

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

September 11, 2014

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 11, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Zeph Capo, *Committee Member*
Sandie Mullins, *Committee Member*
Robert Glaser
Eva Loreda
Carroll G. Robinson
Neeta Sane
David B. Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
Shantay Grays, Chief of Staff
William Carter, Vice Chancellor, Information Technology
Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Khan, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:51 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Glaser, Lored, Mullins, Robinson, Sane, Tamez and Wilson)

2012-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS

Dr. Cesar Maldonado apprised that the presentation is regarding the 2012-15 Strategic Plan critical indicators of success. He noted that in the near future, a recommendation will be provided with updated critical indicators. He informed that a presentation would be provided regarding the Quality Enhancement Plan (QEP).

Dr. Zachary Hodges, Acting Vice Chancellor, Academic Affairs noted that Dr. Tineke Berends, QEP Program Director prepared a presentation providing an update on the QEP. He informed that the QEP is one of the most important components regarding the Southern Association of Colleges and Schools (SACS) reaccreditation. Dr. Hodges presented the following as it relates to increasing science student learning, engagement and success:

- Focus
- Program Goals
- Update
- Signs of Success

Dr. Hodges noted that there have been conversations regarding expanding the effort to other disciplines.

Mr. Glaser inquired regarding the internships. Dr. Berends informed that one effort is to forge new partnerships. She apprised that as opportunities are introduced, they are disseminated immediately. Dr. Berends noted that internships were identified through network opportunities.

Mr. Capo inquired if the National Science Foundation (NSF) grant has to be reapplied for other opportunities. He inquired if there is collaboration between workforce and the QEP programs. Dr. Berends informed that the QEP is funded with hard money and noted that it is not a requirement but an effort was made to identify more relationships and partnerships. Dr. Berends apprised that the QEP itself is academic; however, some of the clubs are workforce and there is an effort to share resources. She noted that the sharing of resources and networking is the primary function of the QEP.

Dr. Maldonado informed that he has met with Mr. David W. Leebron, President, Rice University, Dr. John M. Rudley, President, Texas Southern University and Dr. Renu Khator, President, University of Houston and Chancellor of University of Houston System to increase the transfer rate. He apprised that relationships are being formulated to make certain the efforts are on-going.

Mr. Robinson inquired of the benchmark regarding Science, Technology, Engineering and Mathematics (STEM) enrollment, performance and retention prior to the QEP. Dr. Berends noted that the data is not available at this time and informed that the focus of the QEP is on engagement and student learning in the classroom. She apprised that SACS is

concerned with how the college is doing as a whole. She noted that the promise was to identify techniques that could work in the classroom but not certain if it impacts enrollment. Dr. Berends informed that the focus is how to make it work for the students in the classroom.

Mr. Robinson apprised that if the goal is to transform the teaching methodology then the goal is to get better professors to get better student outcomes to increase retention and graduation rates.

Dr. Tamez acknowledged that Mr. H.D. Chamber, Superintendent of Alief Independent School District is present.

(Mr. Robinson stepped out at 3:14 p.m.)

REPORT ON RETENTION REGARDING CASE MANAGED ADVISING

Dr. Maldonado noted that Dr. Diana Pino will present a report regarding the Case Managed Advising.

(Ms. Mullins stepped out at 3:15 p.m.)

Dr. Pino provided a report as follows:

- Advising Retention Rates by Cohorts
- Predicting Student Persistence
- Key Points
- Case Managed Advising by Ethnicity
- Case Managed Advising Expansion
 - Fall 2014 Implementation to include expanded model

Mr. Robinson inquired of the data for the fall 2014. Dr. Pino informed that the results are reviewed after the end of the fall semester.

Ms. Loreda inquired of the student/advisor ratio. Dr. Pino informed that approximately 280 new students per advisor.

Ms. Loreda inquired of the advisor categories. Dr. Pino apprised that there are two levels, senior level and program advisors. Dr. Pino noted that there are also counselors who work with mental health and students on probation or suspension.

Mr. Capo informed that since the base line cohort there are three blocks and inquired if there has been any follow up regarding the non-returning students. Dr. Pino apprised that the information has not been reviewed and noted that it has not been tracked as of yet.

Dr. Tamez informed that a tracking system should be in place.

(Ms. Mullins returned at 3:21 p.m.)

(Mr. Robinson returned at 3:21 p.m.)

Mr. Capo inquired if the student success course curriculum is available online. Dr. Pino informed that faculty is supposed to have their syllabi available on the Learning Web.

UPDATE ON ATHLETICS PROGRAM

Dr. Pino reviewed the goals for the 2014-2015 academic year and noted that the effort is to get the word out regarding the programs. She apprised that the program goal is to increase participation by 30% as follows:

- Assess and evaluate student usage
- Gauge student interest
- Possible partnerships with community organizations and educational entities
- Comprehensive plan to inform students of the activities availability

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:24 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: October 16, 2014