

AGENDA

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE OF THE BOARD OF TRUSTEES

<u>Committee Members</u> Trustee Eva Loredo, Chair

Trustee Eva Loredo, Chair Dr. Adriana Tamez Trustee Dave Wilson

Alternate Member

Trustee Zeph Capo

June 11, 2015 2:30 p.m.

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

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

HOUSTON COMMUNITY COLLEGE

June 11, 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 eleventh (11th) day of June, 2015 at 2:30 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. Approve Tuition and Fees for Non-Credit Classes.
 - B. Student Success Update.
 - C. Update on Institutional Transformation Plan.
 - D. HCC Report on Smoking Policy and Procedure.
 - E. Establishment of Environmental Enhancement Committee.
 - F. Update on Athletics Program.
- 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

 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.

Houston Community College Academic Affairs/Student Services Committee – June 11, 2015

B. Personnel Matters

 Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or changes 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

 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 – June 11, 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

Houston Community College Academic Affairs/Student Services Committee – June 11, 2015

Certificate of Posting or Giving of Notice

On this day of, 2015, at or before 2:30
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.
Ol B. W. H. M
Sharon R. Wright, Manager Board Services

ACTION ITEM

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

Α

ApproveTuition and Fees for Non-Credit Classes

Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approve changes in tuition and fees in continuing education courses offered by the college.

COMPELLING REASON/RATIONALE

This action is necessary in order to maintain compliance with Texas Higher Education Coordinating Board (THECB), which requires an institution's governing board to approve changes to tuition and fees. This action is also necessary in order for the instructional programs to continue offering these courses within budget given the increased costs associated with offering these courses for 2015-2016.

Attached is a list of proposed increases in tuition and fees for 34 continuing education courses currently in inventory. The recommended increases are needed to cover increased costs of textbooks, state required materials for certification, increased clinical hours, laboratory consumable materials, and/or part-time subject matter experts in high demand areas (truck driving, welding, piping and design systems, network security, nurse aide, IV therapy, and workplace English).

DESCRIPTION OR BACKGROUND

The THECB requires that each community college present to the Board changes in tuition and fees for continuing education courses offered by the college.

FISCAL IMPACT

Based on 2014-2015 enrollment for these areas the fiscal impact is projected as follows, with a projected 5% enrollment increase for 2015-2016.

Estimated 13,500 students x increase = \$264,000 for 2015-2016.

LEGAL REQUIRMENTS

None

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Respond to the needs of Business and Industry for skilled workers.

Attachment Title(s): 2015-2016 Justification Statement

This item is a	pplicable to the f	ollowing:					
☐ Central	☐ Coleman	□ Northeast	☐ Northwest	☐ Southeast	☐ Southwest	⊠ 3100	

2015-2016 Justification Statement

Commercial Truck Driving

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement
CVOP 1040	Professional Truck Driver II	\$ 2,025	\$ 2,150		\$125/course (Increase by \$.78 per contact hour)	To cover increased costs in instructional materials

Construction Trades

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement
WLDG 1007	Welding using Multiple Process, Introduction	\$ 980	\$ 1,500	168	\$520 (Increase by \$ 3.35 per contact hour)	To cover increased costs in instructional materials

Health

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement
NURA 1001	Certified Nurse Aid	\$ 765	\$ 795		\$30 (Increase by \$0.0054 per contact hour)	To cover increased costs for adjunct faculty

Health Professional Institute

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement
PHRA 1091	Pharmacy IV admixture-CphT	\$ 275	\$ 375	37	\$100 (Increase by \$1.67 per contact hour)	To cover increased costs in instructional materials

Information Technology

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement				
DFTG 1091	PDMS Basic and Functions	\$ 384	\$ 455	35	\$71 (Increase by \$4.44 per contact hour)	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS Equipment	\$ 576	\$ 650	35	\$74 (Increase by \$3.08 per contact hour)	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS Piping	\$ 576	\$ 650	35	\$74 Increase by \$3.08 per contact hour	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS Drawing Production, Basic	\$ 576	\$ 650	35	\$74 (Increase by \$3.08 per contact hour)	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS Drawing Production, Advance	\$ 384	\$ 455	35	\$71 (Increase by \$4.44 per contact hour)	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS Structural Basic	\$ 576	\$ 650	35	\$74 (Increase by \$3.08 per contact hour)	To cover increased costs for adjunct faculty				
DFTG 1091	PDMS STRUCTURAL ADVANCED	\$ 384	\$ 455	35	\$71 (Increase by \$4.44 per contact hour)	To cover increased costs for adjunct faculty				
ITSC 2040	A+ Certification	\$ 517	\$ 600	89	\$83 (Increase by \$1.15 per contact hour)	To cover increased costs in instructional materials and equipment				
CPMT 1049	Network + Certification	\$ 534	\$ 600	89	\$66 (Increase by \$1.04 per contact hour)	To cover increased costs in instructional materials and equipment				

Languages

Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement
COMG 1000	Basic English Language Skills	\$ 260	\$ 265	190	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty
COMG 1001	English Language Skills 1	\$ 260	\$ 265	190	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty
COMG 1004	English Language Skills 2	\$ 260	\$ 265	190	\$5(Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty
COMG 1005	English Language Skills 3	\$ 260	\$ 265	190	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty
COMG 1007	English Language Skills 4	\$ 260	\$ 265	190	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty

Languages

Languages									
Rubric and Catalog Number	Course Title	Current Fee	Proposed Fee	Estimated No. Students	Difference	Justification Statement			
COMG 1008	English Language Skills 5	\$ 260	\$ 265	190	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Listening and Speaking Skills- Introductory	\$ 250	\$ 255	180	\$5 (Increase by \$.07 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Listening and Speaking Skills- Intermediate	\$ 250	\$ 255	180	\$5 (Increase by \$.07 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Reading and Wring Skills- Introductory	\$ 250	\$ 255	180	\$5 (Increase by \$.07 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Reading and Wring Skills- Intermediate	\$ 250	\$ 255	180	\$5 (Increase by \$.07 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Listening and Speaking Skills Advanced Level 1	\$ 260	\$ 265	180	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Listening and Speaking Advanced Level 2	\$ 260	\$ 265	180	\$5 (Increase by \$.09 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Pronunciation Skills-Intermediate	\$ 250	\$ 255	180	\$5 (Increase by \$.10 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Pronunciation Skills-Advanced	\$ 250	\$ 255	180	\$5 (Increase by \$.10 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Reading & Writing Skills, Foundation	\$ 250	\$ 255	180	\$5 (Increase by \$.10 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Listening & Speaking Skills, Foundation	\$ 250	\$ 255	180	\$5 (Increase by \$.10 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Practical Language Application Basic	\$ 87	\$ 90	180	\$3 (Increase by \$.15 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Practical Language Application 1	\$ 87	\$ 90	180	\$3 (Increase by \$.15 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Practical Language Application 2	\$ 87	\$ 90	180	\$3 (Increase by \$.15 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Practical Language Application 3	\$ 87	\$ 90	180	\$3 (Increase by \$.15 per contact hour)	To cover increased costs for adjunct faculty			
COMG 1091	Practical Language Application 4	\$ 87	\$ 90	180	\$3 (Increase by \$.15 per contact hour)	To cover increased costs for adjunct faculty			

Estimated No. Students is Unduplicated

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

B Student Success Update Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION:

Report on student success data that will be used to support our Achieving the Dream Annual Reflection and Leader College application.

DESCRIPTION OR BACKGROUND:

As HCC continues to develop a more robust student success agenda, these data will inform the planning and implementation of the student success agenda.

FISCAL IMPACT

N/A

STRATEGIC INITIATIVES ALIGNMENT:

Strategic Initiative: Increase Student Completion

This item is a	This item is applicable to the following:									
□ Central	⊠ Coleman			⊠ Southeast	Southwest ■	⊠ 3100				

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

Update on Institutional Dr. Cesar Maldonado
Transformation Plan Dr. Edmund Herod

DISCUSSION

Provide an overview on the institutional transformation plan.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Increase Student Completion

This item is ap	This item is applicable to the following:										
			Northwest	Southeast	Southwest	⊠ 3100					

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

HCC Smoking Policy and Procedure

Dr. Cesar Maldonado

DISCUSSION

During public comments at the Regular Board meeting of April 16, 2015, the students of an Environmental Science 1301 class presented their desire to make HCC a non-smoking institution. This report provides an update on current HCC policies and procedures relating to smoking on HCC premises.

The Chancellor will apppoint an Environmental Enhancement Committee to review existing policies and make recommendations on enhancing the environmental quality of the institution.

DESCRIPTION OR BACKGROUND

HCC's current policy on smoking is governed by the City of Houston Ordinance No. 2006-1054. Under this ordinance, smoking is prohibited in enclosed public places and places of employment. Public places are places in which the public is invited or permitted and includes, but is not limited to, child care and adult day care facilities, educational facilities (public and private), elevators, and restrooms. Additionally, the ordinance permits that owners and operators in control of an establishment may declare an entire establishment as a non-smoking place. However said owner must clearly and conspicuously post "No Smoking" signs in every public place and place of employment where smoking is prohibited.

Currently, HCC maintains Board Policy D.4.6 Discipline and Penalties Policy, and its underlying Student Code of Conduct Policy D.4.6.1 which lists smoking as a violation of the HCC Student Code of Conduct: "Violations of the Student Code of Conduct include, but are not limited to, infractions related to bullying, smoking, drug-free school, scholastic dishonesty, misuse of electronic devices, disruptive behavior, threatening behavior, organizational discipline, and general student conduct."

Additionally, the HCC Student Code of Conduct and the supporting procedures, specifically "prohibits smoking inside any of its buildings, owned or leased, including offices, classrooms, restrooms, hallways, elevators and all other interior locations. Smoking is permitted outside in approved areas established by each college, administrative, or support location." This procedure also bans drugs and alcohol on campus.

FISCAL IMPACT

None available at this time.

STRATEGIC INITIATIVES ALIGNMENT

Strategic Initiative: Support Innovation.

This item is a	This item is applicable to the following:										
☐ Central	☐ Coleman	☐ Northeast	■ Northwest	☐ Southeast	☐ Southwest	⊠ 3100					

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

Establishment of an Environmental Enhancement Committee

Dr. Cesar Maldonado

DISCUSSION

Provide an update on the composition, roles and responsibilities of the HCC Environmental Enhancement Committee.

DESCRIPTION OR BACKGROUND

HCC recognizes its social responsibility to promote the health, well-being and safety of the students, faculty, staff and visitors.

The Environmental Enhancement Committee's primary objective is to review existing institutional policies related to safety, wellness and green initiatives and to make recommendations to the Administration related to enhancing the overall learning and working environment for faculty, staff and students at HCC.

The committee will be comprised as follows:

- 3 Students appointed by the United Student Council
- 3 Faculty members appointed by the Vice Chancellor, Instructional Services
- 3 Staff members appointed by the Vice Chancellor, Student Services

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

This item is applicable to the following:							
			Northwest	Southeast		⊠ 3100	

Meeting Date: June 11, 2015

Committee: Academic Affairs/Student Services

ITEM NO. ITEM TITLE PRESENTER

Update on Athletics Program

Dr. Cesar Maldonado

Dr. Irene Porcarello

DISCUSSION

An update will be provided on recreational sports and wellness programming. Future updates are planned for each semester.

DESCRIPTION OR BACKGROUND

The board approved the collection of a \$6 per student per semester athletics fee in 2008. The fee is collected from credit students each semester enrolled. The fee is used to provide students with an opportunity to participate in a variety of club and intramural sports as well as wellness activities.

The goals for Recreation Sports and Wellness for AY14-15 are as follows:

- 1. Increase participation in programming by 30% from AY13-14.
- 2. Improve tracking of student participation.
- 3. Provide a greater variety of programming in which students are interested in order to engage the greatest number of students.

FISCAL IMPACT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Faculty/Staff Professional Development and Student Leadership Development

Attachments: HCC Recreational Sports 2014-2015 Report

This item is applicable to the following:							
				Southeast	Southwest ■ Southwest Southwest	□ 3100	



HCC Recreational Sports

2014-2015 Report





Mission

The mission of The Recreational Sports and Fitness Program is to enhance the mind, body, and spirit of students and other eligible individuals by providing programs, services, and facilities that are responsive to the physical, social, recreational, and lifelong educational needs of the campus community as they relate to health, fitness, and learning.



District Goals and Objectives

- •Recreation Sports and Wellness goals for AY14-15:
 - 1. Increase participation in programming by 30% from AY13-14.
 - 2. Improve tracking of student participation.
 - 3. Provide a greater variety of programming in which students are interested in order to engage the greatest number of students.



AY14-15 goals outcomes

7,597 activities were recorded for AY 14-15 in Recreational Sports and Wellness programming across the district – a 399% increase from AY 13-14.

College

Event Category	Central	Coleman	Northeast	Northwest	Southeast	Southwest	Grand Total
Club Sport	79		60	1272	211	852	2479
Fitness/Wellness	553	315		676	559	171	2278
Indoor Physical Recreation	95	36	2	319	1938	41	2432
Intramural Sport				6		9	15
Outdoor Physical Recreation	28			21	84		133
Recruiting Fair			17	19	199	19	254
Grand Total	757	351	79	2317	2991	1092	7597



Reasons for Increases

 A system-wide data collection protocol was introduced, and fidelity to the protocol was maintained.

 Wellness and physical recreation programming was increased.



Event Category Definitions

Club Sports

•Competitive sports teams that play against other regional college, university club and intercollegiate athletic teams.

Fitness/Wellness Activities

•Events/activities related to health and wellness topics. Examples are group exercise classes, health fairs, wellness workshops, etc.

•Intramural Sports

•One-day tournaments played either on/near a Houston Community College campus in which HCC students compete in various recreational events/activities against other HCC students.

Participation requires that students are enrolled in at least one credit hour and there is no GPA requirement.

•Recreational Activities

•Activities and special events that are cannot be categorized under the above program areas including but not limited to; bowling/skate night, Sports/Beach Day, etc., outdoor pursuits, including rock climbing, day hikes, ropes courses, and horseback riding.

Recruiting

•Activities aimed at marketing events and opportunities for students to engage at the college.



Student Participant Characteristics

Average Age

	24 years
Cumulative GPA	1
Gender	
Female	2.57 GPA
Male	2.30 GPA
Average	2.43 GPA

Programs of Study

Program (group)		Typical Enrollment Status	
Health and Medical Sciences	22.9%	Full Time Enrollment	93.7%
Business	17.9%	Part Time Enrollment	6.3%
Engineering and Technology	16.2%		200
Liberal Arts and Humanities	7.6%		
Education and Schools	6.2%	Ethinicity (group)	
Government and Public Services	5.1%	Black or African American	39.3%
Communication and Media Arts	4.8%	Hispanic	38.5%
Computer Science and Information Technology	4.4%	Asian or Pacific Islander	10.9%
Social Sciences and Human Services	4.3%	White	8.8%
Math, Earth, and Natural Sciences	4.0%	Not Specified	2.1%
Visual and Performing Arts	2.2%	Native or American Indian	0.5%
Building, Design, and Construction	1.5%		
Health Sciences - Coleman	0.9%	Gender	
Hospitality and Tourism	0.8%	Female	48.1%
Manufacturing	0.7%	Male	51.9%
Transportation and Distribution	0.4%		
Agriculture, Food, and Natural Resources	0.2%		



Athletic Fee

	% of Total Enrollment	Athletics Fee Revenue and distribution*	Salaries Budget*	Operating Budget*
	(unduplicated)	(numbers in thousands)	(numbers in thousands)	(numbers in thousands)
Coleman College	5%	\$101		\$53
Central College	21%	\$135		\$87
Northeast College	13%	\$142**		\$70
Northwest College	22%	\$139		\$91
Southeast College	15%	\$122		\$74
Southwest College	24%	\$142		\$95
Total	100%	\$783	\$312	\$470

Distribution of Athletics fees is based on unduplicated headcount enrollment

^{*} As of 4/30/2015

^{**}Program Director of Rec Sports salary included



Central College

Popular Activities

- Yoga Fitness
- Flag Football





Coleman College

Popular Activities

- Zumba Classes
- Fitness On-Demand

Video Workout Station



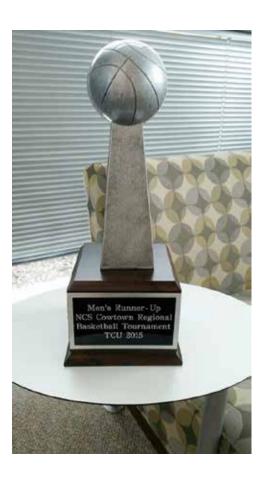


Northeast College

Popular Activities

Men's Basketball

(NIRSA) Cowtown Regional Basketball Tournament Runners Up







Northwest College

Popular Activities

Women's Basketball

League Champions - fall 2014

Men's Soccer

League Champions - spring 2015







Southeast College

Popular Activities

Men's Basketball

GUS League Champions spring 2015





Southwest College

Popular Activities

Men's Flag Football

Tournament Champions – fall 2015

