

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

October 7, 2014

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, October 7, 2014, at the HCC Administration Building, 2nd Floor, 3100 Main in Seminar Room B, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
Zeph Capo, *Committee Member*
Neeta Sane, *Committee Member Alternate*
Eva Loredo
Carroll G. Robinson
David B. Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
E. Ashley Smith, Acting General Counsel
William Carter, Vice Chancellor, Information Technology
Steve Levey for Zachary Hodges, Acting Vice Chancellor, Academic Affairs
Diana Pino, Vice Chancellor, Student Services
Teri Zamora, Vice Chancellor, Finance and Planning
Michael Edwards, Acting President, Coleman College
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Butch Herod, Acting President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
Susan Goll, President, Faculty Senate
Jodie Khan, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:08 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: Capo, Loredo, Robinson, Tamez and Wilson)

2012-2015 HCC STRATEGIC PLAN CRITICAL INDICATORS OF SUCCESS

Dr. Diana Pino informed that the presentation was an update regarding the critical indicators for the strategic plan and noted that the update for October was the completion and graduation data.

Dr. Pino provided an overview of the following:

- Definition of Success
- Course Completion
- Fall-to-Spring Persistence
- Fall-to-Fall Persistence
- Program Completers

Mr. Capo inquired of what has driven the increase from 2010 to current. Dr. Pino informed that it is a combination of items. She noted that student advisors have been implemented.

Mr. Capo inquired if welding programs are included in program completers. Dr. Pino informed that if the completion led to a certificate, it was included. Dr. Cesar Maldonado reiterated that if it leads to a certificate, it is included in the number. He apprised reverse calculation needs to be implemented because if a student does not apply for the award, it is not included.

Mr. Robinson requested a breakout of academic and workforce. He also inquired if it is possible to have compounded average. Dr. Maldonado noted that the numbers are reflective over the life of the plan, which is a five-year plan.

Mr. Robinson inquired if the data could be provided with the aggregation between academic and workforce and include it into the presentation. Dr. Maldonado informed that it could possibly be provided in the requested format and noted that a team will be attending a conference regarding programs and totality. Dr. Maldonado inquired if the request is to provide a de-segregation of the numbers by rewards.

Mr. Robinson noted that he is looking at course completion and graduation.

(Mrs. Sane joined the meeting at 3:20 p.m.)

Ms. Loreda inquired how students are counted who transfer out of HCC to pursue education at the university level. She inquired if there is a mechanism for tracking those students. Dr. Maldonado informed that data is captured for transfers; however, they are not counted as completers. He apprised that if they transfer without the awards, they are not counted as a degree or certificate completer.

REPORT ON INTERNATIONAL TRAVEL FOR HCC HONORS COLLEGE STUDENTS TO SPAIN AND FRANCE

Dr. Cheryl Peters advised that the students travel as a part of the honors program and noted that the students learn history, culture, and art. She informed that the students have been participating in the international travel for the last seven years. Dr. Peters apprised that the expenses are often covered through sponsorships. She noted that the item is presented for information purposes.

Dr. Tamez commended the college for making the travel available to the students and inquired of the percentage of students who travel from the Honors College. Dr. Peters informed that approximately 17 students travel of a class size of approximately 20 to 25 students. She apprised that some students are undocumented and not able travel.

Ms. Loreda noted that she attended the awards ceremony and informed that the students often expressed appreciation to the Board for allowing them to travel under the program. Dr. Peters apprised that the travel is life altering for the students.

Mr. Robinson expressed appreciation to Dr. Maldonado regarding the student scholarship and reiterated that some of the funds will go to the Honors College.

Mr. Robinson inquired if there is a process in place to combat the homesickness issue that occurred on a previous international trip. Dr. Peters informed that there is a process in place and denoted that the homesickness was a part of the Brazilian travel not the Honors College.

Mr. Robinson apprised that he would like to see a process that provides the means for getting the student back home in the case of homesickness and then deal with any reimbursement issues.

Mr. Robinson also recommended having a health protocol in light of the Ebola situation arising from the worker in Spain.

Mr. Capo inquired if there is a parallel for the students unable to travel. Dr. Peters informed that the program is sensitive to making certain students are exposed to other places.

With no further business coming before the Board, the meeting adjourned at 3:32 p.m.

Minutes recorded, transcribed & submitted by:
Sharon Wright, Manager, Board Services

Minutes Approved as Submitted: November 18, 2014