

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

June 9, 2016

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, June 9, 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
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
Athos Brewer, Vice Chancellor, Student Services
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
Margaret Ford Fisher, President, Northeast College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

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 11:12 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, Glaser, Hansen, Loreda, Tamez, and Wilson)

TOPICS FOR DISCUSSION AND/OR ACTION

PLACEMENT TEST

Motion – Mr. Wilson motioned and Dr. Hansen seconded.

Dr. Maldonado introduced the new Vice Chancellor of Student Services, Dr. Athos Brewer.

Dr. Maldonado noted the item is a routine request to purchase placement test instruments and introduced Dr. Phil Nicotera to address any questions.

Dr. Hansen inquired if the college pays for the TSI administration for dual credit. Dr. Maldonado noted the cost is covered if the college is administering the test.

Ms. Loreda inquired as to what assistance is available to students to assist with the cost, and what is the cost was for administering the test last year. Dr. Phil Nicotera responded the cost was \$255,564.

Vote – Motion passed with a vote of 3-0.

REPORT ON COLLEGE DASHBOARDS

Dr. Maldonado apprised Dr. Beatty would provide an overview of the college dashboard.

Dr. Beatty recognized the team efforts regarding the development of the dashboard. She introduced Dr. Andrea Burdge who presented the overview of the dashboard that included the development philosophy, development process and future development as follows:

- Development Philosophy
 - Provide useful, actionable information to the internal HCC community
 - Interpret and promote HCC to external constituents who may have little knowledge of HCC
 - Reflect the KPIs

- Development Process
 - Specifications include data relevant to KPIs and allow for the disaggregation of data
 - Research and Analytics (RA) staff provide structure and data

- Consultants are developing the dashboards and doing knowledge transfer with RA staff
- Processes are occurring in parallel for efficient development
- Current Status
 - HCC at a Glance – Enrollment Map, Enrollment, Completions and Transfers
- Future Development
 - Planned additions include Persistence, Success, and Diversity
 - Drilldown reports provide tables by Instructional Division and COE
 - Incorporation of feedback by users
 - Thorough validation of data and process from extraction through presentation

Dr. Tamez requested if the data source is being cited. Dr. Burdge noted the source would be added.

Dr. Maldonado noted the landing page would be setup to show the Key Performance Indicators of the institution. He added the dashboard would be used internally and as part of the comprehensive plan to have data driven decisions as the operational keys.

Dr. Tamez inquired if the unduplicated enrollment is current. Dr. Burdge indicated the data is all inclusive.

Dr. Tamez inquired as to when the dashboard would go live. Dr. Burdge informed is scheduled to go live by the end of the summer. Dr. Beatty added the 1.0 version will go live mid-summer; new aspects will be added.

REPORT ON OPEN EDUCATION RESOURCES

Dr. Maldonado noted the college has been reviewing on Open Educational Resources (OER) and noted the project has been on the radar screen for over a year. He noted students recently expressed concerns before the Board regarding the rising cost of textbooks and apprised that Dr. Beatty would provide an update regarding OER.

Dr. Beatty noted the Instructional Committee launched a survey and she apprised some of the survey results are included in the overview. She provided an overview to include the following:

OER Cost Saving Activities at HCC (Current)

- 27% of HCC programs have adopted at least one OER; 13% use OER in every class
- HCC bookstores offer rental, used, and digital textbooks at reduced prices
- HCC Libraries offer free “desk copies” of many current course textbooks
- HCC students provide used textbooks for library loan

- HCC award-winning LibGuide provides extensive resources on developing and adopting OER
- Limit of 2 “commercial” textbooks per course; unlimited number of OER textbooks can be used

OER Cost Saving Activities at HCC (Planned)

- Development of HCC Z-degree
- HCC conference during “OER Week” in March 2017
- Tag all class sections in course schedule that have free or low-cost textbooks

Dr. Beatty noted that the college has been approached to lead the development of the Z-Degree. She noted a conference is planned to include students and faculty in March 2017 to discuss future endeavors with both perspectives.

Dr. Tamez recommended the information be shared with the library student group. Dr. Beatty noted that one of the students has been appointed to the instructional material committee.

REPORT ON GRADUATION 2016

Dr. Maldonado reiterated the 2016 commencement was held at NRG on May 14, 2016 and apprised that Dr. Beatty would provide an overview of lessons learned.

Dr. Beatty provided a comparison of the number of participants from 2015 to 2016. She noted there were some conflicting numbers regarding students graduating and apprised that the published number being used is 2500; however, the number in accordance to Marching Order was 2305.

Dr. Beatty noted that a debriefing meeting will be held on June 15, 2016 and provided an overview of the following:

Accomplishments

- Marching Order
- Student contest
- Processional
- Photography
- Rehearsal
- Management of the unexpected
- Faculty participation
- Phenomenal speaker
- Great publicity (Graduation website enhancement and Egalitarian)

Opportunities for Next Year

- Perfect the one-ceremony approach
- Strength rehearsal

- Later arrival time
- Platform party modifications
- Create an incentive for the end of the ceremony
- Recessional
- Modify logistics (i.e. bathroom availability and parking)

Dr. Beatty noted that the graduation ceremony also served as a model for the Incident Management Plan. She noted a mock active shooting drill was conducted during the ceremony and recommendations were generated for future emergency preparedness. She noted that the plan was developed under the direction of Mr. Ashley Smith, General Counsel and Mr. Robert McCracken, Director of Risk Management.

Ms. Loredo expressed appreciation to faculty for attending and remaining for the entire ceremony. She also expressed appreciation to everyone including those coordinating the GED ceremony.

Dr. Beatty commented the GED venue was great and noted there will be more coordination to engage with other programs on the campus so parents and graduates can be educated about the college.

Ms. Loredo noted that she participated in the Middle College graduation at Fraga and expressed appreciation to Dr. Porcarello for having a table available to provide information to students. Dr. Tamez recommended the efforts be replicated at a larger scale to reach out to the high schools.

Ms. Loredo commented on the vests worn by the numerous Early College graduates.

Ms. Loredo acknowledged the COPA ceremony was held and thanked the members of COPA staff for keeping things on track.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 11:57 a.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: August 18, 2016