

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

**August 11, 2016**

**Minutes**

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, August 11, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, Committee Chair  
Dr. John Hansen, Committee Member  
Mr. Dave Wilson, Committee Member  
Dr. Carolyn Evans-Shabazz

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Vice Chancellor/Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services/Chief Academic Officer  
Athos Brewer, Vice Chancellor, Student Services  
William Carter, Vice Chancellor, Information Technology  
Madeline Burillo, President, Southwest College  
Margaret Ford Fisher, President, Northeast College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Phillip Nicotera, President, Coleman College  
Irene Porcarello, President, Southeast College  
Janet May, Chief Human Resources Officer  
Terrence Corrigan, Director, Internal Audit

**OTHERS PRESENT**

Jarvis Hollingsworth, Board Counsel, Bracewell LLP  
David White, President, Faculty Senate  
Other administrators, citizens and representatives from the news media

**CALL TO ORDER**

Ms. Loreda, Committee Chair, called the meeting to order at 11:13 a.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: Evans-Shabazz, Hansen, Loredo, and Wilson)*

## **TOPICS FOR DISCUSSION AND/OR ACTION**

### **REPORT ON STUDENT SUCCESS**

Dr. Maldonado noted an update on student performance in courses for Spring 2016 would be provided by Dr. Kimberly Beatty. Dr. Beatty provided an update to include the following:

- Assumptions- those who complete a course with an A, B, or C
- Spring 2016 – Percent Success by COE/ID
- Spring 2015 Compared to Spring 2016
- Using Data for Decision Making

### **REPORT ON ENROLLMENT**

Dr. Maldonado noted that an update on enrollment will be provided by Dr. Beatty. Dr. Beatty provided a report to include an overview of the following:

- Reporting Guidelines for BOTs
- Official Institutional Enrollment Reporting Dates
- Data Included – SCH, CEU; NCR; AHS
- Unduplicated Headcount by Enrollment Category (Spring 2016 – End of Term)
- Unduplicated Headcount Spring to Spring Comparison by Enrollment Category
- Unduplicated Headcount Enrollment Trend (Spring - End of Term) by Enrollment Category 2012-2016
- HCC and State Spring Enrollment and Completion Comparison
- Annual Unduplicated Headcount of SCH and CEU Students (2011- 2015)
- Additional Approach – Unduplicated Enrollment by Instructional Area
- Enrollments by Instructional Area/COE – Spring 2016
- Use of the THECB Data – Not Available Yet
- Using Data for Decision Making

Ms. Loredo apprised the data is good on comparison to next year to see growth in specialized areas and still focused on the academics' priorities.

Mr. Wilson inquired if there are any numbers on online. Dr. Beatty noted daily enrollment reports are provided through the Office of Institutional Research. She provided information on the last reporting date and noted the report showed student headcount enrollment for distance education was 20,633.

Ms. Loredo inquired if there is tracking to see how many of the students completed the online courses. Dr. Beatty noted there is tracking of online completers.

Mr. Wilson inquired of obtaining the FTE for online enrollment and the trend line. Dr. Maldonado noted instruction and student services will be putting together strategies regarding online students. He noted there is data to support student success is not as high for the online course as face-to-face.

#### **REPORT ON STUDENT SUCCESS: STUDENT SERVICES**

Dr. Maldonado apprised Dr. Brewer would report on Student Success through Student Services.

Dr. Brewer provided an update to include the following:

- Overview
  - Student Services Priorities
  - On-the-Spot Delivery of Services
  - Shared Services Projects
  - Eliminating Barriers to Student Access & Success
  - Data-Informed Decision Making
- Building the Strategic Engagement Continuum for Transformation
- Designing the Ultimate Student Experience
  - Audit Services for On-the-Spot Delivery
  - Implementation of Shared Projects
  - Eliminating Barriers to Student Access and Success
  - Building the Strategic Engagement Continuum for Transformation
- On-the-Spot Delivery of Services
  - Phase I- EAGLE On-the-Spot (Easily Accessible Gateway for Launching Excellence)
- Access, Support, Student Success
- Eliminating Barriers to Student Access and Success
- Data-informed Decision-Making
- SENSE – Benchmarks of Effective Education Practices with Entering Students
- SENSE Survey – Student Services Alignment
- HCC and National Best Practices
- Building Strategic Engagement Continuum for Transformation

*(Dr. Tamez joined the meeting at 11:41am)*

Dr. Brewer acknowledged Dr. Burillo and her team for the implementation of the kiosk used for registering at Southwest College.

Mr. Wilson inquired why late registration is not available. Dr. Brewer noted late registration has been determined to be a contributor to students not being successful at completion which was the reason for the elimination.

#### **REPORT ON HCC LIBRARIES**

Dr. Maldonado informed that Dr. Beatty would provide an update on HCC Libraries.

Dr. Beatty provided an update to include:

- Strategic Approach to Support Students
  - Center
  - Complex
  - Campus
  - College
- Campus Weekend Library Hours for Fall 2016 by the College
- Progress Toward Goals Highlights: July - December 2016 Highlights

Dr. Tamez inquired if students will be informed that the libraries are opened for usage on the weekend. Dr. Beatty apprised students will be informed during orientation and noted the usage will be tracked.

Dr. Tamez requested information on the means for disseminating the information regarding the libraries' hours to the students.

Ms. Loreda expressed appreciation for making the libraries available for the students. Dr. Evans-Shabazz apprised if the students will be informed of the hours changing for summer. Dr. Beatty informed the hours provided in the presentation are regarding the Fall and noted adjustments will be made for the summer.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 12:00 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: September 22, 2016