinnati, WGU, MCC, Howard College

Veteran’s Affairs:

VA Monthly Report:

November 2012/December 2012

Certifications:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/29/2012 – 11/04/2012</td>
<td>108 certifications</td>
</tr>
<tr>
<td>11/05/2012 – 11/11/2012</td>
<td>66 certifications</td>
</tr>
<tr>
<td>11/12/2012 – 11/18/2012</td>
<td>114 certifications</td>
</tr>
<tr>
<td>11/19/2012 – 11/25/2012</td>
<td>15 certifications</td>
</tr>
<tr>
<td>11/26/2012 – 12/03/2012</td>
<td>57 certifications</td>
</tr>
<tr>
<td>12/03/2012 – 12/09/2012</td>
<td>68 certifications</td>
</tr>
<tr>
<td>12/10/2012 – 12/16/2012</td>
<td>49 certifications</td>
</tr>
</tbody>
</table>

Mr. Stephen Phelps reports a meeting is set for SubSea Robotics coordination with VA for the upcoming 2013 classes. Veteran Affairs Technical training is ongoing. The VA office has completed their federal audit with results pending. Stephen is working with IT to streamline a notification process for student schedule changes.

BUSINESS & COMMUNITY EDUCATION (BCE)

Temple College, in conjunction with the Rockdale office of the TWC, is sponsoring three lean manufacturing courses to business in Bell County. The training will be conducted by the Texas Manufacturer’s Assistance Center through a grant from Alcoa in Rockdale and is free to attendees. The training opportunity is being marketed by Temple College through the Temple EDC and Chamber of Commerce, the Belton EDC and Chamber of Commerce and Temple College’s marketing channels.
Lean Manufacturing Training
  - Job Standardization
  - Job Relations
  - Lean Office
- Dates: February 4-8 and February 27
- Provided through grant from Alcoa via TWC Rockdale Office
- No cost to businesses
- Conducted at Downtown Center
- Advertised through Belton Chamber of Commerce, Belton EDC, Temple Chamber of Commerce, Temple EDC and Temple College
- List of Participants so far
  - Harvest Technology
  - Wilson Art
  - Butler Weldments

Other recent accomplishments and near future programs:

- Completed a customized, two half-day workshop in Advanced Presentation Skills for Wilsonart’s “Ambassador” (tour guide) program in mid-December.
- Completed series of nine computer skills classes for 27 SPJST employees, each attending two classes
- Spring Schedule is now available online and in catalog format (to be provided at meeting)
  - iPad for Business Use, is scheduled for Saturday mornings, January 26 and February 2, to meet the needs of those receiving iPads for Christmas gifts.
  - Leadership Launch! – beginning January 30
  - PayTrain Fundamentals – beginning February 2
  - Workplace Spanish – beginning February 4
  - Certified Nurse Aide (CNA) – beginning February 4
  - Windows/Internet – beginning February 5
  - Human Resource Management Academy (SHRM) – beginning February 9
  - Adobe Flash in March
Overview: We are building systemic infrastructure in order to meet the goals set out by the board for increased visibility, outreach, and fundraising activity.

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Task Area</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Alliance</td>
<td>Meet/Acquire New Donors</td>
<td>1191 facebook users&lt;br&gt;Violet Okeson, Joan Bohls, Rotary Club of Temple, Temple Business League, Temple Bioscience District</td>
</tr>
<tr>
<td></td>
<td>Maintain Established Donor Relationships</td>
<td>Sent 200 Christmas cards; Donor party at Carol Jones' house (great turnout!)</td>
</tr>
<tr>
<td></td>
<td>Establish/Build Alumni Relations</td>
<td>Houston Alumni Chapter (January 17, 2013)</td>
</tr>
<tr>
<td></td>
<td>Secure Donations</td>
<td>Employee Giving Program - $8683 with 80 participants (31%)</td>
</tr>
<tr>
<td>Finance</td>
<td>Review/Meetings</td>
<td>Meeting scheduled for 1/23/13</td>
</tr>
<tr>
<td>Board Support</td>
<td>Questions/Requests</td>
<td>See Growth Charts</td>
</tr>
<tr>
<td>College Support</td>
<td>President’s Mtg</td>
<td>East Side Education Center; Belton Outreach</td>
</tr>
<tr>
<td></td>
<td>Events</td>
<td>TC Holiday Party</td>
</tr>
<tr>
<td>Community Support</td>
<td>Boards</td>
<td>Rotary - President Elect&lt;br&gt;Bend Of The River Botanic Garden&lt;br&gt;Incubator –Vane Hugo Reception&lt;br&gt;Mariachi de Temple - Tracking grades over 3 year period showing marked improvement</td>
</tr>
<tr>
<td></td>
<td>Events</td>
<td>Business After Hours</td>
</tr>
<tr>
<td>Event Planning</td>
<td>Golf Tournament</td>
<td>Golf Committee Meeting 1/15/13 3:00 - 4:00</td>
</tr>
<tr>
<td></td>
<td>Low Brow/ High Tea</td>
<td>Sept. 16, 2013</td>
</tr>
<tr>
<td></td>
<td>Kings of Cuisine</td>
<td>Nov. 2, 2012</td>
</tr>
<tr>
<td></td>
<td>Cruise</td>
<td>May 19th Carnival option out of Galveston (alumni focus)&lt;br&gt;June 9th American Queen Steamboat New Orleans - Memphis</td>
</tr>
<tr>
<td>Foundation Management</td>
<td>Staff Activity</td>
<td>Christmas Campaign, Houston Alumni Event, New e-mail</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Meetings/Readings</td>
<td>Williamson County AFP Breakfast Committee; Presenting at AFP International Conference &quot;Select, Plan and Execute Events That Work for Your Organization&quot;</td>
</tr>
<tr>
<td>Special Projects</td>
<td>U. Courtyard</td>
<td></td>
</tr>
</tbody>
</table>

Upcoming Events

<table>
<thead>
<tr>
<th>Event Event</th>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belton Chamber Awards Banquet</td>
<td>January 10, 2013</td>
<td>Cathedral Oaks</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Golf Committee Meeting</td>
<td>January 15, 2013</td>
<td>TCF Board Meeting</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>Houston Alumni Event</td>
<td>January 17, 2013</td>
<td>35 River Hollow Lane Houston</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Finance Committee Meeting</td>
<td>January 23, 2013</td>
<td>TCF Board Room</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>AFP Breakfast: Development Experts Panel</td>
<td>January 24, 2013</td>
<td>Georgetown</td>
<td>7:30 am</td>
</tr>
<tr>
<td>Grand Opening: Johnson Bros.</td>
<td>January 24, 2013</td>
<td></td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Event</td>
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<td>Time</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Symphony</td>
<td>January 26, 2013</td>
<td>MAMPAC</td>
<td>7:00</td>
</tr>
<tr>
<td>TC Board Meeting</td>
<td>January 28, 2013</td>
<td>Pavilion</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>TCF Board Meeting</td>
<td>February 5, 2013</td>
<td>TCF Board Room</td>
<td>4:00 pm</td>
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