

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

May 14, 2015

Minutes

The Academic Affairs/Student Success Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, May 14, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
Adriana Tamez, *Committee Member*
David B. Wilson, *Committee Member*
Zeph Capo, *Alternate Committee Member*
Robert Glaser

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
E. Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Administration
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Julian Fisher for Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
William Taft for Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Eva Loreda, Committee Chair, called the meeting to order at 2:15 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: Glaser, Loreda, and Wilson)

FOURIER TRANSFORM SPECTROMETER FOR NORTHEAST COLLEGE

Motion – Mr. Wilson moved and Ms. Loredo seconded.

Dr. Kimberly Beatty informed that the item is part of a Science, Technology, Engineering and Math (STEM) grant and noted that this is the last of the items to be purchased. She apprised that other items have been purchased at the other colleges and noted that this item is for Northeast College.

Vote – The motion passed with vote of 2-0.

ENGL 1301 STUDENT ONLINE INSTRUCTIONAL PACKAGE AND COURSE FEE FOR NORTHWEST COLLEGE

Motion – Mr. Wilson moved and Ms. Loredo seconded.

Dr. Beatty informed that the item is in conjunction with the pilot program at Northwest College. She apprised that the student fee will increase by \$10 and noted that the program is under review for implementation at all of the college.

Vote – The motion passed with a vote of 2-0.

NOTIFICATION OF A NEW SPECIALIZATION WITHIN THE MARKETING PROGRAM: AAS MARKETING – INNOVATION AND ENTERPRISE SPECIALIZATION

Dr. Beatty informed that the specialization started as a part of the Chancellor's innovation grant. She apprised that the program is designed to incorporate design thinking, innovation and creativity, which is not currently offered by standard marketing programs and will meet the marketing need in that community.

Ms. Loredo inquired as to when the program will start. Dr. Beatty noted that the program will start in the Fall 2015.

UPDATE ON STUDENT SUCCESS

Dr. Beatty provided an update on student success to include the following:

- Achieving the Dream Coaches Visit
- Strategies for Creating a Robust Student Success Agenda

Dr. Beatty noted that the Coaches visited on April 23-24, 2015 and provided a summary of the outcomes as follows:

- Broad engagement from all groups
- Final report highlighting pillars of Achieving the Dream: Committed leadership
 - Use of evidence
 - Broad engagement
 - Systemic improvement
 - Equity

Dr. Beatty informed that some of the highlights from the Coaches visit are as follows:

Highlights

- Strengths
 - Engagement with the leadership confirms commitment to student success
 - Rich data collected from the conversations
 - Broad engagement through the work of the Data Driven, Relevance, Equity, Analytics and Metrics (DREAM) Council is a good model

- Weaknesses
 - Align IT infrastructure with student success initiatives
 - Develop a data-informed culture designed to address achievement gaps
 - Distribute data more broadly
 - Use a data-informed process for systemic improvement

Next Steps

- Transcribe data collected during the conversations
- Continue working with the Office of Institutional Research to develop data models that will support a robust student success and completion agenda
- Continue to develop and streamline strategies with the DREAM Council
- Write Annual Reflection Report and Leader College Application

Dr. Beatty apprised that the effort would be to build on student success completion at HCC by strong collaboration with the Vice Chancellor of Student Services to design student-centered strategies that support success, completion, and the development of the DREAM Council.

(Dr. Tamez joined the meeting at 2:28 p.m.)

UPDATE ON INSTITUTIONAL TRANSFORMATION PLAN

Dr. Butch Herod provided an update on the Transformation Plan and presented a review of the timeline. He provided a historical review of the process that has taken place to date. Dr. Herod announced that the new organizational structure and rollout began in April 2015. He noted that the target is to present the budget in June 2015. He informed that the Chancellor has also expressed to that the college would move forward with submitting for the Baldrige Award.

REPORT ON STUDENT RECOGNITIONS

Dr. Irene Porcarello provided an overview of the student recognitions submitted by each college:

- Santiago Echeverri, Central College
- Raymond Holmes, Coleman College
- Tania Andrea Carlin, Northeast College
- Susan Sidell, Northwest College
- Luis Suarez, Southeast College
- John Gay, Southwest College

Dr. Tamez expressed appreciation to the Committee Chair for placing the recognition item on the Academic agenda.

(Mr. Capo joined the meeting at 2:38 p. m.)

GRADUATION REPORT

Dr. Porcarello provided the 2015 student graduation report. She apprised that the information presented does not include the summer semester graduates. She noted that approximately 2,300 students have registered to participate in the commencement ceremony for 2015.

Mr. Wilson inquired about the declined numbers for certificates. Dr. Porcarello informed that the numbers may increase because certificates will be awarded after the ceremony.

Mr. Glaser inquired if there is a process in place that allows for notification to students who are eligible to graduate.

Dr. Maldonado apprised that there may be a reason for some of the students are not applying, such as financial aid or gainful employment. He noted that some may have also switched majors. Dr. Maldonado informed that a standard query will be set up to allow students to be identified and notified of their eligibility.

Dr. Beatty mentioned that the graduation has changed slightly with the inclusions of gonfalons and noted that the students will participate in the procession.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:45 p.m.

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

Minutes Approved as Submitted: June 23, 2015