

**MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

April 11, 2012

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, April 11, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

COMMITTEE MEMBERS PRESENT

Eva Loredo, *Committee Chair*

Neeta Sane, *Committee Member*

Yolanda Navarro Flores, *Alternate Committee Member*

Bruce A. Austin

Leila Feldman

Sandie Mullins

ADMINISTRATION

Renee Byas, Acting Chancellor

Art Tyler, Deputy Chancellor/COO

Destinee Waiters, Acting General Counsel

Shantay Grays, Executive Officer to the Chancellor

William Carter, Vice Chancellor, Information Technology

Charles Cook, Vice Chancellor, Instruction

Diana Pino, Vice Chancellor, Student Success

Margaret Ford Fisher, President, Northeast College

Fena Garza, President, Southwest College

William Harmon, President, Central College

Zachary Hodges, President, Northwest College

Irene Porcarello, President, Southeast College

Betty Young, President, Coleman College

Remmele Young, Executive Director, Government Relations & Sustainability

Karen Edwards, Interim Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, System Counsel, Bracewell & Giuliani

Todd Bisch, President, Faculty Senate

Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Loredo, Chair called the meeting to order at 1:48 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

AWARDING OF HONORARY DEGREE TO JUDGE ARMANDO RODRIGUEZ

Motion – Mrs. Sane and Ms. Loredo seconded.

Mrs. Byas apprised that the request is to approve awarding an honorary degree to Judge Armando Rodriguez at the May 18, 2013 graduation ceremony.

Vote – The motion passed with a vote of 3-0.

ENROLLMENT MANAGEMENT (RECRUITMENT AND RETENTION)

Dr. Pino and Dr. Cook provided a report of the recruitment, outreach components and the enrollment process.

(Mrs. Feldman arrived at 1:54 p.m.)

Dr. Pino informed that the enrollment process includes mandatory pre-enrollment sessions, course scheduling, student accounts, test prep, Free Application for Student Federal Aid (FASFA) assistance and retention initiatives.

Mrs. Flores inquired of the number of students on probation. Dr. Pino noted that the information could be provided.

Mrs. Flores inquired of the difference between suspension and probation. Dr. Pino apprised that suspension occurs when students on probation do not improve their grade point average (GPA). She informed that counselors work with the students and review the student's status regarding their individual success plan.

Ms. Loredo inquired for how long the students are on probation. Dr. Pino apprised that it is based on the student's ability to improve their GPA. She informed that the effort is to work with students on probation in expectation of a decline in the suspension numbers.

Mr. Austin noted that the issue is a problem nationally and apprised that many of the students end up dropping out of school when they are repeatedly taking remediation courses.

(Ms. Mullins stepped out at 2:13 p.m.)

Mr. Austin inquired if there are any pilot programs regarding developmental education. Dr. Cook informed that instead of course based remediation, there needs to be modularized and contextualized teaching. He noted that there are several efforts underway such as breaking up math to allow students to take math courses relevant to their degree plan. He apprised that the Achieving the Dream (AtD) booklet contains a chart regarding the math pathways.

(Mrs. Flores stepped out at 2:19 p.m.)

Dr. Pino continued with the report and provided an overview of the Fall to Spring success rate.

Mrs. Sane inquired as to how enrollment numbers are measured and how they compare with peer institutions. Dr. Cook informed that the traditional way the Texas Higher Education Coordinating Board (THECB) measures is the twelfth day after enrollment; however, HCC has varied start sessions and has to wait until the end of the term because of the possible changes. He noted that there has been a request to the THECB to change the measuring process.

(Ms. Mullins returned at 2:22 p.m.)

Mrs. Sane informed that a message needs to be formulated to show the measurement format so that actual enrollment is reflected.

Mr. Austin noted that there has been discussion of a need for a uniform format for measuring enrollment at the AtD Conference. Dr. Cook apprised that HCC has reviewed offering of shorter course terms as retention rates are higher.

Ms. Loreda inquired if on-line is included in the numbers. Dr. Cook informed that they are included. Dr. Steve Levy noted that retention rates are reviewed. He informed that the effort is to offer more structured short-term courses.

Ms. Loreda inquired of the actual number of students who complete the on-line courses per semester. Dr. Cook apprised that the tracking will be reviewed.

(Mr. Austin stepped out at 2: 28 p.m.)

Mrs. Sane informed that there needs to be a measure regarding the completion rate. Dr. Cook referred to the Persisting Cohort data and noted that as of 2011, 40% of students transferred and 32% left in good standing for one reason or another.

Mrs. Sane noted that efforts need to be made to provide accurate information in the marketing material so that the transfers/completion rate is known.

REPORT ON CAREER PLANNING AND RESOURCES VIRTUAL CAREER CENTER

Dr. Pino provided an overview of Career and Job Placement Virtual Career Center.

(Mr. Austin returned at 2:30 p.m.)

(Mrs. Flores returned at 2:30 p.m.)

Dr. Pino provided a snap shot of the Career and Job Placement Virtual Career Center, which enables students to provide information to be used for possible employment.

Mrs. Sane inquired if there are similar programs with Career Readiness certificates and not just those for high school students. Dr. Cook informed that the effort is to implement it into all the programs. Dr. Hodges noted that WorkKeys is provided throughout the system.

(Mrs. Feldman stepped out at 2:36 p.m.)

Ms. Mullins inquired if the information is accessible on all the colleges. Dr. Pino apprised that the employers could select all the colleges or they could select a particular college from a geographic standpoint.

(Mrs. Sane stepped out at 2:37 p.m.)

Ms. Mullins inquired if the information is provided to the community. Dr. Cook noted that the effort is to continue the electronic newsletter, *Education Matters* that was implemented during the education engagement efforts for the bond.

Mrs. Flores inquired as to who receives the electronic newsletter. Dr. Cook informed that a database was compiled. Mrs. Flores apprised that there are certain workforce industries and inquired if the newsletter is provided to them.

Mrs. Flores informed that residents and workforce should be included in the database for receiving the information. She inquired if community input is included in course planning.

Dr. Cook informed that Northeast College has an online survey. Dr. Ford Fisher noted that there have been approximately 240 respondents thus far and noted that an end date has not been established at the time.

Mr. Austin inquired if the survey is in English, Spanish and Vietnamese. Dr. Ford Fisher apprised that the information provided to the community will also be in Spanish. Mr. Austin suggested that Northeast work with Communications to assist with providing the material in the three languages similar to the bond material.

REPORT ON DEVELOPMENTAL PROGRAMS

Dr. Cook provided review of the PREP revisions. He noted that the target for the course were students in the bubble. He apprised that the results showed that in reading for Fall 2012, 56% of students completed the course and 61% improved their placement scores, in Spring 85% passed the course and 81% placed at a higher level. He informed that the writing results for the Fall were 25% and Spring 61% scored higher and jumped to the next level. The fall results for math were 31% of students placed a course higher and 67% placed several modules higher and in Spring 31% placed a course higher and 70% placed several modules higher.

(Mrs. Flores stepped out at 2:51 p.m.)

Mrs. Sane inquired if financial literacy could be incorporated into math courses. Dr. Cook apprised that Bank of America has provided a grant to develop financial literacy modules which have been implemented into freshman success courses.

UPDATE ON ATHLETICS PROGRAMS

Dr. Pino provided an update of the athletics program to include the budget for operating expenses to include salaries, travel, supplies, insurance, and contracted services. She noted that there are approximately \$1 million funds in reserve, which would provide for campus fields at Northeast and Southwest as well as a YMCA contract.

(Mrs. Feldman returned at 2:57 p.m.)

Ms. Mullins inquired if there is a commitment to expend the reserve funds. Dr. Pino apprised that the field costs would be approximately \$450,000 each and the YMCA contract is \$100,000 for five years.

Mr. Austin mentioned that the students imposed a self-assessed fee for athletics.

Mrs. Sane requested an update to make certain that the funds are expended where it is needed.

Dr. Pino noted that a comprehensive survey needs to be conducted to make certain all students have input and have voiced their opinion regarding the program.

Ms. Loredo inquired as to how the funds are allocated to the colleges.

(Mr. Austin stepped out at 3:02 p.m.)

(Mrs. Feldman stepped out at 3:02 p.m.)

Ms. Loredo informed that if similar facilities are not going to be implemented throughout the system then there should be one geographic area for all the students to utilize. Dr. Pino noted that a follow-up would be conducted.

(Mr. Austin returned at 3:04 p.m.)

Ms. Mullins apprised that partnerships should continue to be sought.

(Mrs. Feldman returned 3:02 p.m.)

ADJOURNMENT

With no further business, the meeting adjourned at 3:04 p.m.

Recorded, transcribed and submitted by:
Sharon R. Wright, Manager, Board Services

Minutes Approved: May 16, 2013