



AGENDA

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Eva Loreda, Chair

Dr. Adriana Tamez

Trustee Dave Wilson

Alternate Member

Trustee Zeph Capo

May 14, 2015

2:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future
(Approved by the HCC Board of Trustees, June 22, 2012)

Mission

Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career and economic development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

Vision

HCC will be a leader in providing high quality, innovative education leading to student success and completion of workforce and academic programs. We will be responsive to community needs and drive economic development in the communities we serve.

Strategic Initiatives

- Initiative #1: Increase Student Completion
- Initiative #2: Respond to Business and Industry
- Initiative #3: Develop 21st Century Learners
- Initiative #4: Support Faculty/Staff Professional Development and Student Leadership
- Initiative #5: Support Innovation
- Initiative #6: Support Entrepreneurialism
- Initiative #7: Leverage Partnerships

**NOTICE OF A MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

May 14, 2015

Notice is hereby given that a Meeting of the Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College will be held on Thursday, the fourteenth (14th) day of May, 2015 at 2:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

- A. Fourier Transform Spectrometer for Northeast College.
- B. ENGL 1301 Student Online Instructional Package and Course Fee for Northwest College.
- C. Notification of a New Specialization within the Marketing Program: AAS Marketing – Innovation and Enterprise Specialization.
- D. Update on Student Success.
- E. Update on Institutional Transformation Plan.
- F. Report on Student Recognitions.
- G. Graduation Report.

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

- 1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

B. Personnel Matters

1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against an officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 – For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Houston Community College
Academic Affairs/Student Services Committee – May 14, 2015

Section 551.076 – To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 11th day of May 11, 2015, at or before 2:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

ACTION ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
A	Fourier Transform Spectrometer for Northeast College	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a purchase with Anasazi Instruments to deliver and install a Fourier Transform NMR Spectrometer to be used for student instruction at HCC-NE.

The estimated cost for the unit is approximately \$112,000 and is funded through a Department of Education five-year grant in collaboration with the University of St. Thomas. In accordance with the grant, HCC will purchase one unit per year during the next two years.

COMPELLING REASON/RATIONALE

In accordance with the Department of Education grant, the proposed equipment will be used to provide collaborative learning techniques with those being used at the University of St. Thomas to achieve the objective of coordinating instrumentation used in laboratory courses and undergraduate research efforts between both institutions related to Science, Technology, Engineering and Mathematics (STEM) in the field of chemistry.

Similar equipment has already been installed and is being used at Southwest, Northwest, and Southeast Colleges. This request is for the purchase of a spectrometer for Northeast College as defined in the grant during year four. In addition, HCC will purchase the same equipment during year five for Central College in accordance with grant funding requirements.

In support of transformation and our efforts to educate 21st Century learners, this instrument will be available for use system-wide as curriculum based needs are identified.

DESCRIPTION OR BACKGROUND

The procurement will allow HCC to continue to participate in a \$5.9 million, five-year grant award by the Department of Education to the University of St. Thomas and HCC to purchase state of the art scientific equipment to enhance student learning in the STEM (Science, Technology, Engineering, and Mathematics) in the field of chemistry.

The specified equipment must be identical to the equipment sets already in place at HCC and the University of St. Thomas in order to achieve the objective of coordinating instrumentation used in laboratory courses and in undergraduate research efforts between HCC and UST. This request is to support the HCC portion of the grant.

FISCAL IMPACT

The estimated year-four cost for the equipment, including installation, is approximately \$112,000.

This item is funded through a Department of Education grant.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Develop 21st Century Learners

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
B	ENGL 1301 Student Online Instructional Package and Course Fee for Northwest College	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Authorize the Chancellor to execute a purchase with McGraw-Hill Learning Solutions for the online instructional materials package for students registered for the ENGL 1301 Composition I course and to raise the course fee from \$30 to \$40 for students who register in that course at Northwest College.

McGraw-Hill has raised the digital instructional materials course fee this year from \$30 to \$40 for what would normally cost approximately \$150 in print.

The estimated annual cost is \$150,000 and will be funded from the student paid course fee.

COMPELLING REASON/RATIONALE

In previous years, the Board approved contracts with McGraw-Hill for this identical service for \$30. Students registered in the ENGL 1301 Composition I course at Northwest College are now to be assessed a \$40 course fee that provides the complete online instructional materials package for the course from McGraw-Hill. The entire packet, if purchased separately in print, costs approximately \$150.

This service ensures that students will have these instructional materials on the first day of class. Being able to provide students with the course packet of instructional materials on the first day has been demonstrated to increase student success and has proven to be a more cost effective financial alternative than traditional printed text for the students.

The online instructional materials package includes the following:

- Best tools for successful teaching and learning of Composition I (ENGL 1301) online in an easily accessible format;
- Provision for students to access materials online from home, technology labs, writing labs, or in class;
- Opportunity for instructors to display materials in class and to immediately assign interventions to correct weakness in students' composition skills;
- Support of hybrid and distance education classes with fully integrated online tools for study, intervention, and assessment;
- Provision of a fun and challenging learning format (use of avatars, dialogue, sound, etc.) creating increased engagement and, consequently, opportunities for student success; and
- Significant cost savings for the students in accessing learning materials.

DESCRIPTION OR BACKGROUND

The English Department at Northwest College was able to negotiate a course packet with McGraw-Hill Learning Solutions to provide students with a fixed-fee (\$40) online instructional materials package.

The Board of Trustees originally approved this course fee arrangement for students who register in the ENGL 1301 Composition I course at Northwest College on May 24, 2012.

Included in the online instructional materials are various tools that help students with grammar, development while including a personalized learning plan and integration with HCC's Eagle Online platform. Additionally, the students have access to the online course study guide, a 160-page faculty-authored text featuring elements of style and composition not found in traditional texts, including worksheets and model student essays.

FISCAL IMPACT

The cost for the online instructional materials package for students is \$40 per unit.

This item will be funded from the discounted course fees received from registered students.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Increase Student Completion

Develop 21st Century Learners

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
C	Notification of a New Specialization within the Marketing Program: AAS Marketing – Innovation and Enterprise Specialization	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

The Texas Higher Education Coordinating Board (THECB) already approved the offering of the workforce AAS Marketing degree plan many years ago. However, in response to industry demands, Houston Community College has developed a new specialization within the Marketing plan to meet the needs of those students who want to create either profit or not-for profit enterprises. The new specialization option within marketing is an AAS Marketing – Innovation and Enterprise Specialization.

DESCRIPTION OR BACKGROUND

HCC developed two major Business-related innovations starting in 2008. One was the development of an Entrepreneurship Center and one was the development of a Student Chamber of Commerce. Both of these were funded by the HCC Chancellor's Innovation Grants. As the Center for Entrepreneurship grew, interest in courses related to entrepreneurship also grew. Faculty and administrations began to realize that the traditional courses in management and marketing were not providing the skills and knowledge needed by fledgling entrepreneurs. The skill set needed to create a business or enterprise from "scratch"...with little or no monetary backing is very different than the skill set needed to market or manage a growing concern of a large company. In our interaction with entrepreneurs through these programs as well as research we conducted on major programs in entrepreneurship, it became clear that the traditional approaches were not meeting these needs. From our research, we learned that the term most often used is "Enterprise" because many entrepreneurs want to create social enterprises which are not businesses. These enterprises utilize marketing skills to a great extent as well as management skills. As a result of this analysis, we are creating a new marketing specialization which would incorporate design thinking, innovation, and creativity. In addition, this plan would not focus entirely on quantitative analysis, but rather also on the experimental techniques used by individuals with an enterprise (entrepreneurial) mindset.

FISCAL IMPACT

The new specialization plan will have minimal impact as HCC already has sufficient full-time faculty to offer the specialization. The catalogue and advising materials will be updated.

STRATEGIC INITIATIVES ALIGNMENT

Strategic Initiative: Increase Student Completion

Attachment Title(s): **AAS Marketing – Innovation and Enterprise Specialization**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Houston Community College
Innovation and Enterprise (Entrepreneurship) A.A.S.

First Semester

Prefix	Number	Course Name	Course Type	Weekly Lecture		Weekly Lab		Credit Hours
				Hours	Hours	Hours	Hours	
LEAD	1370	Workforce Leadership and Critical Thinking Skills	Workforce	3	0	48	3	
SPCH	1318	Interpersonal Communication/Speech	Academic	3	0	48	3	
ENGL	1301	Composition I	Academic	3	0	48	3	
MATH	1332	Math for Liberal Arts	Academic	3	0	48	3	
MRKG	1371	Enterprise Mindset	Local Need	3	0	48	3	
<i>Total Semester Credit Hours</i>				15	0	240	15	

Second Semester

XXXX	XXXX	Humanities/Fine Arts	Academic	3	0	48	3	
ECON	2302	Principles of Economics, Microeconomics	Academic	3	0	48	3	
MRKG	1311	Principles of Marketing	Workforce	3	0	48	3	
ACNT	1303	Introduction to Accounting (Small Business Accounting)	Workforce	3	0	48	3	
BUSG	1373	Entrepreneurship	Workforce	3	0	48	3	
<i>Total Semester Credit Hours</i>				15	0	240	15	

Third Semester

MRKG	2370	Creativity and Innovation	Local Need	3	0	48	3	
BUSG	2370	Legal Issues for Enterprise	Local Need	3	0	48	3	
MRKG	2375	Social Enterprise	Local Need	3	0	48	3	
MRKG	2377	Financial Management/Budgeting for Enterprise Marketing	Local Need	3	0	48	3	
MRKG	2312	Ecommerce	Workforce	3	0	48	3	
<i>Total Semester Credit Hours</i>				15	0	240	15	

Fourth Semester

MRKG	2372	Consumer Behavior	Workforce	3	0	48	3	
MRKG	2333	Professional Selling	Workforce	3	0	48	3	
MRKG	2376	Enterprise Opportunity Analysis	Local Need	3	0	48	3	
BUSG	2309	Small Business Management/Entrepreneurship	Workforce	3	0	48	3	
BUSG	2382	Cooperative Education - Entrepreneurship/Entrepreneurial Studie	Workforce	1	14	240	3	
<i>Total Semester Credit Hours</i>				13	14	432	15	
Total Degree Credit Hours				58	14	1152	60	

REPORT ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
D	Update on Student Success	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

Update on student success regarding our, development of a robust student success and completion agenda, the Achieving the Dream visit and outcomes from the visit.

DESCRIPTION OR BACKGROUND

As HCC goes through transformation, it is also necessary to create a student success agenda that aligns with the State funding model and the Chancellor's goals as well as inform the next strategic plan.

FISCAL IMPACT

N/A

STRATEGIC INITIATIVES ALIGNMENT

Strategic Initiative: Increase Student Completion

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
E	Update on Institutional Transformation Plan	Dr. Cesar Maldonado Dr. Edmund Herod

DISCUSSION

Provide an overview on the institutional transformation plan.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Increase Student Completion

This item is applicable to the following:

- Central
- Coleman
- Northeast
- Northwest
- Southeast
- Southwest
- 3100

REPORT ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
F	Report on Student Recognitions	Dr. Cesar Maldonado Dr. Irene Porcarello

DISCUSSION

Provide a report on student recognitions.

DESCRIPTION OR BACKGROUND

HCC administration will provide a monthly report to the Board on Student Recognitions focused on student persistence and success at the colleges.

FISCAL IMPACT

N/A

STRATEGIC GOAL ALIGNMENT

Goal: #1 – Increase student completion through advanced educational opportunities.

Attachments: **Student Recognitions Report**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

STUDENT RECOGNITION REPORT

Central College

Santiago Echeverri knew firsthand that if he wanted a better life, he'd have to earn it. His mother, a divorced, single parent living in Barranquilla, Colombia, worked long hours as a lawyer to provide for him and his sister. He remembers being left dinner by his mom and told to study and complete his schoolwork. Neighbors often had to take care of him and his sister while she was away.

Today, Santiago, 20, is a top student in the Honors College at Houston Community College (HCC) Central College and is a bona fide success. He was named a Coca-Cola Community College Academic Team Gold Scholar, and also was named to the All-Texas Academic Team. Santiago, a member of Phi Theta Kappa and the Model Arab League project, is just one of 50 students nationwide to receive the Coca Cola program's highest honor for community college students.

Santiago's Coca-Cola scholarship will go to continue his college education at UT Austin, Texas A&M or the University of Houston. This May, he'll graduate from HCC with a perfect 4.0 GPA.

Coleman College

Mr. Raymond Holmes is a 2014 Houston Community College Coleman College for Health Sciences Physical Therapist Assistant graduate. Mr. Holmes came to us through the Capital Idea Program. When Mr. Holmes was accepted into the program he stated that he had made a few bad choices in his life and was getting a late start on his career, but was now on a good path. He said he would put in whatever school work was needed to succeed and would be dedicated to his chosen field of physical therapy. The Physical Therapist Assistant Program at HCC is a difficult journey and Raymond had his share of struggles but he persevered. The faculty witnessed Ray throughout his time in the program, studying in the student center and the PTA lab with his peers late into the evening, putting in extra work that was needed to pass exams and practicals. True to his word, he did whatever it took. In May of 2014, the faculty watched Raymond Holmes walk proudly across that stage with a huge smile and his head held high. He gave thanks and appreciation to all those who supported him in his journeys and to his Capital Idea family who gave him his new start. Ray went on to pass his state licensure board on the first attempt and now works for Harris Health in the physical therapy department where he gives back to patients on a daily basis.

Northeast College

Houston Community College Northeast College student Tania Andrea Carlin was awarded a \$1,000 scholarship from the Society of Women Engineers - Houston Area Section (SWE-HA). Carlin is the first community college student of the SWE-HA scholarship program. SWE scholarships support women pursuing ABET-accredited baccalaureate or graduate programs in preparation for careers in engineering, engineering technology and computer science. Carlin

began her studies at the Houston Community College Pinemont Center in fall of 2013 and has taken classes at the Global Energy Training Institute located at the Northeast Campus and Spring Branch Campus. Carlin is currently working on an Associate of Science degree and intends to transfer to the University of Houston to pursue a degree in Civil Engineering.

Northwest College

A near fatal injury motivated Susan Sidell to enroll at Houston Community College Northwest College. An accident caused the mother of three to lose most of her cognitive and math skills. She gained an interest in science during rehabilitation.

Doctors told her she would likely never regain all her cognitive skills, but Sidell refused to believe them. She enrolled at HCC to re-learn basic math like fractions and multiplication. Her hard work paid off and she was accepted into a program sponsored by the Department of Homeland Security and administered by the West Houston Center for Science and Engineering.

Susan graduated from HCC in 2012 with a 3.98 GPA and is now a student at University of Houston. Expected to graduate this May with a Bachelor's in Biochemistry, Susan plans to get her Master's Degree and plans to design a drug to treat mentally ill patients.

Southeast College

It has been a remarkable journey for Luis Suarez, a native Columbian F-1 student, characterized by many successes at Houston Community College Southeast College, leading to admission into the University of Texas at Tyler. He has received the University of Texas at Tyler transfer President Scholarship for the fall 2015 semester, an unprecedented accomplishment for an F-1 Visa student. The scholarship is \$3,000 per year, renewable for an additional academic year. Suarez completed the Intensive English Program and immediately began his academic courses. While maintaining a 4.0 GPA, he was a very active member of the Student Government Association and held office as the 2014 President of the International Students Organization, demonstrating true leadership skills. During this time, Luis distinguished himself, not only for excelling in the classroom, but also for being a kind, conscientious, and exemplary member of the HCC student body.

Southwest

The road to recovery has been a long one for Houstonian and U.S. Navy veteran, John Gay. In 2012, the Vietnam veteran found himself homeless, bankrupt and abandoned. Thanks to Gay's determination, coupled with the Houston Community College Foundation and its Veteran's Retraining Assistance Program (VRAP), one of Houston's heroes is on his way to previously unimagined success.

In 2012, at 55 years old, Gay enrolled at Houston Community College Southwest College to study network communications with a focus on cyber security. Today, the previously homeless war veteran has the potential of earning an annual income of \$50,000. Gay recently applied for and received an internship with the Jacobs Engineering Firm in Houston.

REPORT ITEM

Meeting Date: May 14, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
G	Graduation Report	Dr. Cesar Maldonado Dr. Kimberly Beatty Dr. Irene Porcarello

DISCUSSION

Provide a report on the projected number of graduates.

DESCRIPTION OR BACKGROUND

This report provides projected number of graduates by cluster. This report aligns with the Chancellor's Transformation Plan to promote and foster student success, persistence, and completion.

FISCAL IMPACT

N/A

STRATEGIC GOAL ALIGNMENT

Goal: #1 – Increase Student Completion

Attachment: **Graduates by Award Type (To be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100