DIVISION OF INSTRUCTIONAL SERVICES

Houston Community College
Moments for Reflection

Dr. Kimberly Beatty
Office of the Associate Vice Chancellor, Instructional Services

Dr. Stephen Levey
# Instructional Divisions

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<tbody>
<tr>
<td>Dean Jerome Drain</td>
<td>Dean Timor Sever</td>
<td>Dean Amy Tan</td>
<td>Dean Aaron Knight</td>
<td>Dean Ted Hanley</td>
<td>Dean Roberto Rodriguez</td>
<td>Vacant</td>
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<tr>
<td>3,395,968 contact hours</td>
<td>1,421,088 contact hours</td>
<td>2,172,880 contact hours</td>
<td>2,746,560 contact hours</td>
<td>2,012,080 contact hours</td>
<td>1,700,976 contact hours</td>
<td>866,048 contact hours</td>
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- Biology
- Chemistry
- Physics/Astronomy
- Geology
- Horticulture/Agriculture
- SCIT/TECM

- Mathematics
- English
- Speech
- Comm.
- Sign Lang./Interpreting

- Economics
- Sociology
- Psychology
- Government
- Geography
- Anthropology

- History
- World Lang.
- Philosophy
- Humanities/Inter. Studies
- Library

- Accounting
- Bus. Mgmt.
- Bus. Tech.
- Finance/Bank
- Int. Business
- Marketing & Marketing Management
- Real Estate
- Paralegal

- Drama
- Dance
- Music
- Studio Art & Art History
Initial Priorities

- Enrollment Management, e.g.:
  - Set realistic enrollment goals
  - Consistent class cap size when possible, monitor fill rates
  - Identify resources to meet goals
  - Marketing & student recruitment plan
  - Devote as much “attention to retention” as to recruitment
  - Be a “secret shopper.”
  - Financial aid
  - Communicate on all the above
- Develop a set of measureable outcomes. Monitor them regularly:
  - Retention
  - Persistence
  - Completion
  - more
• Improvement of Courses/Learning Assessment
  • Continuous reiterative cycle of improvement (planning, implementation, observation, reflection – practical action model)
  • Learning assessment - presentation by Dr. Doug Eder (Instructional Leader’s Conf., 8/18)
• Quality of Teaching
  • Course design/pedagogy
  • Learner-centered instruction (active, collaborative, real world, etc.)
• Learning/predictive analytics
OFFICE OF THE ASSOCIATE VICE CHANCELLOR, COLLEGE READINESS

DR. CATHERINE O’BRIEN
Director of Adult Education Programs: Dr. David Joost

1. Create pathways for success and transition to college certificate and degree programs.

2. Provide ESL, ABE, and GED preparation, Math College and Career Readiness, and Reading College and Career Readiness.

3. Support Accelerate Texas Grant: Math Integrated Education and Training (MIET) and Reading Integrated Education and Training (RIET)

4. Coordinate Community Based Job Training Program

5. Coordinate Fee-based program that delivers high school credits to students falling short of graduation requirements

6. Offer Texas Research-based Adult Instruction Network for Professional Development (TRAIN PD)
## College Readiness

**Maria Straus, Dean**

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<tr>
<th>INRW</th>
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<tbody>
<tr>
<td>INRW</td>
<td>INRW 0410</td>
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<table>
<thead>
<tr>
<th>Developmental Math</th>
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<tr>
<td></td>
<td>Math 0106</td>
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<td></td>
<td>Math 0409</td>
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<td>Math 0312</td>
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<th>Student Success</th>
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<td>EDUC 1300,</td>
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<td>LEAD 1370,</td>
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<td>HPRS 1201,</td>
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<td>ENGR.1201</td>
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Transforming Dual Credit

Personnel
- P16 Director
- College P16 Director
- Dual Credit Success Coaches

Policies
- MOUs
- New Legislation

Procedures
- Mandatory Professional Development
- Streamlined Pathways
- Registration
- Enrollment
Office of the Associate Vice Chancellor, Workforce & Economic Development

Dr. Madeline Burillo
**Administration**

- Aleca Alejandro - Ex. Sec.
- Marcus Hamilton - Senior Budget Specialist
- Madeline Burillo – AVC

**Perkins**

- Sheryl George Jones, Director

**Workforce Solutions Outreach**

- Marshall McGhee, Director

**Program Development and Compliance**

- Dr. Joanna Kile – Ex. Dir. Workforce Innovation & Program Development
Extended Learning

**Apprenticeship Partnerships**
- Independent Electrical Contractors
- Plumbers
- Masonry
- Ironworkers
- Asbestos Workers
- Operating Engineers
- Painters
- Glaziers
- Pipefitters
- Sheet Metal
- Stationary Engineers

**In Progress**
- CVS Pharmacy
- JP Morgan Chase

**Corrections Education**
- Culinary
- Auto Body Repair
- Auto Mechanics
- HVAC
- Welding
- Carpentry
- Business Technology
- Graphic Arts
School of Continuing Education

- Accelerated Teacher Certification
- Business
- Construction Trades
- Energy
- Health & Center for Healthcare Professionals
- Information Technology
- Languages
- Online Continuing Education
- Public Safety Institute
- Truck Driving & Diesel Equipment Maintenance
HONORS AND WEEKEND COLLEGE

DR. CHERYL PETERS
Highly successful program beginning ninth year

Take to scale adding one college per year

Directors will be needed; job descriptions of duties formalized

Will update application materials on website and develop new marketing materials this fall

Begin recruiting in high schools in spring

Additionally, oversee budget and activities of Phi Theta Kappa
Weekend College

- DOE Grant submitted to develop Weekend College
- If grant not funded, we will develop anyway
- We will offer whole programs—not random courses—in 8 week hybrid formats meeting on Saturday
- Admit students in cohorts, turning PT students into FT students to reduce time to completion (Time is the enemy!)
- Provide additional support services (success and graduation coaches) to assure that students complete degrees in 2 years
SUCCESS AND COMPLETION

DR. BETTY FORTUNE
The work of this department is to provide oversight for the overall success and completion plan for the institution. This plan will encompass activities established by the institution to facilitate the successful completion of all programs. The department will provide assessment of current initiatives, exploration of new initiatives, support and resources to current established initiatives in an attempt to scale these initiatives college wide and to augment these initiatives with professional development opportunities as needed. Furthermore, the department will track all initiatives using technology software programs.
Creating Pathways to Success
• Provide support for all success and completion activities specific to all Centers of Excellence
• Collaborate with student services on a comprehensive retention plan
• Develop reports regarding success and completion
• Collaborate with student services on a comprehensive completion plan
• Review the first year experience
• Collaborate with student services on a comprehensive early alert program
• Provide faculty development in implementing early alert strategies
• Create a comprehensive supplemental instruction program
• Review placement plan
• Facilitate discussion on future pathways
CURRICULUM AND INSTRUCTIONAL ASSESSMENT

DR. NORMA PEREZ
• Creation of new programs and/or new awards
• Revision of all awards including deactivations and closures
• Compliance with THECB and SACs rules
• Maintenance of CurricUNET
• Degree Plans
• Instructional section of the HCC Catalog (Program/degree information and course descriptions)
• Third-Party Accreditations
• Labor Market Data for new programs or review of current programs
Assessment

- Program Review or Annual Planning Report due February 15th

- Annual Learning Assessment Reports due October 15th

- Program Committee Meeting Minutes for Fall and Spring due after meeting date

- Advisory Committee Signed Meeting Minutes for Fall, Spring or Summer due after meeting date (Workforce Programs Only)

- THECB CB116 Graduate Follow Up and Licensure Reports

- Core Curriculum Assessment (General Education)

- Maintenance of SharePoint Assessment Site

- Gainful Employment Disclosures
Instructional Quality

- Faculty Credentialing, Compensation and Workloads
- Course Requisites
- Class Scheduling Guidelines
- PeopleSoft Updates Related to Curriculum and the Academic Advisement Report
- Course Substitutions and Graduation Issues
- Transfer and Articulation Agreements
- Alumni and Employer Surveys (Forthcoming)
- Training Workshops
ACCREDIATION COMPLIANCE

JUDY CANTWELL
What does accreditation have to do with you?

- You comply with SACSCOC standards and requirements.
- My office merely reports about your activities.
IE and Assessment standards and requirements

- Both instruction and administration are to be evaluated.
- Instructional Assessments
- Administrative Assessments
Accreditation Compliance

Both instructional and administrative assessments:

• Report how the activity or your area is assessed or evaluated.
• Report the assessment or evaluation data.
• Analyze the results of the assessment or evaluation.
• How were these results used to improve?

Every year, every time, all activities
THE INSTITUTE FOR INSTRUCTIONAL ENGAGEMENT & DEVELOPMENT

DR. DAVID DIEHL
About Us

Center for Teaching & Learning Excellence

Faculty Academy

Instructional Leadership Academy
Our Services

We support instructional leaders and faculty in:

• Course development/redesign
• Learner engagement/teaching strategies
• Various authentic assessment methods
• Instructional resource management
• Professional development opportunities
• Peer-peer collaborative partnerships
• Instructional videography, database, & web development
Our Successes

- Faculty Awards & Student Engagement Innovation Symposium
- Design to Delivery: A 7-Step Guide to HCC’s 360° Student Engagement Course Design Strategy for Online Delivery
- HCC Quality Enhancement Plan (QEP)
- Specialized Trainings (D&I, INRW, Education 1300, Dev. Math)
- Just-In-Time Orientation for Faculty
- New Employee Onboarding
- Model Courses
- Rig One Roustabout Training
- Texas Success Initiative (TSI)
- Student-Driven Course Quality Design Series
- EducationXchange
- Virtual Faculty Lounge

http://hccs.edu/vfl