

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

August 8, 2013

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 8, 2013 at the HCC Administration Building, 3100 Main, 2nd Floor, Seminar Room A, Houston, Texas.

MEMBERS PRESENT

Eva Loredo, *Committee Chair*
Carroll G. Robinson, *Committee Member*
Neeta Sane, *Committee Member*
Bruce A. Austin
Leila Feldman
Sandie Mullins

ADMINISTRATION

Renee Byas, Acting Chancellor
Destinee Waiters, Acting General Counsel
Shantay Grays, Executive Officer to the Chancellor
William Carter, Vice Chancellor, Information Technology
Charles Cook, Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Success
Warren Hurd for Margaret Ford Fisher, President, Northeast College
Cheryl Peters for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Mike Edwards for Betty Young, President, Coleman College
Janet May, 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 12:06 p.m. and declared the Committee convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

MOU BETWEEN HCC AND HISD FOR OPERATION OF MIDDLE COLLEGE HIGH SCHOOLS (MCHS)

Motion – Mr. Robinson moved and Mrs. Sane seconded.

Mrs. Renee Byas informed that Houston Independent School District (HISD) requested to delay the item until January 2014.

Mrs. Sane referenced #C.4 on the MOU regarding the normal maintenance to be provided by HCC and inquired if there is any idea of the dollar amount that HCC is expected to provide regarding normal maintenance. Dr. Charles Cook noted that HISD has been asked to provide their proportional costs for operations such as utility. Mrs. Byas apprised that HISD will be responsible for paying 50% of the salary for an HCC employee as well as 50% for oversight staff. She noted that HISD has also been asked to provide resources such as computers that will be available to HCC students as well.

Mrs. Sane inquired as to what HCC will be expected to provide regarding parking spaces.

Mrs. Byas informed that the item would be brought back once the details have been discussed and finalized with HISD.

Mr. Robinson requested an update of the Early Colleges with HISD to include the ones in the pipeline.

The item was tabled for future discussion.

TUITION AND FEES FOR NON-CREDIT CLASSES

Motion – Mr. Robinson moved and Mrs. Sane seconded.

Dr. Cook apprised that the action is required by law.

Mrs. Sane inquired of the correlation with the strategic goal of student completion. Dr. Cook noted that surveys have to be completed regarding the local courses and fees. He informed that the efforts are to provide a convenience for students and apprised that the prices are in alignment with those of Lone Star College System (Lone Star).

Mrs. Sane inquired of the effect on student enrollment. Dr. Cook noted that the college will track the effect on enrollment.

Mrs. Sane requested that the students be separated to differentiate between international students. Dr. Cook informed that the calculations cover instruction costs and apprised that the pricing reflects the cost for international students.

Mrs. Sane requested that a modified version be presented to show the difference between out-of-state and international students.

Mr. Austin inquired if the cost for faculty would be part of the Board approved faculty salary increase. Dr. Cook noted that many of the courses are taught by adjunct faculty. He informed that most often the fee is paid by businesses.

Ms. Loredó apprised that enrollment dipped and noted that she is under the impression that this is not the appropriate time to increase the fees. She inquired if the courses are not

increased, how it would affect the budget. Dr. Cook informed that the fees need to be increased to cover the cost of faculty.

Mrs. Sane requested that the pricing with the difference between the students be provided.

Mr. Robinson inquired that if the fees are increased, would there be \$260,000 in net profit. Dr. Cook apprised that the increase will cover the cost of instruction overall.

Mr. Robinson informed that his point was that he would have rather had a conversation during the budget discussion the fees increase. He noted that the presentation says HCC is the best quality at the lowest price. He apprised that unless the margins with the current rates do not cover the cost, then the efforts should be to use the funds approved for marketing to drive the enrollment. He noted that he is not supportive of increasing fees just to be in line with other institutions. He requested additional analysis regarding the reasons for increasing the fees.

The item was tabled until the requested analysis is provided.

APPRENTICESHIP TRAINING AGREEMENT FOR NON-CREDIT CLASSES

Motion – Mr. Robinson moved and Mrs. Sane seconded. The motion passed with a vote of 3-0.

STUDENT EXAM COSTS FOR SURGICAL TECHNOLOGY AND MEDICAL ASSISTANCE PROGRAMS

Motion – Mr. Robinson moved and Mrs. Sane seconded.

Mrs. Byas informed that students are charged a fee for all exams issued except the Surgical Technology and Medical Assistance programs. She apprised that the recommendation is to bring the programs in line with all the other programs by passing the fee to the students. Mrs. Byas noted that the fee is eligible for financial aid.

Ms. Loreda inquired of the number of students receiving financial aid. Dr. Michael Edwards informed that all the medical assistance students receive financial aid and majority of the surgical technology students receive financial aid.

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

PLACEMENT TEST

Motion – Mr. Robinson moved and Mrs. Sane seconded.

Dr. Diana Pino apprised that the request addresses the following:

- (1) Increase the testing fee for the new Texas Success Initiative (TSI) Assessment and COMPASS ESL from \$25 to \$29 for the full test battery and a fee of \$10 for each individual section (reading, writing, and math) to cover the costs associated with the administration of the exams
- (2) Institute a retest fee at the same rate

- (3) Authorize the purchase of TSI Assessment units and Americans with Disabilities Act (ADA) compliant test materials for the 2013-2014 academic year in the amount of \$210,500.

Mrs. Sane inquired as to the percentage of the students who meet the criteria. Dr. Pino noted that majority of the students are receiving financial aid.

Mr. Robinson requested the amount in the scholarship account and any restrictions. He also inquired if revisions would be made to the prep website. Dr. Cook informed that it would be changed over.

Mr. Robinson apprised that the free prep website should be more accessible to the public. Dr. Pino noted that the new assessment requires that pre-assessment information be available. Mr. Robinson informed that HCC prep website needs to be more visible and marketable. He apprised that he will vote for the item; however, he is not hearing enough regarding HCC prep websites.

Mrs. Byas noted that a preview is scheduled for next Thursday regarding the new message. Mr. Robinson informed that there should be pop-ups on various websites. Mrs. Byas apprised that focus groups were targeted regarding the message.

Ms. Loredó inquired of the age limits. Dr. Pino noted that it is for anyone who desires to take the test. Dr. Cook informed that the efforts are to have students take the tests no later than the 10th grade. He apprised that Houston Independent School District (HISD) is responding favorable and noted that the other school districts will also be targeted.

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

Mr. Austin informed that there has been a request of HCC working with the Independent School Districts (ISDs) counselors. Mrs. Byas apprised that discussions are underway with the ISDs.

CONDITIONAL LETTERS OF ADMISSION FOR 6th GRADERS IN HCC SERVICE AREA
Motion – Mr. Robinson moved and Mrs. Sane seconded.

Mrs. Sane inquired if any financial commitment has been made on behalf of the college. Mrs. Byas informed that there is no financial commitment from the HCC.

(Mrs. Sane stepped out at 12:51 p.m.)

Mr. Austin recommended holding a fund discussion with the ISDs to establish a joint fund to encourage students to participate. He inquired what is considered middle school. Mrs. Byas noted that middle school consists of grades 6th-8th.

(Mrs. Sane returned at 12:52 p.m.)

Mr. Austin inquired if there is someone in institutional advancement to analyze the data regarding drop-out issues. Mrs. Byas apprised that Dr. Fena Garza is working with a graduate student to provide such analysis.

Ms. Loredo recommended also targeting 9th graders. She noted that this will provide an effort to catch those students who may be considering dropping out after reaching high school.

Mr. Austin requested that HCC consider holding internal forums that review best practices.

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

(Mrs. Feldman joined the meeting at 1:00 p.m.)

REPORT ON ENROLLMENT MANAGEMENT (ADVISING AND COUNSELING)

Dr. Pino presented efforts regarding advising and counseling, which included the pre-enrollment and completed advising sessions as well as case managed advising. She noted that the advisors can review the numbers for the particular colleges. Dr. Pino informed that the goal is to ensure that the students attend the sessions and apprised that the effort is also to work with faculty to enhance the relationship regarding the students taking the courses.

Mr. Robinson inquired if there are merit bonuses for faculty. He noted that the reason would be to possibly identify ways to more effectively and efficiently involve faculty.

Dr. Pino informed that a survey was also taken regarding the cased managed advising. She apprised that the baseline data utilized was from spring 2012.

Mr. Austin inquired of the number of students at HCC. Dr. Pino noted that there are approximately 70,000. Mr. Austin inquired if a comfortable number of 60,000 could be used. Dr. Pino informed that would be accurate for semester credit hour. Mr. Austin recommended increasing the sampling. Dr. Pino noted that an increase should be visible in the future.

(Ms. Mullins joined the meeting at 1:15 p.m.)

Dr. Pino noted the following key points:

- A slight improvement in academic standing was seen when comparing the full cohorts
- Students who completed both advising sessions were correlated with better success criteria
 - Are high achieving students more likely to follow through on required advising?
 - Does required advising positively impact student success?
 - Gender Comparisons
 - Females were more likely to complete both required advising visits (57%)
 - Males were more likely to not participate in any advising visits (55%)

- The average age of students increased for those students who completed both advising visits (27.7) as compared to those who did not complete any (25.1)

Dr. Pino provided an overview of the Successful Learning Intervention Program (SLIP) and noted the following:

- Prior to implementation of SLIP, students on suspension were dropped and required to meet with an instructional dean
- In Spring 2012, students on suspension were required to go through the SLIP program Students on probation were strongly encouraged to participate
- In Spring 2013 1590 students registered to attend a SLIP session
- In Summer 2013 3238 students registered to attend a SLIP session
- Average case load for Spring & Summer – ADA 200 & 260 General
 - Anticipated load for Fall 2013 – 440
- For the Fall 2013 term both students on probation and suspension will be required to go through the SLIP program
- Dropped from classes at the end of each term, after academic standing is calculated
- A registration hold is placed on their account, blocking registration from any classes, until they attend a SLIP Orientation Session

The student must:

- Take no more than 2 classes (or the equivalent of 7 SCH)
- Select from Regular Term or Second Start classes if enrolled in the fall or spring semester
- Complete a mandatory SLIP Orientation Session
- Complete 3 SLIP Workshops if enrolled during a fall or spring semester
- Complete 1 SLIP Workshop if enrolled during a summer semester
- Complete ALL assignments/assessments given by assigned counselor in that semester (e.g. additional workshops, LASSI modules, LASSI assessment, individual meetings, etc.)

Dr. Pino apprised that a student ambassador program will be implemented as requested by Mrs. Byas. Dr. Pino noted that students in work study programs will be the student ambassadors and they will wear shirts to be easily identified during registration and

orientation. She informed that there will be approximately 70 student ambassadors and they will be located throughout the system at the various campuses.

UPDATE ON ATHLETICS PROGRAM

Dr. Pino apprised that there will be an equable distribution to each of the colleges similar to the student fees. She noted that there are recreational specialists who will be located at the campuses to work with the student life coordinators.

Dr. Pino informed that Mrs. Byas asked that an analysis be conducted regarding National Junior College sports program. Mrs. Byas apprised that the analysis will review various sports. She noted that it is understood that football is an expensive program.

Ms. Loredo inquired as to how often the Student Government Association (SGA) meets. She requested notification of the next meeting and expressed an interest in attending.

Mr. Robinson apprised that the efforts should not circumvent the SGA and apprised that he would like to make certain that the SGA is speaking for all the students.

Ms. Loredo requested that the efforts regarding recreational fields be discussed with the Presidents especially from an historical standpoint of the colleges.

ADJOURNMENT

With no further business, the meeting adjourned at 1:31p.m.

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

Minutes Approved: September 19, 2013