



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

Committee Member

Trustee Zeph Capo, Chair

Trustee Robert Glaser

Trustee Eva Loreda

Alternate Member

Dr. John P. Hansen

May 10, 2016

3:45 PM

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

**NOTICE OF A MEETING OF THE
Board Governance Committee
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

May 10, 2016

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Tuesday, May 10, 2016 at 3:45 PM, 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 bylaw. 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. Report on Board Expenditures for Fiscal Year 2015-16
- B. Report on Proposed Revisions to TASB Policies Section E: Instructions

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.

B. Personnel Matters

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

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 NOTICE

On this **4th day of May 2016**, 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) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

REPORT ITEM

Meeting Date: May 10, 2016

Board Governance Committee

ITEM #	ITEM TITLE	PRESENTER
A.	Report on Board Expenditures for Fiscal Year 2015-16	Dr. Cesar Maldonado

DISCUSSION

Provide the following Board expenditure reports for Fiscal Year 2015-2016 for the period of September 1, 2015 through February 29, 2016:

1. Board Travel
2. Board Account for Community Affairs (BACA)

DESCRIPTION OR BACKGROUND

The Board's Compensation and Expense policy specifies that the Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the Committee of the Whole meeting for travel expenditures indicating the amount, the event/travel and the requesting Trustee.

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

ATTACHMENTS:

Description	Upload Date	Type
Board Travel Expenditure Report (FY2015-2016)	4/28/2016	Attachment
BACA Expenditure Report (FY 2015-2016)	4/28/2016	Attachment

This item is applicable to the following: District

BOARD TRAVEL
Expenditure Report
(September 1, 2015 through February 29, 2016)

Conference	Date	Total	Comments
2015 Congressional Black Caucus (Washington, DC)			
Carolyn Evans-Shabazz	09/15/2015	\$2,384.79	
	09/20/2015		
Christopher W. Oliver	09/17/2015	\$2,843.51	
	09/19/2015		
Total:		\$5,228.30	
2015 ACCT Annual Leadership Congress (San Diego, CA)			
Zeph Capo	10/15/2015	\$234.00	Travel Cancelled by Trustee
	10/18/2015		
Eva Loreda	10/15/2015	\$335.99	Travel Cancelled by Trustee
	10/18/2015		
Total:		\$569.99	
2016 ACCT National Legislative Summit (Washington, DC)			
John P. Hansen	02/7/2016	\$3,838.16	
	02/11/2016		
Eva Loreda	02/8/2016	\$2,902.60	
	02/11/2016		
Christopher W. Oliver	02/9/2016	\$3,232.82	
	02/11/2016		
Total:		\$9,973.58	

BOARD ACCOUNT FOR COMMUNITY AFFAIRS
Expenditure Report
(September 1, 2015 through February 29, 2016)

Trustee	Date	Organization	Function	Cost	Balance
Trustee Zeph Capo					
					\$4,000.00
	10/29/2015	Tejano Center Gala		750.00	\$3,250.00
	11/4/2015	Next General of Accountability Standards		81.00	\$3,169.00
	2/3/2016	Next General of Accountability Standards		200.00	\$2,969.00
			Total Expense	\$ 1,031.00	
Trustee Carolyn Evans-Shabazz					
					\$4,000.00
	9/29/2015	Forward Times 55 Anniversary Celebration	Sponsorship	515.00	\$3,485.00
	10/5/2015	Community Night Out	Community Event	231.00	\$3,254.00
	2/29/2016	Top Ladies of Distinction	Sponsorship	500.00	\$2,754.00
	2/16/2016	African American National Spelling Bell	Sponsorship	500.00	\$2,754.00
			Total Expense	\$ 1,746.00	
Trustee Robert Glaser					
					\$4,000.00
			Total Expense	\$ -	
Trustee John P. Hansen					
					\$4,000.00
			Total Expense	\$ -	
Trustee Eva Loreda					
					\$4,000.00
	9/28/2015	Hispanic Scholarship Council	Sponsorship	500.00	\$3,500.00
	10/9/2015	Texas Gulf Coast, Inc.	Sponsorship	200.00	\$3,300.00
	10/19/2015	SER-Dia de Muertos	Registration	200.00	\$3,800.00
			Total Expense	\$ 900.00	
Trustee Christopher Oliver					
					\$4,000.00
	9/2/2015	Crestmont Park Civic Association	Sponsorship	200.00	\$3,800.00
	9/28/2015	The March of Faith	Sponsorship	150.00	\$3,650.00
			Total Expense	\$ 350.00	
Trustee Neeta Sane					
					\$4,000.00
	9/17/2015	Annual Alief Parade	Entry Fee	150.00	\$3,850.00
	9/28/2015	Asian American Health Coalition	Sponsorship	300.00	\$3,550.00
	10/29/2015	Alief Super Neighborhood Council Mtg	Sponsorship	81.16	\$3,468.84

Trustee	Date	Organization	Function	Cost	Balance
	11/23/2015	International Trade Center	Sponsorship	1,000.00	\$2,468.84
	11/25/2015	Alief Meeting (Hospitality Sponsor)	Sponsorship	30.93	\$2,437.91
	1/7/2016	Fort Bend Independent	Sponsorship	375.00	\$1,562.91
	1/11/2016	Alief International Lunar New Year Parade	Sponsorship	150.00	\$2,287.91
	1/12/2016	Celebrate Diversity Breakfast	Sponsorship	350.00	\$1,937.91
	1/11/2016	Beyond Careers	Sponsorship	250.00	\$1,312.91
			Total Expense	\$ 2,687.09	
Trustee Adriana Tamez					
					\$4,000.00
	9/30/2015	Hispanic Scholarship Council	Sponsorship	500.00	\$3,500.00
	10/9/2015	Keep Houston Beautiful	Sponsorship	1,500.00	\$2,000.00
	10/29/2015	Tejano Center Gala	Sponsorship	750.00	\$2,750.00
	12/3/2015	AUSA - Houston Metroplex Chapter	Sponsorship	200.00	\$1,800.00
			Total Expense	\$ 2,950.00	
Trustee David Wilson					
					\$4,000.00
			Total Expense	\$ -	

REPORT ITEM

Meeting Date: May 10, 2016

Board Governance Committee

ITEM #	ITEM TITLE	PRESENTER
B.	Report on Proposed Revisions to TASB Policies Section E: Instructions	Dr. Cesar Maldonado Ashley Smith Jarvis Hollingsworth

DISCUSSION

The HCC Board of Trustees must regularly review and update its policies to ensure they conform and comply with applicable law, best practices, and the Board's vision, mission, values, and goals. Additionally, Board policies establish clear and written guidelines for the administration to follow when carrying out operations.

HCC Board and General Counsel are presenting proposed revisions to the TASB Policies **Section E: Instruction** for the Board's review, and find the proposed policies (which include model TASB policies and current HCC policies) are appropriate and necessary to ensure that HCC's policies are current and compliant with the law and best practices. Upon Board review of TASB policies Section E, the HCC Compliance Officer and Board Counsel will work with TASB to complete the localization and codification of policies for the district and the HCC Compliance Officer will collaborate with policy stakeholders to incorporate policy changes.

DESCRIPTION OR BACKGROUND

In support of HCC's objectives to define a system-wide compliance plan, the Chancellor and Compliance Officer reported to the Board in April 2015, plans to redevelop board policies and supporting procedures in order to implement a centralized compliance program.

The proposed TASB Local Policy Manual, when completed and finalized by Spring 2016, will not only align with the college's transformation goals to increase accountability at all levels of the organization, but also meet the college's commitment to a compliance program to further promote operational efficiency. Specifically, the policy framework will: 1) clearly define board intent or requirements in accordance with the law, 2) reduce potential legal risk by mandating consistent practices across the district, 3) be easily accessible and searchable online via TASB Policy Online, 4) allow for training and enforcement mechanisms; 5) and routinely be updated in response to changes in the law.

FISCAL IMPACT

N/A

STRATEGIC ALIGNMENT

2. ORGANIZATIONAL STEWARDSHIP

B. Improve and streamline business transactions and process

3. PERFORMANCE EXCELLENCE

A. Focus on one HCC and consistency of quality experience across the campuses, departments and facilities, C. Employ analytic measures to assess and guide performance excellence

ATTACHMENTS:

Description	Upload Date	Type
Cover Memo - TASB Policies Section E	5/6/2016	Cover Memo
Proposed TASB Policies Section E: Instructions	5/6/2016	Attachment

This item is applicable to the following: District

The following documents represent TASB local policies for Section E: Instruction. The documents do not include any related TASB Legal policies. Further, all TASB model policies are identified with a grey watermark; the black text represents TASB's model policy language. The colored text within the TASB model policies represents additions or revisions inserted by Board Counsel or Compliance/General Counsel to be consistent with current HCC policy and/or practices; the insertions that represent current HCC policy language are noted in the margins with the HCC policy number.

HCC policies that have been included and converted to the TASB format are marked with a grey watermark.

SCHOOL YEAR AND CALENDAR

EA
(LOCAL)

ACADEMIC CALENDAR

The College District shall set its academic year and calendar in conjunction with guidelines published by the Texas Higher Education Coordinating Board. A semester shall include at least 15 weeks for instruction and one week for final examinations. Every fall semester will end before December 23.

The summer session shall be considered an integral part of the college year. Each of the two summer terms shall include no less than five calendar weeks including registration, instruction, and final examinations. No terms of instruction during the year may be offered for less than three weeks.

Comment [v1]: HCC E.2

CURRENT HCC POLIC

The College District shall offer distance education courses and programs to provide expanded access to students and to respond to needs of the College District and the wider service area. In accordance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools and the rules and regulations of the Texas Higher Education Coordinating Board, the College District will develop and maintain procedures that ensure instructional quality and institutional effectiveness for delivery and support of distance education programs.

Comment [v1]: HCC E.1.9

CURRENT HCC POLIC

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

COURSE LOAD

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the ~~{C-administrator-determining-course-loads}~~ instructional dean. The maximum course load shall be no more than 21 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the ~~{C-administrator-determining-course-loads}~~ instructional dean. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

LIMITATION ON
NUMBER OF
DROPPED COURSES

In accordance with the Texas Higher Education Coordinating Board rules and regulations, Aa College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education.

EXCEPTIONS FOR
GOOD CAUSE

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

PROCEDURES

The ~~{G-head-of-district/college/ESC, initial upper case}~~ Chancellor ((Chancellor or designee)) shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EDA
(LOCAL)

INSTRUCTIONAL RESOURCES

Because of the investment required to build and maintain academic instructional quality, the College District is committed to developing programs for which it has sufficient resources to ensure the highest quality in all aspects of its programs.

Comment [v1]: HCC E.2

ADOPTION AND USE OF INSTRUCTIONAL MATERIALS

In January 2007, the College District Board of Trustees adopted a policy to constrain the rising costs of textbooks through actions that: (1) require books (whenever possible) to be used for at least three years; (2) require earlier selection dates for textbooks to allow students to shop around for better prices; (3) implement separate "bundling" of instructional materials so that students don't have to buy books, CDs, workbooks, etc. that the professor does not expect to use in class; and (4) prohibit gifts or payments from publishers that could influence textbook selections.

Comment [v2]: HCC E.2.5

TEXTBOOK SELECTION

The Chancellor and the Vice Chancellor for Instruction and Chief Academic Officer (Chancellor or designee) shall develop and implement procedures by which textbook costs will be constrained and faculty will be supported in the development and use of open educational resources.

EDUCATIONAL USE OF THE INTERNET

The College District maintains a connection to the Internet for employees, students, and staff in support of the mission of the College District. College District patrons, students, and staff use it at their own risk. The College District does not censor access to materials or protect users from materials they may find offensive. The restriction of a child's access to the Internet is the responsibility of the parent or guardian.

Comment [v3]: HCC E.2.1

Unofficial (personal) web pages may not include the College District logo or any reference to the College District that would mislead the user into believing that the information presented is official information or part of the system web page.

COPYRIGHT INFRINGEMENT

College District employees and students shall comply with the provisions of the United States Copyright Laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others. Employees and students will be held accountable for violations of copyright laws.

Comment [v4]: HCC E.2.2

Unauthorized duplication, distribution or use of intellectual property, including computer software or sound recordings, constitutes copyright infringement, is illegal, and subject to both civil and criminal penalties.

INSTITUTIONAL
REVIEW BOARD

College District will create an Institutional Review Board (IRB) to review both internal and external requests for research studies involving College District human subjects (students, faculty, and/or staff). The Chancellor shall authorize the Vice Chancellor for Instruction and Chief Academic Officer to establish a process by which the College District IRB will be created and operated to determine and assure that:

1. the welfare and rights of human subjects are adequately protected and informed consent given, if necessary;
2. human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of the research;
3. the necessity and importance of the research outweighs the risks to the subjects; and
4. the researcher(s) is/are qualified to conduct research involving human subjects.

Comment [v5]: HCC E.2.4

CURRENT HCC POLIC

CURRICULUM DEVELOPMENT

EE
(LOCAL)

CURRICULUM
DEVELOPMENT AND
REVISION

Faculty shall have a central role in designing and revising curriculum. To encourage faculty innovation and to expedite curriculum decisions, the [G head of district/college/ESC, initial upper case]Chancellor (Chancellor or designee) shall establish-adopt procedures for curriculum development that provide for faculty involvement in decision making. The Vice Chancellor of Instruction and Chief Academic Officer (Chancellor or designee) shall work with the College District curriculum committee to draft procedures to develop and maintain the College District curriculum. All educational programs shall be continually reappraised to ensure that the offered courses meet the needs of the community and College District students.

Comment [v1]: HCC E 3.1

Comment [v2]: HCC E 3.1

CORE CURRICULUM

The College District shall adopt a core curriculum adhering to guidelines and rules established by the Texas Higher Education Coordinating Board. All students seeking an Associate of Arts (AA), Associate of Science (AS), or Associate of Arts in Teaching (AAT) degree are required to complete the core curriculum or a state-approved field of study curriculum. In accordance with state guidelines, the College District shall offer a core curriculum, set forth in the course catalog, that is fully transferable and, if completed, substitutes for a receiving institution's core curriculum. Upon completion, students may apply for and receive a College District Certificate of Completion and have core completion noted on their transcript.

Comment [v3]: HCC E.1.4

The College District shall offer a variety of instructional options to prepare students for the workforce, including Associate of Applied Science (AAS) degree programs, with semester credit hours (SCH) that may be transferable to baccalaureate programs in four-year colleges and universities; certificate programs of less than two years with SCH that may lead to associate and/or baccalaureate degrees; and institutional certificates with either SCH or continuing education units (CEU) that may qualify the student as a "marketable skills achiever."

TASB MODEL POLICY

INSTRUCTIONAL PROGRAMS AND COURSES
CAREER TECHNICAL WORKFORCE COURSES

EFAB
(LOCAL)

WORKFORCE PROGRAMS

The primary purpose of workforce programs is to prepare students with knowledge and skills for immediate entry into the workforce. The programs may be articulated for transfer to particular programs for baccalaureate degrees at universities.

Comment [v1]: E.1.5

All College District workforce programs shall be created, operated, and revised in accordance with the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Workforce Education Course Manual (WECM) as approved by the Texas Higher Education Coordinating Board (THECB), Continuing Education Programs.

The College District shall offer continuing education courses and programs for students to explore new career options or develop skills and knowledge in their current career fields. These courses will be offered for continuing education units (CEU) according to state and national guidelines. State guidelines shall be those approved by THECB. The College District may also offer continuing education courses and programs for students' personal enrichment and to serve community needs and interests.

CONTRACT TRAINING

Through its contract training programs, the College District shall provide opportunities for business and industry to train its workforce. The College District shall cooperate with business and industry clients to create new programs and/or adapt existing curricula to meet the needs of the employers and workers. Contract training may be offered for credit or for continuing education units (CEU) according to guidelines approved by THECB.

Comment [v2]: E.1.6

CURRENT HCC POLICY

INSTRUCTIONAL PROGRAMS AND COURSES
DEVELOPMENTAL EDUCATION

EFAC
(LOCAL)

DEVELOPMENT
PROGRAMS

The College District shall offer non-transferable college preparatory credit courses as designated by the Texas Higher Education Coordinating Board. ~~in English (writing), academic ESL, intensive ESL, reading, mathematics, and study skills to prepare students for success in all college-level educational programs.~~

Comment [v1]: E 1.8

CURRENT HCC POLIC

The Board shall ~~determine~~ approve the types of degrees and certificates ~~programs to be awarded~~ offered by the College District according to the guidelines established by the Texas Higher Education Coordinating Board. The degrees, ~~and~~ certificates, ~~and~~ programs offered by the College District shall be described in the College District catalog.

TASB MODEL POLICY

CURRICULUM DESIGN
HONORARY DEGREES

EFBB
(LOCAL)

The College District Board of Trustees, upon recommendation of the Chancellor, may bestow honorary degrees according to the following criteria:

- 1) Excellence in the fields of public affairs, the sciences, humanities and the arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope in the institution.
- 2) Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or humanity at large.
- 3) Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

Comment [v1]: March 2001, the board recommended the college adopt an honorary degree policy, with specific language for the proposed policy outlined in an action item. However, the policy was never officially codified or added to the HCC policy catalog. EFBB represents the criteria from the 2001 action item.

SPECIAL PROGRAMS
ADULT BASIC AND SECONDARY EDUCATION

EFCB
(LOCAL)

ADULT EDUCATION
PROGRAMS

The College District shall offer a comprehensive array of adult education programs, including adult basic education, English as a Second Language (ESL), and GED preparatory courses. The College District shall also offer adult high school courses for students who seek to attain a high school diploma.

Comment [v1]: E 1.7

Basic adult education programs shall be provided by the College District in accordance with state statute and regulations and standards formulated by the State Board of Education as well as the U.S. Department of Education.

CURRENT HCC POLIC

ADOPTED:

1 of 1

EFCB(LOCAL)-AJC

An official General Educational Development (GED) testing center shall be located at one or more College District facilities designated by the Board.

PROCEDURES

The ~~[G head of district/college/ESC, initial upper case]~~Chancellor or designee shall develop written procedures concerning the operation of the center. The procedures shall:

1. Address the selection, requisition, and permanent storage of restricted test materials;
2. Address the provision of a suitable place for administering the test;
3. Include a written emergency plan; and
4. Address other operational matters as appropriate.

TESTING SCHEDULE

The ~~[G head of district/college/ESC, initial upper case]~~Chancellor or designee shall annually publish a testing schedule in appropriate College District publications.

CHIEF EXAMINER

The ~~[G head of district/college/ESC, initial upper case]~~Chancellor or designee shall designate a qualified chief examiner and shall seek authorization for the designation of that individual, as well as any subsequent changes to the chief examiner, from the Texas Education Agency (TEA). The chief examiner shall attend training annually as required by law.

FEES

In accordance with law, the Board shall approve a fee for the administration of the test, and the College District shall submit the amount and any subsequent changes to TEA for approval.

ANNUAL REPORT

The ~~[G head of district/college/ESC, initial upper case]~~Chancellor or designee shall report to the Board annually concerning the center, including the number of tests administered and the fees received for administering the test.

ADVISING PROGRAM

The College District shall provide an effective program of academic advising for all students. The program shall include orientation to the College District, assistance in selecting courses, time management, study skills and habits, career information and planning, placement assistance, and testing services.

CURRENT HCC POLICY

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

The ~~Board~~ Vice Chancellor of Instruction and Chief Academic Officer (Chancellor or designee) , in collaboration with faculty, shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. The ~~{G head of district/college/ESC, initial upper case}~~ Chancellor (Chancellor or designee) shall develop written procedures to implement the grading and credit provisions ~~adopted by the Board~~. [For class rank calculations, see EGB]

TRANSFER OF
COURSE CREDIT

In its course catalogs, and on its website, HCC shall publish guidelines addressing the practices of College District regarding the transfer of course credit. In the guidelines, the College District must identify a course by using any common course numbering system adopted by the Texas Higher Education Coordinating Board (THECB).

Comment [v1]: HCC E.1.3

The College District shall offer college-level freshman and sophomore academic transfer courses leading to two-year Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees. The associate degree reflects the highest level of educational attainment the College District offers its students. All academic courses and degrees are designed to transfer to baccalaureate programs in four-year colleges and universities.

Academic course offerings are based on the THECB Academic Course Guide Manual (ACGM).

TRANSFER DISPUTE
RESOLUTION

The College District shall adhere to procedures adopted by the THECB to resolve any disputes concerning the transfer of lower division course credit. The procedures are published in the College District course catalog.

Comment [v2]: HCC E.1.3.1

Current and incoming students may earn credit for relevant education, work, or other life experience. Qualified students may earn credit by performing satisfactorily on certain national tests and Advanced Placement (AP) exams or by completing tests developed and administered by the College District.

The ~~[G-head-of-district/college/ESC, initial upper case]~~Chancellor and the Vice Chancellor for Instruction and Chief Academic Officer (Chancellor or designee) shall develop procedures to implement this policy. The requirements shall be published in the College District catalog and other relevant publications as determined by the administration.

TASB MODEL POLICY

| The Chancellor or designee shall develop a schedule of final exams to occur during each final exam period designated by the Board on the academic calendar. The final exam schedule shall be published in the College District catalog.

TASB MODEL POLICY

In accordance with the Texas Higher Education Coordinating Board and accrediting agency requirements, ~~The Board~~ College District shall ~~establish~~ have graduation requirements in a manner consistent with applicable law. The College District catalog shall address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each degree or certificate awarded by the College District.

~~To be eligible for graduation, a student must first submit an application in accordance with procedures established by the [G head of district/college/ESC, initial upper case]Chancellor and published in the College District catalog.~~

TASB MODEL POLICY

The College District shall assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework prior to enrollment of the student. The College District will not use the assessment or its results as a condition of admission to the College.

Comment [v1]: HCC 3.4

The process for determination of a student's readiness will be published as the HCC Texas Success Initiative Plan in the HCC Catalog.

Under exceptional circumstances, the College District may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.

CURRENT HCC POLIC

MISCELLANEOUS INSTRUCTIONAL POLICIES
OTHER INSTRUCTIONAL INITIATIVES

EJA
(LOCAL)

INTERNATIONAL
INITIATIVES

The College District recognizes the importance of providing students with an international and intercultural focus in learning. While the College District emphasizes service to its local community, therefore, it shall also support appropriate international initiatives for students and faculty consistent with its institutional mission and other applicable Board policies. The Chancellor's office shall facilitate these initiatives.

Comment [v1]: HCC E.4

To promote these initiatives, the College District may enter into Agreements of Academic Affiliation, Technical Assistance Contracts, or other formal relationships with educational institutions internationally. The administration shall provide semiannual reports to the Board regarding all international initiatives, and shall otherwise notify the Board of significant developments in these areas. Such agreements do not transfer the College District Commission on Colleges/ Southern Association of Colleges and Schools (SACS) accreditation to any international partner or its students unless a substantive change is approved by SACS.

OUT-OF-DISTRICT
PROGRAMS

The College District shall offer out-of-district programs to provide expanded access to students and respond to the needs of the service area. In accordance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools and the rules and regulations of the Texas Higher Education Coordinating Board, the College District shall develop and maintain procedures to ensure the quality and effectiveness of such programs.

Comment [v2]: HCC E.1.10

CURRENT HCC POLICIES

Houston Community College
101506

MISCELLANEOUS INSTRUCTIONAL POLICIES
EDUCATIONAL PHILOSOPHY

EJC
(LOCAL)

The College District is a comprehensive educational institution that provides academic transfer, workforce, corporate training/continuing education, developmental, and adult basic education programs. In all of these programs, the College District shall maintain high standards and encourage innovative teaching methods that take full advantage of technological advances. The College District encourages students to develop their skills, both personal and academic; to take responsibility for their education; to become flexible in order to meet the constantly shifting demands of a rapidly developing world; to appreciate their culture and those of other societies; and to cultivate excellence.

The educational programs and courses of College District shall meet all criteria as prescribed by the Texas Higher Education Coordinating Board and the Commission on Colleges of the Southern Association of Colleges and Schools.

Comment [v1]: HCC E.1