



AGENDA

ACADEMIC AND STUDENT AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES

**December 3, 2025
12:00 PM**

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

**NOTICE OF A MEETING OF THE
Academic and Student Affairs Committee
OF THE BOARD OF TRUSTEES**

HOUSTON CITY COLLEGE

December 3, 2025

Notice is hereby given that a Meeting of the Academic and Student Affairs Committee of the Board of Trustees of Houston City College will be held on Wednesday, December 3, 2025 at 12:00 PM, or after, and from day to day as required, 3100 Main Street, 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 by law. 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

- A. Opportunity for Public Comments

II. Topics For Discussion and or Action

- A. Proposed New Award and Deactivations
- B. Proposed New Awards: Biotechnology Laboratory Sciences A.A.S., Biotechnology Laboratory Sciences, Level 2 Certificate, and Biotechnology Laboratory Sciences, Level 1 Certificate
- C. Proposed New Awards: Aviation Maintenance Technology-Airframe, A.A.S & Aviation Maintenance Technology-Powerplant, A.A.S., Aviation Maintenance Technology - General, Level 1 Certificate
- D. Houston Reconnect and Connect 2 Workforce Program Update

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 **25th day of November 2025**, 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 City College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston City College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

REPORT ITEM

Meeting Date: December 3, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Proposed New Award and Deactivations	Dr. Margaret Ford Fisher Dr. Miguel A. Ramos Dr. Norma Perez Dr. Lutricia Harrison Dr. Betty Fortune

DISCUSSION

The report presents new awards/programs for approval by the Board of Trustees and informs the Board of Trustees of the award/program deactivations.

COMPELLING REASON AND BACKGROUND

- HCC's continuous improvement process allows for awards to be created and deactivated based on need.
- HCC's program development and deactivation processes help facilitate program currency.
- The program development and deactivation process help align awards with workforce and transfer needs.

FISCAL IMPACT

- Biotechnology Laboratory Sciences, A.A.S.
 - 5-year revenues: \$645K | 5-year expenditures: \$858K | First year costs: \$223K
- Biotechnology Laboratory Sciences, C2
 - 5-year revenues: \$366K | 5-year expenditures: \$151K | First year costs: \$29K
- Biotechnology Laboratory Sciences, C1
 - 5-year revenues: \$169K | 5-year expenditures: \$95K | First year costs: \$18K
- Aviation Maintenance Technology - Airframe, A.A.S. and Aviation Maintenance Technology - General, C1
 - 5-year revenues: \$1.6 mil | 5-year expenditures: \$1.9 mil | First year costs: \$866K
- Aviation Maintenance Technology - Powerplant, A.A.S.
 - 5-year revenues: \$641K | 5-year expenditures: \$889K | First year costs: \$614K

STRATEGIC ALIGNMENT

Strategic Priority: 1- Student Success, Strategic Priority: 5 - College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Proposed New Awards and Deactivations PowerPoint	11/20/2025	Presentation
HCC Deactivation Process	11/18/2025	Attachment

This item is applicable to the following: Coleman, Northeast



Proposed New Awards & Deactivations

Margaret Ford Fisher, Ed.D.
Chancellor

Norma Perez, Ph.D.
Senior Vice Chancellor, Instruction & Student Services and CAO

Miguel A. Ramos, Ph.D.
Vice Chancellor, Instructional Services

December 3, 2025

Overview

Proposed awards are developed by programs based on factors such as job market need, student demand, evidence of success in complementary programs, and analyses of offerings of institutional peers.

HCC's curriculum development process helps ensure that program offerings remain relevant including input from program advisory committees.

HCC's award deactivation process helps ensure program offerings maintain currency.



Proposed New Awards for Fall 2026

Biotechnology Laboratory Sciences, A.A.S.

Rationale: The Biotechnology Laboratory Sciences Associate of Applied Science Program at Houston City College prepares students for careers in the rapidly growing field of biotechnology. Designed to meet the needs of diverse biotechnology, the program combines rigorous academic instruction with hands-on laboratory experience. Students will gain proficiency in essential biotechnological techniques, quality control standards, and safety protocols while mastering the use of state-of-the-art laboratory equipment. Graduates will be equipped with the skills necessary for entry-level positions as Biotechnology Laboratory Technicians and other roles in biomedical and clinical laboratories.

Projected Enrollment	Projected Average Annual Regional Job Openings, 2022-32	Avg. Hourly Wage	Budget Summary
25 students in the first year (FY 27) with cumulative enrollment of 178 by FY 2031.	272 <i>Note: job opening projections encompass all three biotechnology laboratory awards</i>	\$23.63	• 5-year revenues: \$645K • 5-year expenditures: \$858K • First year costs: \$223K • Revenue > Expenditures in Year 2 <i>Revenue is expected to exceed expenditures based on cumulative performance across all three awards (A.A.S, Level 2 Certificate, and Level 1 Certificate)</i>

Job openings source: [texaslmi.com](https://www.texaslmi.com/), soc code: 19-4021 Biological Technician, Gulf Coast 4

Job wage source: [onetonline.org](https://www.onetonline.org/), soc code: 19-4021 Biological Technician, Houston MSA

Biotechnology Laboratory Sciences, Level 2 Certificate

Rationale: Like the Biotechnology Laboratory Sciences, A.A.S., the Level 2 Certificate prepares students for careers in the rapidly growing field of biotechnology. The Level 2 Certificate, along with the Level 1 Certificate, provides interested students with multiple entry points to this field while ensuring that they can continue to more advanced awards without losing credits.

Projected Enrollment	Projected Average Annual Regional Job Openings, 2022-32	Avg. Hourly Wage	Budget Summary
25 students in the first year (FY 27) with cumulative enrollment of 125 by FY 2031.	272 <i>Note: job opening projections encompass all three biotechnology laboratory awards</i>	\$23.63	• 5-year revenues: \$366K • 5-year expenditures: \$151K • First year costs: \$29K • Revenue > Expenditures in Year 2 <i>Revenue is expected to exceed expenditures based on cumulative performance across all three awards (A.A.S, Level 2 Certificate, and Level 1 Certificate)</i>

Job openings source: texaslmi.com, soc code: 19-4021 Biological Technician, Gulf Coast 5

Job wage source: onetonline.org, soc code: 19-4021 Biological Technician, Houston MSA

Biotechnology Laboratory Sciences, Level 1 Certificate

Rationale: Like the Biotechnology Laboratory Sciences, A.A.S. and Level 2 Certificate, the Level 1 Certificate prepares students for careers the rapidly growing field of biotechnology. The Level 1 Certificate, along with the Level 2 Certificate, provides interested students with entry points to this field while ensuring that they can continue to more advanced awards without losing credits.

Projected Enrollment	Projected Average Annual Regional Job Openings, 2022-32	Avg. Hourly Wage	Budget Summary
25 students in the first year (FY 27) with cumulative enrollment of 125 by FY 2031.	272 <i>Note: job opening projections encompass all three biotechnology laboratory awards</i>	\$23.63	5-year revenues: \$169K 5-year expenditures: \$95K - First year costs: \$18K - Revenue > Expenditures in Year 2 <i>Revenue is expected to exceed expenditures based on cumulative performance across all three awards (A.A.S, Level 2 Certificate, and Level 1 Certificate)</i>

Job openings source: texaslmi.com, soc code: 19-4021 Biological Technician, Gulf Coast 6

Job wage source: onetonline.org, soc code: 19-4021 Biological Technician, Houston MSA

Aviation Maintenance Technology - Airframe, A.A.S. and Aviation Maintenance Technology - General, C1

Rationale: The Aviation Maintenance Technology – Airframe A.A.S. program prepares students to become certified FAA Airframe Technicians. Students will learn to inspect, repair, overhaul, and maintain aircraft systems and components including airframes, electrical electronic systems, instrument and navigation systems, and hydraulic and pneumatic systems. As one of the few such programs in the Houston metropolitan area, and the only program at a publicly funded school, our college is uniquely positioned to spearhead the solution industry needs in this field. The Level 1 Certificate directly feeds into the A.A.S. and is designed to provide an on-ramp for dual-credit

Projected Enrollment	Projected Average Annual Regional Job Openings, 2022-32	Avg. Hourly Wage	Budget Summary
50 students in the first year (FY 27) with cumulative enrollment of 250 by FY 2031.	312 <i>Note: job opening projections encompass all aviation technology awards.</i>	\$38.87	• 5-year revenues: \$ 1.6 mil • 5-year expenditures: \$ 1.9 mil • First year costs: \$ 866K • Revenue > Expenditures in Year 3 <i>Note that the Aviation Maintenance Technology A.A.S. shares costs with the Aviation Powerplant Maintenance A.A.S.</i>

Aviation Maintenance Technology - Powerplant, A.A.S.

Rationale: The Aviation Maintenance Technology - Powerplant program prepares students to become certified FAA Aircraft Powerplant Maintenance Technicians. The program culminates with students completing all requirements and passing the Federal Aviation (FAA) two-part, general and powerplant, certification exam. With their certification, graduates will be qualified to work on and maintain aircraft's powerplant systems or components. There is strong demand for aviation maintenance technicians in the Houston area as the aerospace and aviation industry continues to grow. Establishing a training program would help meet this demand and support thousands existing and future jobs at Houston's major airports and aviation companies.

Projected Enrollment	Projected Average Annual Regional Job Openings, 2022-32	Avg. Hourly Wage	Budget Summary
25 students in the first year (FY 27) with cumulative enrollment of 125 by FY 2031.	312 <i>Note: job opening projections encompass all aviation technology awards.</i>	\$38.87	• 5-year revenues: \$641K • 5-year expenditures: \$889K • First year costs: \$614K • Revenue > Expenditures in Year 2 <i>Note that the Aviation Powerplant Maintenance A.A.S. shares costs with the Aviation Maintenance Technology A.A.S.</i>



Deactivations

Deactivations for Fall 2026

Center of Excellence / Division	Program	Award	Rationale for Deactivation
Architectural Design and Construction	Electrical Technology	• Electrical Technology – Residential, C1 • Electrical Technology – Commercial, C1	The separate awards are being deactivated to accommodate a consolidated certificate that encompasses both residential and commercial content. This approach provides a more efficient pathway for students to enter either field.
Consumer Arts & Sciences	Fashion Design	• Commercial Sample Maker, C1 • Fashion Design – Digital Design, C1 • Men's Tailoring & Alterations, C1 • Patternmaking, C1	The decision to deactivate the current certificates is based on a comprehensive evaluation of their alignment with student success and programmatic coherence. The certificates are not effectively structured to support student progression, as they contain inconsistencies that do not correspond with established learning pathways and industry expectations. participation levels in the current certificates have remained consistently low, both a lack of student demand and a misalignment with the skills and credentials most beneficial for career advancement.

Deactivations for Fall 2026

Center of Excellence / Division	Program	Award	Rationale for Deactivation
Health Sciences	Licensed Vocational Nursing	Licensed Vocation Nursing, C1	The deactivation of the Certificate Level 1 (Cert 1) LVN program supports alignment with current educational and workforce standards. The current C1 certificate, which includes lower-level Anatomy and Physiology (VNSG 1320) and Nutrition (VNSG 1216) courses, does not provide the academic rigor or foundation necessary to support progression in nursing education. A new Level 2 certificate will replace the Level 1 award.
Logistics	Logistics	Logistics and Global Supply Chain Management – Maritime Transportation Logistics – Specialization, A.A.S.	Maritime A.A.S. degree no longer fulfills its purpose of providing a bridge from a certificate to an A.A.S. degree then to a B.A.A.S. degree. Both the Freight Forwarding and the Project Logistics certificates are more popular with college-aged students, and the C1 awards align better with the Logistics and SCM AAS degree. The Logistics CoE advisory board does not see harm in deactivating the Maritime A.A.S. since Maritime C1 degree is the relevant award to enter the maritime industry, per the Logistics Advisory Board. They recommend aligning the Maritime C1 to the general A.A.S., which is already underway.

Conclusion

- Proposed awards and deactivations reflect a thorough development and review process to identify current job market trends, curriculum relevance, and student needs.
- Approved awards and deactivations will be submitted to the THECB and SACSCOC for review with anticipated implementation in Fall 2026.

Thank You

DEACTIVATION PROCESS

The HCC award deactivation process requires departments to develop a justification document that articulates the reasons for deactivation. This document prompts program administrators to provide contextual information regarding the deactivation including a rationale for closure, a description of program characteristics such as enrollment and completion trends, the potential impact on students, faculty and staff, student teach out plan (a SACSCOC and THECB requirement), student notification plan, equipment disposal plan, and program committee and advisory committee approvals (for workforce programs).

This justification document is reviewed by the Curriculum Council, Deans Council, and Chief Academic Officer, all of whom must approve the deactivation before it is submitted for consideration by the Texas Higher Education Coordinating Board and SACSCOC.

The HCC Award Deactivation Form is included.

State criteria for recommended closure focus on Low-Producing Programs (LLP) defined at the undergraduate level as a degree program that produces fewer than 25 graduates in five years. New degree programs are exempt from LLP review for the first five years of operation.

Generally, programs are deactivated for two broad reasons 1) low enrollment/completion rates or 2) procedural deactivation. Low enrollment/completion deactivation mirrors state criteria for closure. That is, if a program has low enrollment or completion, this indicates potential lack of student interest or waning industry needs. Programs are prompted through the deactivation process to describe the context for closure if low enrollment or lackluster completion rates are the primary motivator. The deactivations of the four Fashion Design Level 1 Certificates fall into this category. In the last five years, there have been fewer than 25 completions for each of these awards, coupled with relatively low enrollment over the same period.

Procedural deactivations are triggered if a department is consolidating or creating awards that overlap or replace the awards proposed for closure. For example, the deactivation of the two Electrical Technology Level 1 Certificates is necessary since the content of these awards will be consolidated into a single Level 1 Certificate providing students with a more widely marketable set of skills in a single credential. Similarly, the Vocational Nursing Level 1 Certificate is being deactivated to be replaced by a Level 2 Certificate that will enhance the rigor of the Vocational Nursing curriculum and better prepare students for the licensing exam.

The deactivation of the Maritime Transportation Logistics Specialization A.A.S. addresses a redundancy in the curriculum. The Maritime Logistics Specialization Level 1 Certificate demonstrates a higher demand than the A.A.S. specialization. Additionally, the Logistics Advisory Board indicates that it is the maritime logistics content in the Level 1 Certificate that is most necessary for the workforce. Since the maritime content is concentrated in two courses, it is more efficient to include these options in the general Project Logistics Certificate and Logistics & Supply Chain Management A.A.S. plans and deactivate the Maritime Specialization A.A.S.



Award Deactivation Form

- 1. Exact Name of Award:**
- 2. Name of Program:**
- 3. CIP Code:**
- 4. Program Coordinator:**
 - **Email:**
 - **Office Extension:**
- 5. Prospective date of deactivation: (i.e., Fall 2025)**
 - **Prospective date of Closure: (3 years from Deactivation – i.e., 09/01/2028)**
- 6. Current Delivery mode of program: (Place an X in front of mode(s))**
 - ☐ **Fully Face-to-Face**
 - ☐ **Hybrid**
 - ☐ **Fully Online**
- 7. Justification for Deactivation: (Narrative)**
- 8. Award deactivation impact to campus mission, equity, and strategic plan.**
- 9. Data:**
 - **Past 5 years of enrollment and current: (Tableau images)**
 - **Past 5 years data from Vitality Report: (Completion data) (Tableau images or Dashboard)**

10. Describe all related degrees and institutions offering similar awards in the state. (i.e., Program/Award duplication in Texas)

Academic or Workforce:

Industry Credentials (Certifications/Licenses):

Academic or Workforce:

Third-Party Accreditation Agency:

Workforce:

Source of Industry-Validated Competencies:

11. How do you plan to offer deactivated programs or courses via Continuing Education (CE)? If not, why?

12. Describe the “TEACH OUT” plan for phasing out of the program. (Current Students and Prospective Students) - The Curriculum Office will provide guidance on creating the plan.

Teachout Plan (Describe the reason for the Deactivation in detail for THECB and SACSCOC purposes.)

Schedule

- Develop and provide a three-year schedule (which semester each course will be offered over the next three years) for the students as a clear path to completion. Provide this information when you meet with students.
 - (NOTE for the program: Your schedule must be adjusted for any student who needs accommodation(s); for example, pregnancy.) All students must have the ability to graduate if they choose to remain in your program.

Advising (The steps below will be handled by the Director of Workforce Quality & Development)

- Contact and Collaborate with Advising. Once informed, they will provide the list of advisors dedicated to supporting this deactivation process.
- Contact OIR via a request for data of your current students and those in the past 5 years that may have stopped out. You will have **60 days** once you receive the data to inform the students of the deactivation plan.

Student Notification

- What will be the student impact?
- How will students complete their program of study with minimal disruption?
- How do you plan to inform the students of the deactivation? (email, in-person or virtual meeting, or all) email and at information sessions
 - What are the dates /times/modality of those meetings?
 - What are the results of the students' decision? Which students will remain in the program and which students want to change their degree plan? (NOTE: work with advising to support the student's decision as soon as possible)
 - List the advisors the student can contact for questions during the teach out schedule.
 - A student letter template is provided (see attached).

Recording and tracking students to completion:

- How do you intend to track the progress of the students in the teach out process?
- Who in your program will be the main contact for students, and tracking and recording of information?

Other:

- Will there be a teach-out agreement with another institution? (Attach signed copies of the agreement, if applicable)

13. Faculty/Staff Impact:

- **Are the Dean and President aware of the deactivation or closure for this program?**
Yes, the information has been shared.
- **How will faculty and staff be informed? (Program Committee Meeting) (Attach Minutes)**

- a. Evidence of Program Committee Approval and Advisory Committee Approval (e.g., meeting minutes, survey results). The Advisory Committee Chair must sign and date the documents. **(Signed Advisory Committee Meeting Minutes)**
- **How will faculty and staff be redeployed or helped to find other employment?**
- **Brief description of anticipated impact of resources.**
 - a. What additional faculty, equipment, space, or other resources will be impacted by deactivation?

14. List the equipment and describe the equipment disposal plan. (if necessary) N/A

- **If you have equipment received from a grant or the Perkins Grant, explain how you intend to dispose of that equipment.**
- **Will there be any additional cost involved in the disposal of equipment? (i.e., Do you need to rent a van to move equipment to another location etc.)**

Required Documentation:

- **Academic Programs:** Evidence of Program Committee Approval (e.g., meeting minutes, survey results) Signed Faculty Meeting Minutes
- **Workforce Programs:** Evidence of Program Committee Approval and Advisory Committee Approval (e.g., meeting minutes, survey results). The Advisory Committee Chair must sign and date the documents. Signed Program and Advisory Committee Meeting Minutes.
- **Student Deactivation Letter**

HCC Program Vitality Report 2026 Enrollment by Major for Electrical Technology (0482402)

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[46.0302 High Demand](#)

Acad Plan Descr	Acad Sub Pl..	Degree Category	HB8 Designation	Group Details	Academic Year				
					2021	2022	2023	2024	2025
Elec Tech-Electrical Pwr Techn		Certificate	High Demand	All Students		39	15	3	
Elec Tech-Ind Automation Tech		Certificate	High Demand	All Students		5	5	3	
Elec Tech-Solar Photovoltaic		Certificate	High Demand	All Students		20	16	10	
Elec Tech-Solar Technician		Certificate	High Demand	All Students					7
Electrical Tech-Commercial		Certificate	High Demand	All Students		145	173	155	190
Electrical Tech-Residential		Certificate	High Demand	All Students			26	51	73
Electrical Technology		Associates	High Demand	All Students		80	78	111	165
Ind Elec-Electrical Commercial		Certificate	High Demand	All Students	125				
Ind Elec-Electrical Pwr Techno		Certificate	High Demand	All Students	53				
Ind Elec-Indus Automation Tech		Certificate	High Demand	All Students	10				
Ind Elec-Solar Photovoltaic		Certificate	High Demand	All Students	7				
Indust Elec-Electrical Technol		Associates	High Demand	All Students	50				
Smart Building Technology		Associates	High Demand	All Students				1	17
Smart Building Technology C1		Certificate	High Demand	All Students				1	20
Total					240	280	305	319	438

Program Selection
Electrical Technology (0..

Choose Group

All Students

Group Details

All Students

Majors by COE

HCC Program Vitality Report 2026 Awards for Electrical Technology (0482402)

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[46.0301 High Demand](#) [46.0302 High Demand](#)

Note: The table below provides the option for users to retrieve graduate data by the number of Awards earned or by the number of students earning an award. This can be done by selecting the dropdown selection menu that includes the count of awards or the count of students.

This is the measure currently selected for this dashboard page: **Count of Awards**

Diploma Descr	Acad Plan Status	Plan Effective Date	HB8 Designation	Group Details	2021	2022	2023	2024	2025	2026
Associate of Applied Science in Electrical Technology	Active as of	2021-08-15	High Demand	All Students		8	4	10	14	
Certificate of Completion in Electrical Technology - Commercial	Active as of	2024-08-15	High Demand	All Students	36	44	62	75	55	
	Inactive as of	2023-08-15	High Demand	All Students				1		
Certificate of Completion in Electrical Technology - Electrical Power Technology	Inactive as of	2023-01-07	High Demand	All Students	8	4	4	2		
Certificate of Completion in Electrical Technology - Industrial Automation Tech..	Inactive as of	2023-08-07	High Demand	All Students	3	1	1	2		
Certificate of Completion in Electrical Technology - Residential	Active as of	2024-08-15	High Demand	All Students			7	18	19	
Certificate of Completion in Electrical Technology - Solar Technician	Active as of	2024-08-15	High Demand	All Students	3	10	7	6	5	
Level 2 Certificate in Smart Building Technology	Active as of	2026-08-15	High Demand	All Students					9	
Grand Total					50	67	85	114	102	

Program Selection
Electrical Technology (0..

Measure Selection
Count of Awards

Choose Group
All Students

Group Details
All

Graduates by COE

Graduates OSAs

HCC Program Vitality Report 2026 Enrollment by Major for Fashion Design (0420402)

Landing Page

Awards

Majors

Enrollment

Labor Market

Scorecard

50.0407 Standard

Acad Plan Descr	Acad Sub Pl..	Degree Category	HB8 Designation	Group Details	Academic Year				
					2021	2022	2023	2024	2025
Fash Design-Men's Tailoring		Certificate	Standard	All Students	5	6	4	14	11
Fash Design-Pattern Making		Certificate	Standard	All Students	17	23	19	21	20
Fash Design-Theatrical Costume		Certificate	Standard	All Students	13	11	9	13	20
Fashion Design		Associates	Standard	All Students	143	194	236	240	259
	General	Associates	Standard	All Students	55	29	13	3	
Fashion Design-Sample Maker		Certificate	Standard	All Students	13	9	10	8	7
Fashion Digital Design		Certificate	Standard	All Students	7	10	7	21	18
Total					249	276	295	313	328

Program Selection

Fashion Design (042040..

Choose Group

All Students

Group Details

All Students

Majors by COE

HCC Program Vitality Report 2026 Awards for Fashion Design (0420402)

Landing Page

Awards

Majors

Enrollment

Labor Market

Scorecard

50.0407 Standard

Note: The table below provides the option for users to retrieve graduate data by the number of Awards earned or by the number of students earning an award. This can be done by selecting the dropdown selection menu that includes the count of awards or the count of students.

This is the measure currently selected for this dashboard page: **Count of Awards**

Diploma Descr	Acad Plan Status	Plan Effective Date	HB8 Designation	Group Details	2021	2022	2023	2024	2025	2026
Associate of Applied Science in Fashion Design	Active as of	2024-08-15	Standard	All Students	18	18	15	15	21	
Certificate of Completion in Fashion Design - Commercial Sample Maker	Active as of	2024-08-15	Standard	All Students				1	1	
Certificate of Completion in Fashion Design - Digital Design	Active as of	2024-08-15	Standard	All Students	2	5	1	2	1	
Certificate of Completion in Fashion Design - Men's Tailoring and Alterations	Active as of	2024-08-15	Standard	All Students		1	1	1	3	
Certificate of Completion in Fashion Design - Pattern-Making	Active as of	2024-08-15	Standard	All Students	2					
Certificate of Completion in Fashion Design - Patternmaking	Active as of	2024-08-15	Standard	All Students			2	5	2	
Certificate of Completion in Fashion Design - Theatrical Costume Design	Active as of	2024-08-15	Standard	All Students	1		1		3	
Grand Total					23	24	20	24	31	

Program Selection
Fashion Design (042040..

Measure Selection
Count of Awards

Choose Group
All Students

Group Details
All

Graduates by COE

Graduates OSAs

HCC Program Vitality Report 2026 Enrollment by Major for Logistics (0455402)

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52.0203 Standard

Acad Plan Descr	Acad Sub Pl..	Degree Category	HB8 Designation	Group Details	Academic Year				
					2021	2022	2023	2024	2025
Log & Global Supply Specialist		Certificate	Standard	All Students	30	30	28	72	84
Logistics and Global Supply		Associates	Standard	All Students	6	14	4	30	38
		Certificate	Standard	All Students	7	16	11	21	2
	General	Associates	Standard	All Students	199	200	158	186	190
		Certificate	Standard	All Students	67	68	53	50	54
	Maritime Logistics	Associates	Standard	All Students	17	21	20	24	34
		Certificate	Standard	All Students	57	66	70	47	54
Total					376	390	339	413	444

Program Selection
Logistics (0455402)

Choose Group
All Students

Group Details
All Students

Majors by COE

HCC Program Vitality Report 2026 Awards for Logistics (0455402)

Landing Page

Awards

Majors

Enrollment

Labor Market

Scorecard

52.0203 Standard

Note: The table below provides the option for users to retrieve graduate data by the number of Awards earned or by the number of students earning an award. This can be done by selecting the dropdown selection menu that includes the count of awards or the count of students.

This is the measure currently selected for this dashboard page: **Count of Awards**

Diploma Descr	Acad Plan Status	Plan Effective Date	HB8 Designation	Group Details	2021	2022	2023	2024	2025	2026
Associate of Applied Science in Logistics and Global Supply Chain Management	Active as of	2019-08-15	Standard	All Students	40	28	26	32	21	
Certificate of Completion in Logistics and Global Supply Chain Management	Active as of	2015-08-15	Standard	All Students			13	42	24	
Certificate of Completion in Logistics and Global Supply Chain Management - Speci..	Active as of	2024-08-15	Standard	All Students	6	4	15	10	6	
Certificate of Completion in Logistics and Gobal Supply Chain Management	Active as of	2015-08-15	Standard	All Students	33	23				
Grand Total					79	55	54	84	51	

Program Selection
Logistics (0455402)

Measure Selection
Count of Awards

Choose Group
All Students

Group Details
All

Graduates by COE

Graduates OSAs

HCC Program Vitality Report 2026 Enrollment by Major for Vocational Nursing (0557402)

- Landing Page
- Awards
- Majors
- Enrollment
- Labor Market
- Scorecard

51.3901 High Demand

Acad Plan Descr	Acad Sub Pl..	Degree Category	HB8 Designation	Group Details	Academic Year				
					2021	2022	2023	2024	2025
Vocational Nursing		Certificate	High Demand	All Students	116	97	59	153	182
Total					116	97	59	153	182

Program Selection

Vocational Nursing (055..

Choose Group

All Students

Group Details

All Students

Majors by COE

HCC Program Vitality Report 2026 Awards for Vocational Nursing (0557402)

[Landing Page](#)
[Awards](#)
[Majors](#)
[Enrollment](#)
[Labor Market](#)
[Scorecard](#)

51.3901 High Demand

Note: The table below provides the option for users to retrieve graduate data by the number of Awards earned or by the number of students earning an award. This can be done by selecting the dropdown selection menu that includes the count of awards or the count of students.

This is the measure currently selected for this dashboard page: **Count of Awards**

Diploma Descr	Acad Plan Status	Plan Effective Date	HB8 Designation	Group Details	2021	2022	2023	2024	2025	2026
Certificate of Completion in Vocational Nursing	Active as of	2015-08-15	High Demand	All Students	56	59				
		2026-08-15	High Demand	All Students			34	57	125	
Grand Total					56	59	34	57	125	

Program Selection
Vocational Nursing (055..

Measure Selection
Count of Awards

Choose Group
All Students

Group Details
All

Graduates by COE

Graduates OSAs

ACTION ITEM

Meeting Date: December 3, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Proposed New Awards: Biotechnology Laboratory Sciences A.A.S., Biotechnology Laboratory Sciences, Level 2 Certificate, and Biotechnology Laboratory Sciences, Level 1 Certificate	Dr. Margaret Ford Fisher Dr. Lutricia Harrison

RECOMMENDATION

Approve Biotechnology Laboratory Sciences A.A.S., Biotechnology Laboratory Sciences Level 2 Certificate, and Biotechnology Laboratory Sciences Level 1 Certificate.

COMPELLING REASON AND BACKGROUND

The Biotechnology Laboratory Sciences Program at Houston City College will prepare students for careers in the rapidly growing field of biotechnology. Designed to meet the needs of diverse biotechnology, the program combines rigorous academic instruction with hands-on laboratory experience. Students will gain proficiency in essential biotechnological techniques, quality control standards, and safety protocols while mastering the use of state-of-the-art laboratory equipment. Graduates will be equipped with the skills necessary for entry-level positions as Biotechnology Laboratory Technicians and other roles in biomedical and clinical laboratories.

FISCAL IMPACT

- **Biotechnology Laboratory Sciences A.A.S.** 5-year revenues: \$645K | 5-year expenditures: \$858K | First year costs: \$223K
- **Biotechnology Laboratory Sciences Level 2 Certificate** 5-year revenues: \$366K | 5-year expenditures: \$151K | First year costs: \$29K
- **Biotechnology Laboratory Sciences Level 1 Certificate** 5-year revenues: \$169K | 5-year expenditures: \$95K | First year costs: \$18K

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

Strategic Priority: 1- Student Success, Strategic Priority: 5 - College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Biotechnology Laboratory Sciences A.A.S- Degree Plan	11/18/2025	Attachment
Biotechnology Laboratory Sciences Level 2 Certificate -	11/18/2025	Attachment

Degree Plan

Biotechnology Laboratory Sciences Level 1 Certificate-
Degree Plan

11/18/2025

Attachment

Financial Projections for Biotechnology Laboratory Sciences 11/20/2025

Attachment

This item is applicable to the following: Coleman

NEW - Biotechnology Laboratory Sciences Associate of Applied Science								
YEAR 1 (1st Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
EDUC	1300	Learning Framework	ACGM	3	0	0	48	3
BIOL	1306	Biology for Science Majors I	ACGM	3	0	0	48	3
BIOL	1106	Biology for Science Majors I	ACGM	0	3	0	48	1
BIOL	1414	Introduction to Biotechnology I	ACGM	3	3	0	96	4
ENGL	1301	Composition I	ACGM	3	0	0	48	3
1st Semester Totals				12	6	0	288	14
YEAR 1 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
MATH	1314	College Algebra	ACGM	3	0	0	48	3
CHEM	1305	Introductory Chemistry I	ACGM	3	0	0	48	3
CHEM	1105	Introductory Chemistry Laboratory I	ACGM	0	3	0	48	3
BITC	1240	Quality Assurance for the Biosciences	WECM	3	0	0	48	2
BITC	1402	Biotechnology Laboratory Methods and Techniques	WECM	2	4	0	96	4
2nd Semester Totals				11	7	0	288	15
YEAR 1 Totals				23	13	0	576	29
YEAR 2 (1st Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
XXXX	X3XX	Humanities/Fine Arts Elective	ACGM	3	0	0	48	3
ECON	1301	Introduction to Economics	ACGM	3	0	0	48	3
BITC	2411	Biotechnology Laboratory Instrumentation	WECM	2	4	0	96	4
BITC	2431	Cell Culture Techniques	WECM	2	4	0	96	4
1st Semester Totals				10	8	0	288	14
YEAR 2 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
XXXX	X3XX	Humanities/Fine Arts Elective	ACGM	3	0	0	48	3
ECON	2301	Principles of Macroeconomics	ACGM	3	0	0	48	3
BITC	1491	Special Topics in Biological Technology/Technician (Biomanufacturing)	WECM	2	4	0	96	4
BITC	2441	Molecular Biology Techniques	WECM	2	4	0	96	4
2nd Semester Totals				10	8	0	288	14
YEAR 2 (3rd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
			Type	Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
BITC OR	2387 OR	Internship - Biology Technician/Biotechnology Laboratory Technician OR	WECM	0	0	9	144	3
BITC	2377	Biotechnology Capstone Experience	WECM	2	2	0	64	3
3rd Semester Totals				0	0	9	144	3
YEAR 2 TOTAL				20	16	9	720	31
AAS Degree TOTAL				43	29	9	1296	60

NEW - Biotechnology Laboratory Sciences Level 2 Certificate

YEAR 1 (1st Semester)

Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
EDUC	1300	Learning Framework	ACGM	3	0	0	48	3
BIOL	1306	Biology for Science Majors I	ACGM	3	0	0	48	3
BIOL	1106	Biology for Science Majors I	ACGM	0	3	0	48	1
BIOL	1414	Introduction to Biotechnology I	ACGM	3	3	0	96	4
1st Semester Totals				9	6	0	240	11

YEAR 1 (2st Semester)

Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
CHEM	1305	Introductory Chemistry I	ACGM	3	0	0	48	3
BITC	1240	Quality Assurance for the Biosciences	WECM	3	0	0	48	2
BITC	1402	Biotechnology Laboratory Methods and Techniques	WECM	2	4	0	96	4
BITC	2411	Biotechnology Laboratory Instrumentation	WECM	2	4	0	96	4
2nd Semester Totals				10	8	0	288	13

YEAR 1 (3rd Semester)

Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
			Type	Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
BITC	1347	Principles of Biomanufacturing	WECM	3	0	0	48	3
BITC OR	2387 OR	Internship - Biology Technician/Biotechnology Laboratory Technician OR	WECM	0	0	9	144	3
BITC	2377	Biotechnology Capstone Experience	WECM	2	2	0	64	3
3rd Semester Totals				3	0	9	192	6
YEAR 1 L2C Totals				22	14	9	720	30

NEW - Biotechnology Laboratory Sciences Level 1 Certificate

YEAR 1 (1st Semester)

Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
EDUC	1300	Learning Framework	ACGM	3	0	0	48	3
BIOL	1414	Introduction to Biotechnology I	ACGM	3	3	0	96	4
BITC	1240	Quality Assurance for the Biosciences	WECM	3	0	0	48	2
BITC	1402	Biotechnology Laboratory Methods and Techniques	WECM	2	4	0	96	4
1st Semester Totals				11	7	0	288	13

YEAR 1 (2nd Semester)

Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
			Type	Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
BITC	1347	Principles of Biomanufacturing	WECM	3	0	0	48	3
BITC OR	2387 OR	Internship - Biology Technician/Biotechnology Laboratory Technician OR	WECM	0	0	9	144	3
BITC	2377	Biotechnology Capstone Experience	WECM	2	2	0	64	3
2nd Semester Totals				3	0	9	192	6
YEAR 1 L1C Totals				14	7	9	480	19

Biotechnology Laboratory Sciences, AAS

Houston City College

Projected Revenues and Expenditures and Cash Flow

Addition of: Biotechnology Laboratory Sciences, AAS

	Increases in Revenues and Expenses per Semester					Incremental Annual Revenues and Expenditures				
	Incremental	Estimated	Estimated	Total	Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
	Tuition/Fees Per Credit Hour	# of Students	SCH per Student	# of SCH	Annual Increase in T&F Revenue					
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
In-District Students	\$ 75.50	12	14	168	\$ 21,427	\$ 21,427	\$ 33,498	\$ 33,498	\$ 33,498	\$ 33,498
Out-of-District Students	\$ 171.50	9	14	126	\$ 39,467	39,467	61,701	61,701	61,701	61,701
Out-of-State Students	\$ 290.00	4	14	56	\$ 21,364	21,364	33,400	33,400	33,400	33,400
Estimated Increase in Tuition and Fees		25		350	\$ 82,258	\$ 82,258	\$ 128,598	\$ 128,598	\$ 128,598	\$ 128,598
		</								

The following assumptions were used to project the revenue and expenses for this proposed new program offering:

1. Projected average class of 25.
2. Use Health Science's retention rate of 74% to calculate classes year over year plus new cohort of 25 each year.
3. Also, use HCC's completion rate of 24% to calculate the number of project completers/awards for HB8 funding.

Biotechnology Laboratory Sciences, Level 2 Certificate

Houston City College

Projected Revenues and Expenditures and Cash Flow

Addition of: Biotechnology Laboratory Sciences, Level 2 Certificate

REVENUES	Increases in Revenues and Expenses per Semester					Incremental Annual Revenues and Expenditures				
	Incremental	Estimated	Estimated	Total	Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
	Tuition/Fees Per Credit Hour	# of Students	SCH per Student	# of SCH	Annual Increase in T&F Revenue	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
In-District Students	\$ 75.50	12	11	132	\$ 17,663	17,663	17,663	17,663	17,663	17,663
Out-of-District Students	\$ 171.50	9	11	99	32,534	32,534	32,534	32,534	32,534	32,534
Out-of-State Students	\$ 290.00	4	11	44	17,611	17,611	17,611	17,611	17,611	17,611
Estimated Increase in Tuition and Fees		25		275	\$ 67,808	\$ 67,808	\$ 67,808	\$ 67,808	\$ 67,808	\$ 67,808
Projected Reimbursement	Certificate 2	Eco Disadvantaged		Estimated		Year 1	Year 2	Year 3	Year 4	Year 5
	(Standard HB8 Award)	(25%) Weighted Bonus		Annual		FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
State Reimbursement, beginning Fall 2027	\$ 1,750	\$1,125		\$ -	\$ -	\$ 6,777	\$ 6,777	\$ 6,777	\$ 6,777	\$ 6,777
TOTAL REVENUES						\$ 67,808	\$74,585	\$ 74,585	\$74,585	\$ 74,585

EXPENDITURES	Adjunct Rate Per Course SCH	Estimated Course SCH per Term	Estimated Incremental Salary Costs	Year 1	Year 2	Year 3	Year 4	Year 5
				FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Adjunct Salary Costs	\$ 2,832	4	\$ 28,886	\$ 28,886	\$ 29,453	\$ 30,019	\$ 30,586	\$ 31,718
Full-Time Faculty (Program Coordinator)*			-	-	-	-	-	-
Full-Time Faculty				-	-	-	-	-
Content Expert Stipends*				-	-	-	-	-
Equipment Costs*				-	-	-	-	-
Construction Costs				-	-	-	-	-
Accreditation Fees				-	-	-	-	-
Instructional Materials Supplies*				-	-	-	-	-
Marketing costs				-	-	-	-	-
Faculty Development/Travel*				-	-	-	-	-
TOTAL DIRECT EXPENDITURES				\$ 28,886	\$ 29,453	\$ 30,019	\$ 30,586	\$ 31,718
*Counted in Biotechnology Laboratory Sciences, AAS								
NET EXPENDITURES AVAILABLE TO SUPPORT								
STUDENT SERVICES, ACADEMIC SUPPORT, INSTITUTIONAL SUPPORT, DEPRECIATION AND SCHOLARSHIPS				\$ 38,922	\$ 45,133	\$ 44,566	\$ 44,000	\$ 42,867
Proposing Full-Time Cohort								

The following assumptions were used to project the revenue and expenses for this proposed new program offering:

1. Projected average class of 25.
2. Use Health Science's retention rate of 74% to calculate classes year over year plus new cohort of 25 each year.
3. Also, use HCC's completion rate of 24% to calculate the number of project completers/awards for HB8 funding.

Biotechnology Laboratory Sciences, Level 1 Certificate

Houston City College

Projected Revenues and Expenditures and Cash Flow

Addition of: Biotechnology Laboratory Sciences, Level 1 Certificate

REVENUES	Increases in Revenues and Expenses per Semester					Incremental Annual Revenues and Expenditures				
	Incremental	Estimated	Estimated	Total	Estimated	Year 1 FY 2027	Year 2 FY 2028	Year 3 FY 2029	Year 4 FY 2030	Year 5 FY 2031
	Tuition/Fees Per Credit Hour	# of Students	SCH per Student	# of SCH	Annual Increase in T&F Revenue					
In-District Students	\$ 75.50	12	13	156	\$ 12,886	\$ -	\$ -	\$ -	\$ -	\$ -
Out-of-District Students	\$ 171.50	9	13	117	23,735	-	-	-	-	-
Out-of-State Students	\$ 290.00	4	13	52	12,848	1,306	1,306	1,306	1,306	1,306
Estimated Increase in Tuition and Fees		25		325	\$ 49,468	\$ 1,306	\$ 1,306	\$ 1,306	\$ 1,306	\$ 1,306
Tuition/Fees waived; Dual Credit Out-of-District Fee \$65 per class										
Projected Reimbursement	Certificate 1	Eco Disadvantaged		Estimated	Year 1	Year 2	Year 3	Year 4	Year 5	
	(Standard HB8 Award)	(25%)	Weighted Bonus							Annual Funding
State Reimbursement, beginning Fall 2027	\$ 1,750		\$1,125	\$ -	\$ -	\$ 9,158	\$ 9,158	\$ 9,158	\$ 9,158	\$ 9,158
Financial Aid for Swift Transfer (FAST)					-	31,533	31,533	31,533	31,533	31,533
TOTAL REVENUES					\$ 1,306	\$ 41,997	\$ 41,997	\$ 41,997	\$ 41,997	\$ 41,997
The FAST maximum tuition rate is \$55 per semester credit hour.										

EXPENDITURES	Adjunct Rate Per Course SCH	Estimated Course SCH per Term	Estimated Incremental Salary Costs	Year 1	Year 2	Year 3	Year 4	Year 5
				FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Adjunct Salary Costs	\$ 2,832	4	\$ 18,295	\$ 18,295	\$ 18,653	\$ 19,012	\$ 19,371	\$ 20,088
Full-Time Faculty (Program Coordinator)*			-	-	-	-	-	-
Full-Time Faculty				-	-	-	-	-
Content Expert Stipends*				-	-	-	-	-
Equipment Costs*				-	-	-	-	-
Construction Costs				-	-	-	-	-
Accreditation Fees				-	-	-	-	-
Instructional Materials Supplies*				-	-	-	-	-
Marketing costs				-	-	-	-	-
Faculty Development/Travel*				-	-	-	-	-
TOTAL DIRECT EXPENDITURES				\$ 18,295	\$ 18,653	\$ 19,012	\$ 19,371	\$ 20,088
*Counted in Biotechnology Laboratory Sciences, AAS								
NET EXPENDITURES AVAILABLE TO SUPPORT								
STUDENT SERVICES, ACADEMIC SUPPORT, INSTITUTIONAL SUPPORT, DEPRECIATION AND SCHOLARSHIPS				\$ (16,989)	\$ 23,344	\$ 22,985	\$ 22,626	\$ 21,909

Proposing Full-Time Cohort

The following assumptions were used to project the revenue and expenses for this proposed new program offering:

1. Projected average class of 25.
2. Use Health Science's retention rate of 74% to calculate classes year over year plus new cohort of 25 each year.
3. Also, use HCC's completion rate of 24% to calculate the number of project completers/awards for HB8 funding.

ACTION ITEM

Meeting Date: December 3, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Proposed New Awards: Aviation Maintenance Technology-Airframe, A.A.S & Aviation Maintenance Technology-Powerplant, A.A.S., Aviation Maintenance Technology - General, Level 1 Certificate	Dr. Margaret Ford Fisher Dr. Betty Fortune

RECOMMENDATION

Approve Aviation Maintenance Technology-Airframe, A.A.S, Aviation Maintenance Technology-Powerplant, A.A.S., and Aviation Maintenance-General, Level 1 Certificate.

COMPELLING REASON AND BACKGROUND

There is strong demand for aviation maintenance technicians in the Houston area as the region's aerospace and aviation industry continues to grow. Establishing a training program would help meet this demand and support thousands of existing and future jobs at Houston's major airports and aviation companies.

FISCAL IMPACT

- **Aviation Maintenance Technology-Airframe, A.A.S. and Aviation Maintenance Technology General, Level 1 Certificate**
 - 5-year revenues: \$1.6 mil | 5-year expenditures: \$1.9 mil | First year costs: \$866K
- **Aviation Maintenance Technology- Powerplant, A.A.S.**
 - 5-year revenues: \$641K | 5-year expenditures: \$889K | First year costs: \$614K

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

Strategic Priority: 1- Student Success, Strategic Priority: 5 - College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Aviation Maintenance Technology-Airframe, A.A.S. Degree Plan	11/19/2025	Attachment
Aviation Maintenance Technology-Powerplant, A.A.S. Degree Plan	11/19/2025	Attachment
Aviation Maintenance Technology- General C1 Degree Plan	11/19/2025	Attachment

This item is applicable to the following: Northeast, Southwest

Aviation Maintenance Technology-Airframe, A.A.S.								
YEAR 1 (1st Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
EDUC	1300	Learning Framework	AC. Core	3	0	0	48	3
AERM	1315	Aviation Science	WECM	2	2	0	64	3
AERM	1208	Federal Aviation Regulations	WECM	1	2	0	48	2
AERM	1303	Shop Practices	WECM	2	3	0	80	3
AERM	1310	Ground Operations	WECM	2	3	0	80	3
1st Semester Totals				10	10	0	320	14
YEAR 1 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
AERM	1205	Weight and Balance	WECM	1	2	0	48	2
AERM	1414	Basic Electricity	WECM	2	4	0	96	4
AERM	1445	Airframe Electrical System	WECM	3	3	0	96	4
AERM	1243	Instruments and Navigation/Communication	WECM	1	2	0	48	2
AERM	1347	Airframe Auxiliary Systems	WECM	2	3	0	80	3
AERM	1349	Hydraulic, Pneumatic, and Fuel Systems	WECM	2	3	0	80	3
2nd Semester Totals				11	17	0	448	18
YEAR 1 (Summer)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
####	#3##	Humanities/Fine Arts Elective	AC. Core	3	0	0	48	3
MATH	#3##	College Level Mathematics Elective	AC. Core	3	0	0	48	3
Summer Totals				6	0	0	96	6
YEAR 1 Totals				27	27	0	864	38
YEAR 2 (1st semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
####	#3##	General Education Elective	AC. Core	3	0	0	48	3
AERM	1350	Landing Gear Systems	WECM	2	3	0	80	3
AERM	1141	Wood, Fabric, and Finishes	WECM	1	1	0	32	1
AERM	1254	Aircraft Composites	WECM	1	3	0	64	2
AERM	1452	Aircraft Sheet Metal	WECM	2	7	0	144	4
AERM	2233	Assembly and Rigging	WECM	1	4	0	80	2
1st Semester Totals				10	18	0	448	15
YEAR 2 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
####	#3##	General Education Elective	AC. Core	3	0	0	48	3
AERM	2231	Airframe Inspection	WECM	1	2	0	48	2
AERM	1280	Cooperative Education - Airframe Mechanics and Aircraft Maintenance Technology/Technician	WECM	1	0	7	128	2
2nd Semester Totals				5	2	7	224	7
YEAR 2 Totals				15	20	7	672	22
A.A.S. Degree TOTAL				42	47	7	1536	60

Aviation Maintenance Technology-Powerplant, A.A.S.								
YEAR 1 (1st Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
EDUC	1300	Learning Framework	AC. Core	3	0	0	48	3
AERM	1315	Aviation Science	WECM	2	2	0	64	3
AERM	1208	Federal Aviation Regulations	WECM	1	2	0	48	2
AERM	1303	Shop Practices	WECM	2	3	0	80	3
AERM	1310	Ground Operations	WECM	2	3	0	80	3
1st Semester Totals				10	10	0	320	14
YEAR 1 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
AERM	1205	Weight and Balance	WECM	1	2	0	48	2
AERM	1414	Basic Electricity	WECM	2	4	0	96	4
AERM	1357	Fuel Metering and Induction Systems	WECM	1	6	0	112	3
AERM	1340	Aircraft Propellers	WECM	2	4	0	96	3
AERM	1456	Aircraft Powerplant Electrical	WECM	2	6	0	128	4
AERM	2252	Aircraft Powerplant Inspection	WECM	1	2	0	48	2
2nd Semester Totals				9	24	0	528	18
YEAR 1 (Summer)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
###	#3##	Humanities/Fine Arts Elective	AC. Core	3	0	0	48	3
MATH	#3##	College Level Mathematics Elective	AC. Core	3	0	0	48	3
Summer Totals				6	0	0	96	6
YEAR 1 Totals				25	34	0	944	38
YEAR 2 (1st semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
###	#3##	General Education Elective	AC. Core	3	0	0	48	3
AERM	1444	Aircraft Reciprocating Engines	WECM	3	2	0	80	4
AERM	2447	Aircraft Reciprocating Engine Overhaul	WECM	2	6	0	128	4
AERM	1351	Aircraft Turbine Engine Theory	WECM	2	3	0	80	3
AERM	2351	Aircraft Turbine Engine Overhaul	WECM	2	4	0	96	3
1st Semester Totals				12	15	0	432	17
YEAR 2 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
###	#3##	General Education Elective	AC. Core	3	0	0	48	3
AERM	1280	Cooperative Education - Airframe Mechanics and Aircraft Maintenance Technology/Technician	WECM	1	0	7	128	2
2nd Semester Totals				4	0	7	176	5
YEAR 2 Totals				16	15	7	608	22
A.A.S. Degree TOTAL				41	49	7	1552	60

Aviation Maintenance Technology--General C1								
YEAR 1 (1st Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
				Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
AERM	1315	Aviation Science	WECM	2	2	0	64	3
AERM	1208	Federal Aviation Regulations	WECM	1	2	0	48	2
AERM	1303	Shop Practices	WECM	2	3	0	80	3
1st Semester Totals				5	7	0	192	8
YEAR 1 (2nd Semester)								
Prefix	Number	Course Name	Course Type	Weekly	Weekly	Ext	Cont	Cred
			Type	Lec Hrs	Lab Hrs	Hrs	Hrs	Hrs
AERM	1310	Ground Operations	WECM	2	3	0	80	3
AERM	1205	Weight and Balance	WECM	1	2	0	48	2
AERM	1414	Basic Electricity	WECM	2	4	0	96	4
2nd Semester Totals				5	9	0	224	9
YEAR 1 Totals				10	16	0	416	17

Aviation Maintenance Technology - Airframe, AAS and Aviation Maintenance Technology - General, C1

Houston City College

Projected Revenues and Expenditures and Cash Flow

Addition of: Aviation Maintenance Technology - Airframe, AAS and Aviation Maintenance Technology - General, C1

REVENUES	Increases in Revenues and Expenses per Semester					Incremental Annual Revenues and Expenditures				
	Incremental	Estimated	Estimated	Total	Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
	Tuition/Fees Per Credit Hour	# of Students	SCH per Student	# of SCH	Annual Increase in T&F Revenue	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
In-District Students	\$ 75.50	30	14	420	\$ 44,331	\$ 44,331	\$ 63,021	\$ 63,021	\$ 63,021	\$ 63,021
Out-of-District Students	\$ 171.50	16	14	224	\$ 81,656	81,656	116,083	116,083	116,083	116,083
Out-of-State Students	\$ 290.00	4	14	56	\$ 44,202	44,202	62,837	62,837	62,837	62,837
Estimated Increase in Tuition and Fees		50		700	\$ 170,190	\$ 170,190	\$ 241,941	\$ 241,941	\$ 241,941	\$ 241,941
Projected Reimbursement		Associate Degrees (Standard HB8 Award)	Eco Disadvantaged (25%) Weighted Bonus		Estimated Annual Funding	Year 1 FY 2027	Year 2 FY 2028	Year 3 FY 2029	Year 4 FY 2030	Year 5 FY 2031
State Reimbursement, beginning Fall 2028		\$ 3,500		\$1,125	\$ -	\$ -	\$ -	\$ 24,112	\$ 24,112	\$ 48,223
Projected FAST Funding (\$58.52 per SCH)		\$ 58.52		1924		\$ -	\$ -	\$ 112,592	\$ 112,592	\$ 112,592
TOTAL REVENUES						\$ 170,190	\$241,941	\$ 378,646	\$ 378,646	\$ 402,757
EXPENDITURES	Adjunct Rate Per Course SCH	Estimated			Estimated Incremental Salary Costs	Year 1	Year 2	Year 3	Year 4	Year 5
		Course SCH	per Term			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Adjunct Salary Costs	\$ 2,832	5			\$ 14,443	\$ 14,443	\$ 38,289	\$ 39,025	\$ 39,761	\$ 41,234
Full-Time Faculty (Program Coordinator)					75,568	75,568	77,079	78,621	80,193	81,797
Full-Time Faculty					73,003	73,003	74,463	79,675	85,253	91,220
Content Expert Stipends						6,681	6,681	6,681	6,681	6,681
Equipment Costs						521,661	-	-	-	-
Construction Costs						150,000	-	-	-	-
Accreditation Fees						600	600	600	600	600
Instructional Materials Supplies						-	25,000	25,000	25,000	25,000
Marketing costs						20,000	20,000	20,000	20,000	20,000
Faculty Development/Travel						4,000	4,000	4,000	4,000	4,000
TOTAL DIRECT EXPENDITURES						\$ 865,956	\$ 246,111	\$ 253,602	\$ 261,488	\$ 270,532
NET EXPENDITURES AVAILABLE TO SUPPORT										
STUDENT SERVICES, ACADEMIC SUPPORT, INSTITUTIONAL SUPPORT, DEPRECIATION AND SCHOLARSHIPS						\$ (695,766)	\$ (4,170)	\$ 125,044	\$ 117,158	\$ 132,225

Proposing Full-Time Cohort

Note: Day classes will be dual credit and evenings will be regular HCC students.

The following assumptions were used to project the revenue and expenses for this proposed new program offering:

1. Projected average class of 25.
2. Use HCC's retention rate of 52.7% to calculate classes year over year plus new cohort of 25 each year.
3. Also, use HCC's completion rate of 24% to calculate the number of project completers/awards for HB8 funding.
4. Fast funding for dual credit courses is calculated, assuming that 75% of Ft. Bend ISD students will be eligible for funding (25 students per class).

Houston City College

Projected Revenues and Expenditures and Cash Flow

Addition of: Aviation Maintenance Technology - Powerplant, AAS

REVENUES	Increases in Revenues and Expenses per Semester					Incremental Annual Revenues and Expenditures				
	Incremental	Estimated	Estimated	Total	Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
	Tuition/Fees Per Credit Hour	# of Students	SCH per Student	# of SCH	Annual Increase in T&F Revenue	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
In-District Students	\$ 75.50	19	14	266	\$ 22,166	\$ 22,166	\$ 33,068	\$ 33,068	\$ 33,068	\$ 33,068
Out-of-District Students	\$ 171.50	4	14	56	\$ 40,828	40,828	60,910	60,910	60,910	60,910
Out-of-State Students	\$ 290.00	2	14	28	\$ 22,101	22,101	32,972	32,972	32,972	32,972
Estimated Increase in Tuition and Fees		25		350	\$ 85,095	\$ 85,095	\$ 126,950	\$ 126,950	\$ 126,950	\$ 126,950
		Associate Degrees (Standard HB8 Award)	Eco Disadvantaged (25%) Weighted Bonus		Estimated Annual Funding	Year 1 FY 2027	Year 2 FY 2028	Year 3 FY 2029	Year 4 FY 2030	Year 5 FY 2031
Projected Reimbursement										
State Reimbursement, beginning Fall 2028		\$ 3,500		\$1,125	\$ -	\$ -	\$ -	\$ 12,056	\$ 12,056	\$ 24,112
Projected FAST Funding (\$58.52 per SCH)		\$ 58.52		0		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES						\$ 85,095	\$126,950	\$ 139,006	\$ 139,006	\$ 151,062
EXPENDITURES	Adjunct Rate	Estimated			Estimated	Year 1	Year 2	Year 3	Year 4	Year 5
	Per Course SCH	Course SCH per Term			Incremental Salary Costs	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Adjunct Salary Costs	\$ 2,832	5			\$ 14,443	\$ 14,443	\$ 42,216	\$ 43,028	\$ 43,839	\$ 45,463
Full-Time Faculty (Program Coordinator)	Salary already captured in Airframe AAS				-	-	-	-	-	-
Full-Time Faculty	Salary already captured in Airframe AAS				-	-	-	-	-	-
Content Expert Stipends						-	-	-	-	-
Equipment Costs						600,000	-	-	-	-
Construction Costs						-	-	-	-	-
Accreditation Fees						-	-	-	-	-
Instructional Materials Supplies						-	25,000	25,000	25,000	25,000
Marketing costs						-	-	-	-	-
Faculty Development/Travel						-	-	-	-	-
TOTAL DIRECT EXPENDITURES						\$ 614,443	\$ 67,216	\$ 68,028	\$ 68,839	\$ 70,463
NET EXPENDITURES AVAILABLE TO SUPPORT										
STUDENT SERVICES, ACADEMIC SUPPORT, INSTITUTIONAL SUPPORT, DEPRECIATION AND SCHOLARSHIPS						\$ (529,348)	\$ 59,734	\$ 70,978	\$ 70,166	\$ 80,599

Proposing Full-Time Cohort

The following assumptions were used to project the revenue and expenses for this proposed new program offering:

1. Projected average class of 25.
2. Use HCC's retention rate of 52.7% to calculate classes year over year plus new cohort of 25 each year.
3. Also, use HCC's completion rate of 24% to calculate the number of project completers/awards for HB8 funding.

REPORT ITEM

Meeting Date: December 3, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
D.	Houston Reconnect and Connect 2 Workforce Program Update	Dr. Margaret Ford Fisher Dr. Norma Perez

DISCUSSION

Provide an update on the current status of the Houston Reconnect and Connect 2 Workforce initiative as of November 2025.

COMPELLING REASON AND BACKGROUND

The Houston Reconnect Program initiative aims to support individuals who have previously attended college but have not completed their degrees/certificates. The Connect 2 Workforce Program is designed to support students enrolled in short-term credentials in high demand fields. Recognizing the importance of higher education in enhancing career opportunities and personal development, HCC seeks to create a welcoming pathway for returning students, as well as for students seeking employment.

These initiatives focus on addressing barriers that former students may face, such as financial constraints, lack of guidance, or family responsibilities. Through personalized support services, including academic advising, financial aid assistance, and flexible course offerings, both initiatives encourage individuals to re-engage or engage with their educational pursuits. Additionally, the initiatives emphasize community involvement and partnerships with local organizations to provide resources that help students navigate their return to college. By fostering an inclusive and supportive environment, HCC aims to empower individuals to achieve their educational goals and contribute positively to the workforce and the community.

STRATEGIC ALIGNMENT

Strategic Priority: 1- Student Success, Strategic Priority: 2 - Personalized Learning , Strategic Priority: 3 - Academic Rigor , Strategic Priority: 4 - Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Houston Reconnect and Connect 2 Workforce Program Update PowerPoint	11/24/2025	Presentation

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District, Online



Houston Reconnect/ Connect 2 Workforce Update

Margaret Ford Fisher, Ed.D.
Chancellor

Norma Perez, Ph.D.
Senior Vice Chancellor, Instruction & Student Services and CAO

December 3, 2025

Houston ReConnect Program

- The **Houston ReConnect Program** is a program designed to support students financially who are close to completion.
- Initiative started in Fall 2025.

Connect 2 Workforce Initiative

- The **Connect 2 Workforce Initiative** is a program designed to support students enrolled in short-term credentials in high-demand fields.
- Initiative started in Fall 2025.

Goals & Outcomes

- ▶ **Marketing:** introduce new student pipelines and campaign focus
- ▶ **Outreach:** serves the local economy by increasing the labor force for high-demand fields
- ▶ **Student Support:** serves as a guarantor of **tuition & fee** coverage, even if federal or state aid won't apply, to ease financial burdens
- ▶ **Student Opportunity:** all programs lead to jobs/careers with a high likelihood of local employment
- ▶ **Revenue Neutral/Positive:** potential return on investment (through HB8 funding) if award completions grow

Houston Reconnect Program Tracking and Assessment of Cohort 1

(as of November 11, 2025)

Semesters	# of Students	Expected Graduates	Funds Spent
FA25-Enrolled	81	34	\$87,649.58 (actual)
SP26-Continuing	59	16	\$52,834.92 (anticipated)
SU26-Continuing	43	16	\$31,667.00 (anticipated)
Total		64	\$172,551.50

Tracking Cohort 2
(as of November 17, 2025)

Spring Prospects	# of Students	Expected Graduates by Summer 2024	Funds Spent
	327	327	\$ 176,904.00 (estimate)*

*Based on in-district tuition rates and average number of credit hours remaining.

Program and Data Insights

Initial Program (Cohort 1):

- Participant and completion projections were overly optimistic.
 - High % of students were not close to 75% credential completion
 - High % of students needed more than 3 semesters to completion
 - Timelines didn't account for many students enrolling part-time.
- Eligibility rules excluded students with balances or ineligible programs.
- As a “last-dollar” award, the scholarship still left some students needing funds for other expenses.
- To be eligible, students must have met the following:
 - Meet Satisfactory Academic Progress (SAP)
 - 2.5 GPA or higher
 - Stopped out 1-5 years out and have not received a credential
 - Associate of Arts of Business (AAB)/Associate of Science of Digital Information Technology (ASDIT), AAS programs

Cohort 2:

- Expanded to students all academic and workforce programs.

Connect 2 Workforce Initiative Tracking and Assessment

(as of November 18)

▶ Applied	854
▶ Offered	396
▶ Enrolled	144
▶ Success Rates	N/A
▶ Fall-to-Spring Retention	N/A
▶ Fall-to-Fall Retention	N/A
▶ Program Completion	N/A
▶ Funds Spent	\$215,971.50
▶ Funds allocated, pending award	\$195,532

Next Steps

- ▶ Expand criteria based on student data and feedback
- ▶ Transfer Houston Reconnect funds to Connect2Workforce Initiative as Connect2Workforce funds are depleted

Questions



Thank You!