

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

October 13, 2016

Minutes

The Student Success/Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, October 13, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Carolyn Evans-Shabazz, Committee Chair
Neeta Sane, Committee Member
Robert Glaser, Alternate Committee Member
Zeph Capo
John P. Hansen
Eva Loreda

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Vice Chancellor/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
Madeline Burillo, President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Melissa Mahalick, Board Counsel, Bracewell LLP
Melissa Miller-Waters, President, Faculty Senate
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Dr. Carolyn Evans-Shabazz, Committee Chair, called the meeting to order at 10:35 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: Capo, Evans-Shabazz, Glaser, Hansen and Loreda)

TOPICS FOR DISCUSSION AND/OR ACTION

ANNUAL ENROLLMENT REPORT

Dr. Maldonado noted the annual enrollment report would be provided by Dr. Beatty.

(Mr. Capo stepped out at 10:37 a.m.)

Dr. Beatty provided a report to include an overview of the following:

- Reporting Guidelines for BOT
- Official Institutional Enrollment Reporting Dates
- Data Included (SCH, CEU, NCR, AHS)
- Annual Unduplicated Headcount by Enrollment Category FY 2016
- Annual Unduplicated Headcount FY 2015-2016 Comparison by Enrollment Category

Dr. Hansen inquired of the enrollment reporting and if the same person takes courses in the first semester and again the second semester are they not counted again. Dr. Beatty confirmed that was correct. Dr. Hansen noted he struggles in seeing how most of the students are different from the second semester than the ones from the first semester in order to reflect in the annual total.

(Mrs. Sane joined the meeting at 10:41 a.m.)

Dr. Beatty noted there is a different population of students that can enroll in the next semester. She noted the difference is the number of new students who may enroll in subsequent semesters. Dr. Maldonado referenced slide #5 and noted the number increases when the CEUs are added.

Dr. Beatty continued with the presentation to include:

- Duplicated Annual SCH Course Enrollment by Instructional Area/COE FY 2016
- Use of THECB Data
- Annual Unduplicated Headcount of SCH and CEU Students (FY 2011-2015)
- Using Data for Decision Making

Ms. Loreda noted that when the media reports the enrollment, it appears different. Dr. Maldonado added that the article that recently appeared in the paper noted the media did have the numbers, but in terms of how it was reported was unclear.

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Dr. Beatty reported enrollment as of today was up 2.45% for the fall semester.

Dr. Evans-Shabazz mentioned the Men of Honor event held on October 12, 2016 and noted that one attendee told her he would be returning.

Mr. Glaser inquired if the information presented is located on the dashboard and is it in disaggregated format. Dr. Beatty responded that it was based on the information inquiry.

Mr. Glaser noted he has been on the Board since January 2014 and requested information regarding the tracking of cohorts since fall of 2014. He noted it would be a measure of our success to know where these students are now and provide a reference of where we are and where we want to go. Mrs. Sane requested to see the same data. Dr. Maldonado noted administrative changes begin in fall of 2014. He noted the data will be provided and added that the increase in awards and national rankings speak for themselves. Dr. Maldonado apprised that these are long window projects and when initiatives are brought forward immediate results are not likely seen. He noted an improvement will be shown across the board.

Mr. Glaser noted his question was not looking for trends but to look for a baseline since hard data is available to obtain a hard baseline. He added he is requesting hard numbers to move forward as transformation activities progress to see the difference. Mrs. Sane noted the effort is to ensure there is a baseline. She noted there is a transition in progress but acknowledged the institution should not place student learning on hold. She concurred with Mr. Glaser's comments and requests.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 10:55 a.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: November 17, 2016