OVERVIEW
The Office of Professional and Organizational Development (OPOD) supports institutional and student learning by providing high-quality personal, professional, and organizational development offerings for all College employees and for the South Texas region. The OPOD facilitates broad engagement opportunities for stakeholders of South Texas College to bring about transformational change in higher education.

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Office of Professional & Organizational Development
Administration Building, A152, Pecan Campus, McAllen, TX 78501
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W: http://www.southtexascollege.edu/profdev/
EVENTS

- Major Events
  - College-Wide Professional & Organizational Development Day
  - This I Believe
- Academic Affairs Division Events
  - Academic Affairs Convocation
  - Adjunct/Dual Credit Conference & Professional Development Day
EVENTS
The OPOD hosts a variety of professional and organizational development days for all employees of South Texas College.

MAJOR EVENTS
The OPOD hosts a variety of professional and organizational development days for employees of South Texas College. Our College-Wide events include:

COLLEGE-WIDE PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT DAY (CWPOD)
CWPOD Day serves a very important purpose in reaching a shared vision for all full-time employees. Nearly 1,300 faculty, staff and administrators come together twice a year for a morning general session that incorporates the Presidential State of the College Address, upcoming goals and initiatives and employee engagement activities. This opportunity for aligning our common objectives and getting feedback on a large scale from our employees has become a trademark of our institution. Additionally, the afternoon session allows time for participation in more than 100 breakout sessions that fall into the categories of organizational, professional, and personal development along with teaching excellence and technology proficiency.

THIS I BELIEVE
In 1951 a famous journalist named Edward R. Murrow began a national radio series called “This I Believe.” He wanted to capture the personal philosophies of remarkable men and women around the country. A few years ago this project was resumed by National Public Radio. Each week an essay was broadcast and then archived at the Library of Congress as a lasting record of the core beliefs, values and stories of men and women who make this country so great.

In 2008, the OPOD adapted this exercise to create a living history of our most important resource at South Texas College: our faculty and staff. We ask members of our STC family to tell us what motivates them to come to the College every day and work so hard to make our students’ lives better. Our commitment is to record the thoughts and beliefs of every classification of employee, on every campus, with every type of background, from every position title.

“This I Believe” has become a fixture at our College-Wide Professional & Organizational Development Days and at our Ambassador Commissioning Ceremonies. It is one of the most powerful traditions at South Texas College and it reminds us that we do change lives and communities.
-This we believe.
ACADEMIC AFFAIRS DIVISION EVENTS
The OPOD hosts a variety of professional and organizational development days for employees of South Texas College. Our Academic Affairs Division events include:

ACADEMIC AFFAIRS CONVOCATION
As part of our mission, the OPOD partners with the Division of Academic Affairs to provide high quality professional and organizational development customized for the over 600 full-time faculty and staff in the division. A celebratory tone is established in this kickoff to the New Academic Year. The event features the State of Academic Affairs Address, a showcase of performances and best practices highlighting a variety of departments in the Division. It is also an opportunity to discuss upcoming goals and initiatives and to provide recognition to our outstanding team through the Distinguished Teaching and Learning Award, Distinguished Staff Award, Faculty of the Year Award, and eFaculty of the Year Award, along with Faculty Community Service Award.

ADJUNCT/ DUAL CREDIT CONFERENCE & PROFESSIONAL DEVELOPMENT DAY
South Texas College is committed to providing professional development to all the faculty, which includes over 300 adjunct and dual credit faculty in the Division of Academic Affairs. The event is held twice a year and features presentations on the State of the Academic Affairs Address, updates on the Dual Credit Program, upcoming goals and initiatives and engagement activities. This gives the adjunct and dual enrollment faculty an opportunity to align with our common objectives and goals.
OUR ACADEMIES

- Employee Onboarding
- Academies for Faculty
- Academies for Leadership
- South Texas Leadership Academy
- Administrative Professionals Conference
OUR ACADEMIES
The OPOD delivers innovative training through the Academy Model. This model provides timely professional and organizational development by building cohorts and creating buy-in among participants. The Academies help to implement institutional priorities and increase college-wide communication. The OPOD offers a variety of options in the following categories:

- **Employee Onboarding**
  - New Faculty Orientation & Service Area Tour
  - Jaguar Academy & Service Area Tour

- **Academies for Faculty**
  - Teaching & Learning Academy (TLA)
  - Great Teachers Seminar (GTS)
  - Focus on Creating Ultimate Student Success (FOCUS) Academy
  - Dual Enrollment Learning & Teaching Academy (DELTA) Online

- **Academies for Leadership**
  - Ambassadors Cross-Training Academy (ACTA)
  - Ambassadors Leadership Academy (ALA)
  - Distinguished Leadership Academy (DLA)

- **South Texas Leadership Academy (STLA)**
  - STLA for Chairs
  - STLA for Staff

- **Administrative Professionals’ Conference**

EMPLOYEE ONBOARDING
The OPOD is committed to employee onboarding for all faculty and staff at South Texas College by developing and facilitating opportunities for all new hires throughout the academic year.

NEW FACULTY ORIENTATION & SERVICE AREA TOUR
The OPOD has created an extensive onboarding process for all new full-time and temporary full-time faculty. The New Faculty Orientation helps participants to be successful from the very first class day by providing them with information on college resources and services, as well as classroom techniques. This includes two days of orientation, including a service area tour of all five beautiful and unique South Texas college campuses.

JAGUAR ACADEMY
The OPOD created the Jaguar Academy to engage new [staff] employees beyond the standard first day of orientation and to help them connect to South Texas College’s Comprehensive Mission. The Academy also assists new employees to build a network and connect with departments and resources around the College so that they can deliver results more quickly in their new positions. The participants have an opportunity to share their successes and challenges, connect with campus resources, meet the STC President and learn about STC Points of Pride, engage in customer service training, and have a place where they can get all their questions answered. The Academy also features a full-day service area tour of all five beautiful and unique South Texas College campuses.
ACADEMIES FOR FACULTY

The OPOD hosts a variety of professional development opportunities for all South Texas College faculty. Our faculty development includes but is not limited to:

TEACHING AND LEARNING ACADEMY (TLA)

The Teaching and Learning Academy (TLA) is designed to help New Faculty become part of the South Texas College family. TLA provides the faculty with support, guidance and trainings as they transition into their role as an instructor. The faculty receive information on available resources, policies, procedures, effective teaching strategies, and many other opportunities for professional development.

GREAT TEACHERS SEMINAR (GTS)

During the Spring semester, TLA culminates with the Great Teachers Seminar (GTS). The GTS helps faculty build a network, engage in introspection and self-appraisal, search for the transferable ideas, analyze challenges, create solutions and celebrate great teaching.

FOCUS ON CREATING ULTIMATE STUDENT SUCCESS (FOCUS)

The FOCUS Academy is designed to provide support and structure for faculty working together in professional learning communities. The Academy provides in-depth training on andragogy and pedagogy, contextualized in the teaching and learning environment. For a period of one semester, participants are immersed in an interactive classroom environment to include active learning strategies and technologies around which they enhance their courses based on the principles and techniques they have learned. The delivery of these strategies creates an embedded form of professional development that can be observed by academy participants. The faculty member and his/her peers then engage in reflective dialogue on student learning and corresponding teaching practices. This process creates a community of reflective practitioners who are committed to embracing modern theories of learning to create an engaging classroom experience for all students.

DUAL ENROLLMENT LEARNING AND TEACHING ACADEMY (DELTA) ONLINE

The Dual Enrollment Learning and Teaching Academy (DELTA) Online will help Dual Enrollment Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment.

<table>
<thead>
<tr>
<th>ACADEMIES FOR FACULTY</th>
<th>ACADEMIC YEAR</th>
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<tbody>
<tr>
<td>TLA</td>
<td>21</td>
</tr>
<tr>
<td>FOCUS</td>
<td>14</td>
</tr>
<tr>
<td>DELTA</td>
<td>23</td>
</tr>
</tbody>
</table>

*cohorts currently in progress

8
ACADEMIES FOR LEADERSHIP
The OPOD hosts a variety of leadership and supervisory development for all faculty, staff and administrators of South Texas College. Our trainings include but are not limited to:

AMBASSADORS CROSS-TRAINING ACADEMY (ACTA)
South Texas College introduced the Ambassadors Cross-Training Academy in Fall 2007. The Academy was established to provide employees with the opportunity to continually improve their knowledge of all aspects of the College and increase their ability to assist students and colleagues. The Academy provides a comprehensive view of the internal structure and function of each department in the College. Participants learn to emphasize transparency, communication among departments and to eliminate roadblocks that frustrate students and employees alike. Since its inception, over 500 Ambassadors have been commissioned.

AMBASSADORS LEADERSHIP ACADEMY (ALA)
The Ambassadors Leadership Academy cultivates leadership at every level at South Texas College. The Academy provides current leaders, and those who aspire to leadership positions, the structure and guidance to develop and refine their leadership skills. ALA prepares participants to create strong teams, promote powerful communication strategies, support a culture of evidence and accountability, understand the state and national context for community colleges, and design and manage a team project with college-wide impact.

DISTINGUISHED LEADERSHIP ACADEMY (DLA)
The DLA provides individualized leadership training at the highest level. A select cohort of ALA graduates are invited to take part in the DLA each year. These participants receive personalized, strength-based, guidance for continued development of coherent leadership styles. The DLA uses Kouzes and Posner’s The Leadership Challenge as a framework for the Academy and employs an individualized Appreciative Inquiry Coaching Model with the participants.

<table>
<thead>
<tr>
<th>ACADEMIES FOR FACULTY</th>
<th>ACADEMIC YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTA</td>
<td>34</td>
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<tr>
<td>ALA</td>
<td>19</td>
</tr>
<tr>
<td>DLA</td>
<td>12</td>
</tr>
</tbody>
</table>

*cohorts currently in progress
SOUTH TEXAS COLLEGE LEADERSHIP ACADEMY (STLA)
Each year, the OPOD coordinates a variety of South Texas Leadership Academies and other workshops for targeted audiences of faculty and staff. These offerings provide participants with the opportunity to advance their skills in the areas of classroom instruction, leadership skills, discipline-specific development, technology skills, and personal enrichment.

STLA FOR CHAIRS
Since 2007, the OPOD has hosted its annual STLA for Chairs. This half day event gives all department/program chairs and assistant chairs the opportunity to receive updates on curriculum, learning outcomes, dual enrollment taskforce, and professional development opportunities. Each department/program chair and assistant chair receives a reference guide that provides guidance, guidelines, and resources to help them be successful in their role.

STLA FOR STAFF
The STLA for Staff was introduced in the Summer of 2007 as an opportunity for classified and professional/technical staff at South Texas College to attend a conference dedicated to their specific needs and interests. Because many staff have few opportunities to travel to pursue professional development at the state and national level, the OPOD has created that experience for them.

Each year the OPOD hosts this conference at a different location around the Rio Grande Valley on topics of particular interest to staff. Speakers of national repute are featured along with variety of breakout sessions. Some of the sessions include but not limited to:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SESSION TOPICS</th>
</tr>
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<tbody>
<tr>
<td>2007</td>
<td>Employee Engagement</td>
</tr>
<tr>
<td>2008</td>
<td>To Boldly Go Where No One Has Gone Before</td>
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<tr>
<td>2009</td>
<td>Making Connections Through Communication</td>
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<tr>
<td>2010</td>
<td>Great Staff Retreat</td>
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<tr>
<td>2011</td>
<td>Examining Our Own Behavior Styles</td>
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<tr>
<td>2012</td>
<td>A Culture of Excellence: Reigniting the Passion</td>
</tr>
<tr>
<td>2013</td>
<td>Passport to STC</td>
</tr>
<tr>
<td>2014</td>
<td>Crucial Conversations / Positive Assertiveness</td>
</tr>
<tr>
<td>2015</td>
<td>#What’s A Hashtag: Connecting with Millennials</td>
</tr>
<tr>
<td>2016</td>
<td>Communicate Like a Leader! Think Like a Leader! Be A Leader!</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE PROFESSIONALS’ CONFERENCE
In The Administrative Professionals’ Conference, participants learn how to build and strengthen their “people skills” and manage multiple projects, responsibilities, and time. The conference allows administrative assistants to boost their communication skills, productivity, professional development, and satisfaction. In this valuable conference, participants learn new, practical skills that will enable them to manage their jobs and careers with new professionalism, new authority and new success.

Spring 2017 Administrative Professionals’ Conference
GRANT ACTIVITIES

- Hispanic Serving Institution (HSI) Grant
  - FOCUS on Learning
- Texas Regional STEM Accelerator Grant
GRANT ACTIVITIES
The OPOD supports organizational development opportunities for the College and the South Texas region through participation in several large-scale grant initiatives. The OPOD assists with developing the vision, writing proposals, and implementation of projects after grants are awarded.

HISPANIC SERVING INSTITUTION (HSI) – FOCUS AND ALCs
In recognition of the great work at South Texas College, the US. Department of Education awarded our institution $2.5 million dollars over the course of five years. Funds are allocated to provide greater access to our students, keep them on the pathway and ensure that they have the best learning experience possible in the classroom.

FOCUS ON LEARNING
The OPOD leads the FOCUS on Learning component of the HSI Grant. It oversees the development and implementation of 14 Active Learning Classrooms (ALCs) and 2 Active Learning Training Rooms on STC’s five campuses. The OPOD also prepares faculty to teach in the ALCs through the FOCUS Academy and extensive Rounds observations. With the support of a team of facilitators, instructional coaches, and faculty development trainers, more than 288 faculty will be trained to teach in ALCs and employ active learning andragogy in their classes over the life of the grant.

TEXAS REGIONAL STEM ACCELERATOR GRANT
South Texas College leads the South Texas Regional STEM Consortium as it seeks to address the goal of increasing the number of STEM graduates in the region by strengthening pathways for students seeking careers in high demand fields, such as nursing and information technology, through a rigorous STEM Faculty Institute. The Consortium leverages partnerships among regional institutions of higher education (IHEs), employers, employee assistance programs, and dual enrollment adjunct faculty to plan and implement professional development institutes for higher education faculty.

The OPOD supports this initiative by providing leadership over the Rio Grande Valley STEM Faculty Institute (RGVSFI) which promotes the use of innovative instructional strategies in college and university classrooms, strengthens the relationships between higher education institutions and employers, and increases student persistence and completion along a STEM pathway.

### RIO GRANDE VALLEY STEM FACULTY INSTITUTE

<table>
<thead>
<tr>
<th>INSTRUCTIONAL STRATEGIES</th>
<th>ACTIVE LEARNING</th>
</tr>
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<tr>
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<td>CONTEXTUALIZED CURRICULUM</td>
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<tr>
<td>EMPLOYER ENGAGEMENT</td>
<td>ACTIVE PARTICIPATION IN FACULTY TRAINING</td>
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<td>TOUR OF EMPLOYER FACULTIES OR EXTERNSHIPS</td>
</tr>
<tr>
<td>LEADERSHIP &amp; CHANGE MANAGEMENT</td>
<td>SKILLS DEVELOPMENT</td>
</tr>
<tr>
<td></td>
<td>ADVOCATING FOR CHANGE THROUGH TERGRATION</td>
</tr>
</tbody>
</table>
EMPLOYEE AWARDS

- Distinguished Teaching & Learning Award
- Distinguished Staff Award
- Academic Classification for Faculty
- Faculty of the Year
- Faculty Community Service Recognition
- Distinguished Faculty Community Service Award
- Faculty Spotlight Publication
- NISOD
EMployee Awards
In partnership with the VP for Academic Affairs, OPOD coordinates nominations for all faculty and staff under the division to receive several employee awards.

Distinguished Teaching and Learning Award (DTLA)
The DTLA award, since 2008, has recognized full-time or part-time faculty members who have established an exemplary teaching technique, practice, or activity at South Texas College. The DTLA recipients are recognized during the Academic Affairs Convocation.

Distinguished Staff Award (DSA)
The DSA awards provides a framework to recognize full-time staff members in Academic Affairs, who have demonstrated exemplary performance while at South Texas College. The DSA recipients are recognized during the Academic Affairs Convocation.

Academic Classification for Faculty
South Texas College is committed to serving the students and communities of South Texas by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship. With this end, four titles are granted to convey faculty classification: Instructor, Assistant Professor, Associate Professor, and (Full) Professor.

Faculty of the Year (FOTY)
Faculty of the Year was established to recognize one outstanding full-time faculty member that has demonstrated commitment, dedication, integrity, and exemplary performance with at South Texas College. The FOTY recipient is selected by a steering committee led by their peers. The FOTY is recognized during the Academic Affairs Convocation.

Faculty Community Service Award
This award extends recognition to faculty members who actively engage our students and the community, and whose efforts serve the important function of promoting a “college-going culture.” Through consistent efforts, hard work, and gusto, recipients of this award illustrate one of the College’s guiding principles of fostering collaboration with educational and business partners.

Distinguished Faculty Community Service Award
This award recognizes the efforts and works of faculty who go above and beyond expectations and embody the college’s mission of improving the lives of the students we serve. Recipients of this award are catalysts in the presentation of cultural and educational activities, supporting the mission and integrity of South Texas College, and increasing faculty-student engagement.

Faculty Spotlight Publication
Faculty Spotlight was created to recognize and celebrate faculty of South Texas College for their commitment to the mission of the institution and for believing in not only the College’s core values but also in our students and their dreams for the future.

National Institute for Staff and Organizational Development Award (NISOD)
South Texas College is considered a NISOD Member College. With this, OPOD collects and submits the names of each nominee (faculty, staff, and administrator) who have demonstrated an outstanding commitment and contribution to their students and colleagues.
CUSTOMIZED PD OPPORTUNITIES

- Trainings/Workshops
- Division Leadership Retreats
- Department Retreats
CUSTOMIZED PROFESSIONAL DEVELOPMENT OPPORTUNITIES

In conjunction with the academic departments, OPOD has had the opportunity to collaborate and facilitate events that provide South Texas College faculty and staff, community members, as well as, state and national organizations with information and skills to improve their career development.

TRAININGS/WORKSHOPS OFFERED

- DISC Behavioral Styles Training
- Fish! Philosophy Training
- StrengthsFinder 2.0 Training
- Appreciative Inquiry Training / Retreats
- SCARF Change Management Training
- Leadership Presentations
- Customer Service

DIVISION LEADERSHIP RETREATS

The OPOD has led customized leadership retreats for the divisions of:

- Information Services, Planning and Strategic Initiatives
- Student Affairs and Enrollment Management
- Academic Advancement

DEPARTMENT RETREATS

The OPOD has provided customized training for departments such as:

- Curriculum & Student Learning
- PR & Marketing
- Dual 2 Degree
- Safety and Security
- Library Technical Services
- Open Labs
- Library Resources
- Technology Resources
- Facilities, Planning and Construction
- Centers for Learning Excellence
- Cashiers
- Institutional Research & Effectiveness Department
- Distance Learning
- Design & Building Department
- American Association of Women in Community Colleges (AAWCC)
PARTNERSHIPS & COLLABORATIONS

- Steering Committees
- Reference Guides
PARTNERSHIPS & COLLABORATIONS
The OPOD has had the opportunity to partner and collaborate with many departments and divisions college-wide, as well as with state and national organizations to further the goal of student success. One way OPOD reaches the goal of student success is by offering event coordination at all levels of the College, data collection for reference guides, and representation on various steering committees.

STEERING COMMITTEES

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Membership Type</th>
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<tbody>
<tr>
<td>Achieving the Dream</td>
<td>Core Team Member</td>
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<tr>
<td>Dual Enrollment Taskforce</td>
<td>Member</td>
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<td>HSI Grant: STC in FOCUS</td>
<td>Team Lead</td>
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<td>New Mathways Project</td>
<td>Leadership Team Member</td>
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<td>TCCTA Foundation Board Member, Publications Committee &amp; Professional Development Committee</td>
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<tr>
<td>Texas Completes Steering Committee</td>
<td>Leadership Team</td>
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<td>Texas Regional STEM Accelerator Grant PD</td>
<td>Team Lead</td>
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<tr>
<td>Faculty Evaluation Plan</td>
<td>Member</td>
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<tr>
<td>Texas Pathway Project</td>
<td>Co-Chair</td>
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<tr>
<td>Essential Qualities</td>
<td>Co-Chair</td>
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</tbody>
</table>

REFERENCE GUIDES
- Adjunct & Dual Credit Faculty Reference Guide
- STC Faculty Teaching Dual Credit Reference Guide
- Chair Reference Guide
- New Faculty Manual
Equal Education and Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

South Texas College Accreditation
South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.