

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

February 16, 2016

Minutes

The Academic Affairs/Student Success Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
John P. Hansen, *Committee Member*
Dave Wilson, *Committee Member*
Zeph Capo
Carolyn Evans-Shabazz
Robert Glaser
Adriana Tamez

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Madeline Burillo, Interim President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Kenneth Holden for Margaret Ford Fisher, President, Northeast College
Janet Mays, Chief Human Resources Officer
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southwest College

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Lillie Aranda, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Eva Loreda, Committee Chair, called the meeting to order at 1:00 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: Loredo, Wilson, and Tamez).

STUDENT SUCCESS IN COURSES

Dr. Maldonado apprised Dr. Kimberly Beatty, Vice Chancellor for Academics would provide a report on Student Success in courses.

(Dr. Hansen and Dr. Evans-Shabazz joined the meeting at 1:02 pm)

Dr. Beatty reported on the following:

- Assumptions (Success defined by students who passed courses with a “C” or higher)
- Percent of Success by COE for Fall 2015
- Fall 2014 Compared to Fall 2015
- Using Data for Decision Making

Mr. Wilson commented how he appreciated the data showing the fall comparisons.

Dr. Tamez asked for examples of how best practices and pedagogy would apply to student success. Dr. Beatty provided the following examples: career specific advising, career coaches in health sciences and supplemental instruction in peer-to-peer group facilitation discussions.

Ms. Loredo commented on the importance of helping students who struggle with the readiness classes, especially math, and noted she would like to see the career coaches focus more on those areas.

Dr. Hansen requested if there is data showing how much time students spend in readiness classes before they enroll in college level classes. Dr. Beatty explained that effective in the fall, there will be “pair up” courses allowing students to sign up for a short-term brush up class, along with the credit course in the same field. This will allow less time in remediation.

Ms. Loredo stated there is comparison data made available on the struggle of remediation of students through “Achieving the Dream.”

Dr. Evans-Shabazz asked what is the accountability placed on public schools for graduating students who are not prepared due to alternative graduation requirements and what options exist for these students. Dr. Beatty stated HCC has TSI academies in place and dual credit coaches to support these students.

Dr. Maldonado mentioned TEA is moving towards accountability for the school districts to set their strategies with graduation. He commented Alief Early HS has an HCC advisor working with high school counselors to better prepare the students’ transition to HCC. The TSI academy is a way to support the student’s basic academic skills.

GRADUATION UPDATE

Dr. Beatty presented the graduation report to include:

- Commencement ceremony location
- One ceremony (not separating workforce and academics)
- Graduation website created and chat area
- Informative videos for students, staff and faculty
- Using “Marching Order” software
- Pre-ceremony slide show to upload pictures for streaming prior to ceremony
- Separate ceremony for GED scheduled for (May 12th at Central College)
- At least 2500 participants in graduation ceremony

Dr. Hansen expressed his concern about the amount of time for the ceremony.

Dr. Tamez stated it is important to understand the experience of the student, and the elements that lead them to this important event and major milestone.

Ms. Loreda mentioned the importance of the split screen for family members to watch their student walk and asked who has used the “Marching Order” software. Dr. Beatty mentioned Tarrant County College and other universities have used the software.

Dr. Maldonado stated a graduation rehearsal would take place to make it a memorable event for the graduates and family.

Dr. Beatty continued with the presentation:

- High School/College Graduates Recognition
- Degrees and Certificated Awarded for 2013, 2014 & 2015
- Estimated Number of Awards – approximately 14,200
- Registration/Participation Campaign
 - Buttons
 - Graduation Tables
 - Faculty Letter

(Mr. Glaser joined the meeting at 1:33 pm)

Dr. Tamez requested the actual number of degrees awarded. Dr. Beatty provided the figure available in October.

ENROLLMENT UPDATE

Dr. Beatty presented on the following as part of the enrollment update:

Institutional Enrollment

- Overview and Purposes
- Official Institution Enrollment Reporting Dates
 - Academic Year (last day of the summer term)
 - Fall (last day of the fall term)
 - Spring (last day of the spring term)
- Reporting Guidelines for Board

Fall enrollment (February)

Spring enrollment (July)

Annual reports for previous year (September)

- Data Included- SCH; CEU, NCR and AHS
- Unduplicated Enrollment by Enrollment Category
- Unduplicated Fall to Fall Comparison by Enrollment Category
- Unduplicated Enrollment Trend by Enrollment Category (Fall – End of Term)
- Local Area Unemployment Statistics

Dr. Tamez requested to change the spring enrollment report to June.

Mr. Glaser asked how funding for AHS students is formulated and is it different from traditional classes. Dr. Beatty noted many AHS programs are either grant or institutional funded.

Dr. Maldonado explained the challenge is when students move from one category to another, they lose opportunities for financial aid and grants pay for those programs.

Mr. Wilson requested the FTE equivalency number. Dr. Beatty apprised they would be provided.

Dr. Beatty continued with the presentation:

- Additional Approaches
 - Enrollments by Instructional Area/COE
 - Enrollment by Instructional Area and College
- Use of THECB Data
- THECB Annual Unduplicated Headcount (Credit and Continuing Education only)
- Annual Unduplicated Enrollment (SCH and CEU THCEB Peer Comparison)
- Using Data for Decision Making

Ms. Loreda stated Trustees who traveled to Washington DC were asked by several Congressmen the percentage of workforce and academics students. The question raised was due to the request for grants. (HCC student enrollment is 26% workforce and 74% are academics.)

Dr. Tamez requested if HCC is reaching out to the schools with HB5 endorsements and Pathways, etc. Dr. Beatty stated HCC was the first college with the HB5 initiative to collaborate with school districts and allow alignment.

Mr. Wilson shared the enrollment process, pass rate of a non-profit electrical training school and recommend HCC consider changing the focus of quantity to quality rates. Ms. Loreda stated the committee could consider this as a goal.

Mr. Glaser asked how HCCS is collaborating with industry to justify the enrollment to the long-term asset allocation for the programs, i.e. manufacturing. Dr. Beatty stated there are workforce advisory committees in place to assist with recruitment strategies and equipment for a quality program. Dr. Burrillo commented there is collaboration with the area industry employers and stakeholders in the Southwest and the Greater Houston area.

(Mr. Capo joined the meeting at 1:53 pm)

NURSING UPDATE

Dr. Maldonado commented on the nursing program's challenges of missing the 80% passing rate requirement and changing the status of the nursing program. Dr. Maldonado testified before the House Higher Ed Committee in Austin, Texas explaining the changes made.

Dr. Beatty and Dr. Nicotera, President of Coleman College informed that they had a visit from the Nursing Board in December and spoke before the Nursing Board in January.

Dr. Nicotera presented the following on the Coleman College Nursing Program:

- Overview of recent events to include site visit; presentation to the Nursing Board, and final decision
- Contributing Factors
- NCLEX Pass Rates and National Council of State Boards of Nursing
- Corrective Measures
- Positive Progression (last 54 students have passed with a passing rate of 89.47%)
- Communication Strategy

Mr. Capo commented positively on the many faculty and staff recommendations made to move in the right direction. Dr. Nicotera explained all the recommendations implemented: exams standardized among the teaching sections, to professional development conducted by HESI representatives requiring adjunct faculty attend these meetings, and faculty working together to establish the curriculum.

Mr. Glaser asked if there are positions that need to be filled and if there is an approximate timeline to return to the standard status and start accepting students. He asked what the capita spent per student attending Coleman. Dr. Nicotera stated there is always a need to hire additional faculty, but the Nursing Board noted there is sufficient faculty based on the number of students currently enrolled in the program. He noted the anticipated status return date is October.

Dr. Evans-Shabazz stated she believes the strategies implemented will help the program status. Dr. Tamez agreed the nursing program is strong and by identifying the contributing factors and applying the corrective measures, the program can start accepting students in October. Dr. Hansen sees the plan reasonable, and has confidence the program will get back in good standing. Mr. Wilson applauded the plan set in place.

Ms. Loreda stated it was disheartening to hear about the status of the program and noted students are the ones affected. She concluded with everything needs to be done to help the students, and the college must do a better job in watching over all the programs.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:31 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: April 21, 2016