

GENERAL INFORMATION

Welcome

South Texas College (STC) is committed to serving the higher educational needs of South Texas with emphasis on Hidalgo and Starr Counties. The College presently serves a student population of 18,000 per semester through academic, workforce, and continuing education programs, and through training.

Creation of STC

South Texas College was created on September 1, 1993, by Texas Senate Bill 251 to serve Hidalgo and Starr counties. It was the only community college in Texas to have been established by the Texas Legislature. A confirmation election, held on August 12, 1995, did establish a taxing district for the college. Seven districts, based on population, were also approved for single-member representation on the Board of Trustees. A community leader from each of the seven districts was originally appointed by Governor Ann Richards to serve on the founding Board of Trustees. Since then, an election process has been established and all board members are elected for six year terms.

In December of 2004, South Texas College was awarded membership from the Southern Association of Colleges and Schools, Commission on Colleges as a Level II-Baccalaureate Degree granting institution to offer the Bachelor of Applied Technology Degree in Technology Management.

This institution is presently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor's, Associate of Applied Science, Associate of Arts and the Associate of Science Degrees and Certificates. It is also approved for veteran's educational training in Certificate and Associate of Applied Science Degree programs by the Texas Education Agency.

An enrollment of 1,000 students in 1993 has increased to over 18,500 in 2007.

Accreditation

South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Bachelor's, Associate of Applied Science, Associate of Arts and Associate of Science degrees.

SUMMARY OF DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE AND ADMINISTRATIVE OFFICES

President

The President serves as the Chief Executive Officer of the College. The President provides leadership for all aspects of the multi-campus College through personal vision, strategic management and student-centered goal development. The President interprets, administers and enforces policies

approved by the Board of Trustees. The President sets the standards of performance for the faculty and staff of the College.

Vice President for Instructional Services

The Vice President for Instructional Services serves as the chief academic officer of the College. The Vice President for Instructional Services provides leadership for a learner-centered philosophy and focuses on faculty and staff commitments toward student learning and success. The Vice President assesses the quality and effectiveness of all instructional programs and formulates plans for continued improvement. The Vice President collaborates with business and industry and educational partners for the development of quality instructional programs. This office promotes inter-institutional cooperation with other four-year institutions and school districts. In addition, this position ensures compliance with accreditation requirements.

Vice President for Finance and Administrative Services

This position is responsible for maintaining sound fiscal management and for developing and maintaining policies in the areas of finance and administrative services. The Vice President provides leadership for effective management and processes as well as regulatory compliance in business, purchasing, human resources, facilities and general services and is charged with maintaining a clean and safe working environment for employees and students. In addition, this office oversees physical plant operations as well as general planning and construction activities.

Vice President for Information Services and Planning

This position is responsible for providing leadership in the development and integration of academic and administrative computing, communications, networking, institutional research and the creation of applications for telecommunications, instructional and distance learning technologies. This office integrates all information and technology strategies for the multi-campus College. The Vice President continuously improves the efficiency, effectiveness and operational soundness of ITS operations and services.

Vice President for Student Services and Development

This position serves as chief student services officer for a multi-campus district and leads all areas within the Division of Student Services & Development, including Admissions and Records, Counseling and Advising, Financial Aid, Student Welcome Centers, Student Information Centers, Student Outreach Services, Testing Services, Career Services, Job Placement, Special Programs, Student Judicial Affairs, and Campus Life. This position also develops and implements the enrollment management plan for all campuses. The Vice President also maintains student-centered philosophy and focuses student development initiatives on successful student outcomes including enrollment program selection,

retention, graduation, and placement and transfer success.

Executive Officer for Workforce Development & External Affairs

This position provides leadership, administrative and operational direction for the College's external affairs, workforce and resource development initiatives. It also facilitates the development, implementation and integration of workforce and resource development with instructional divisions and the Partnership Business and Industry Training.

Campus/Center Coordinators

This position provides leadership and coordination of all activities conducted at the site. The Campus/Center Coordinators oversee and safeguard facilities, equipment and parking areas. They supervise and evaluate personnel assigned directly to them and other personnel as requested by respective dean/administrators. The Campus/Center Coordinators represent the College in the community and with other education institutions. The Campus/Center Coordinators provide orientation to faculty, full time and adjunct, and to students on the services and operational procedures of the particular sites. They make recommendations for facility improvement and/or expansions to accommodate future growth. The Campus/Center Coordinators promote cultural and intellectually stimulating activities at the sites.

Division Dean

The Division Dean is responsible and accountable for all district-wide activities and programs within the assigned instructional division, while providing visionary leadership in a timely, accurate, cost efficient, and effective manner. The Division Dean leads the faculty of the division in the context of shared academic governance, the recruitment of new faculty and staff, and the management of the division personnel in compliance with personnel policies; evaluation; professional development; in-service training; resolution of complaints; grievances; and disciplinary action. The Division Dean will also administer, supervise, evaluate and advocate for assigned programs and department chairs.

The Division Dean delegates responsibility and authority to those positions where appropriate and provides leadership for the development and implementation of division strategic and long-range plans including new program development and the curriculum revision process in accordance with SACS and THECB guidelines.

Student Profile

Approximately 95 percent of the student population is Hispanic. More than half of the students attend STC to take their core curriculum on general education courses or to obtain an AA or AS degree and later transfer to a four-year institution. More than 94 percent of our technical graduates are successfully employed or are seeking additional education in their field of study.

College Admissions Procedure

STC is required by law to meet the admission requirements as set forth by the Texas Higher Education Coordinating Board. The Dean of Enrollment Services & Registrar implements procedures to ensure compliance with these requirements. Any questions, comments, or requests for assistance concerning the enrollment process or any other aspect of the admission procedure should be directed to the Dean of Enrollment Services & Registrar.

Programs

Programs of study include vocational, technical, and academic areas which lead to certification, associate degrees, and the Bachelor of Applied Technology. Other areas include continuing, remedial, and compensatory education.

For the 2006-2007 academic year, STC has 81 degrees and certificates available to its students: one Baccalaureate Degree, one Associate of Arts Degree in eleven fields of study, one Associate of Arts in Teaching in three fields of study, one Associate of Science Degree in seven fields of study, twenty-two Associate of Applied Science Degrees, and thirty-seven Certificates.

Resources

STC is funded by state, local taxpayers, the federal government, students and private gifts. Some programs are funded in part or full by either state or federal grants. STC is committed to serving the needs of the Rio Grande Valley and dedicated to offering the best post-high school educational services possible. Quality instruction is the main objective.

Off-Campus Delivery of Instructional Services

South Texas College is committed to providing educational access and opportunity throughout its service area of Hidalgo and Starr counties. This includes serving the needs of students who cannot attend face-to-face classes, employees at their workplace, high school students taking college courses through concurrent enrollment, and residents requesting instructional services in their communities.

The Office of Distance Learning, eSTC, provides students a variety of options for achieving their goals by offering courses via the Internet and Broadcast Television. eSTC is a THECB Exemplary Program that attributes its success to faculty and staff dedication to excellence. eSTC also cooperates with the Office of Instruction to provide concurrent enrollment/dual credit courses to high school students via Interactive Television (ITV). The concurrent enrollment program offers thousands of Hidalgo and Starr county students the opportunity to begin their college education while they are enrolled in high school. Because STC provides these students an accessible and positive first experience in higher education, many choose to continue their course work at one of our five campus locations. The Office of the Vice President for Instructional Services and eSTC also support the College's professional development efforts by providing

ITV workshops and services throughout the district.

Ultimately our success in delivering off-campus instructional services accomplishes the STC Mission to empower our constituents to “enhance the quality of their lives and to promote the development of their communities.”

Identification Card/Name Tags

In order to be properly identified by campus security officers, fellow employees and visitors, all STC staff are provided with identification cards. All employees are encouraged to wear their name tags so that they can be readily identified when students and visitors need to ask for assistance. Employee identification cards and name tags are issued only after showing the proper documentation provided by the Office of Human Resources (Report to Work Authorization Form). Faculty/Staff identification cards and name tags are available through the Information Center (K 1.200) on Monday - Thursday 8:00 a.m. - 8:00 p.m., Friday 8:00 a.m. - 5:00 p.m. and Saturday 9:00 a.m. - 12:00 p.m.

Telephone Use

South Texas College is part of the State of Texas Tex-An Service which is designed to provide economical long distance telephone service. The use of the Tex-An telephone services must be limited to official state or STC business only.

Employees of South Texas College, or any other persons, shall not use or access the long distance telephone system or cellular (including PCS, etc.) telephones for personal purposes and charge such use or access to the College.

Access for Email and Photocopiers

In order to facilitate communication with students as well as your department and division, all full-time and adjunct faculty must have email accounts. That may be obtained through Technology Support Services by calling 872-2111 and requesting that an email account be set up for you. At that time, the technician will take all pertinent information and generate a work order requesting permission from the Dean of the Division to approve the account. Once approval has been received, an email account will be set up for you, and you will be notified by phone that the account is ready.

Most photocopiers are programmed with access codes. Check with your division’s faculty secretary or administrative assistant to obtain your department’s code number and obtain a supply of paper. Most copiers are shared by more than one division, and each supplies its own paper.

Faculty Senate

The Faculty Senate at South Texas College is a faculty organization dedicated to the promotion of the cause of education, providing quality education to students, improving communication among the members of faculty and to achieving professional relations with Administration and the Board of Trustees.

Faculty Senate represents faculty interests and presents resolutions and recommendations of the college faculty to the administration and to the Board of Trustees. Resolutions and recommendations may include, but are not limited to, such matters as curricula, academic standards, salaries, contracts, student development, board policies, institutional goals, and future policies.

Faculty Senate operates under a set of By-Laws within a constitution developed by the faculty. Membership is open to all faculty, full-time and adjunct.

The Executive Committee is comprised of elected officers:

President	Howard Price
President Elect:	Oscar Hernandez
Secretary:	Rachael Freeman-Brown

Executive officers and representatives from each division are elected each academic year in April, which also serve as committee assignments. The representatives provide a link for the sharing of information and concerns between the Faculty Senate and the faculty of their divisions and departments.
