

**MEETING OF THE
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

May 6, 2026

Minutes

The Academic and Student Affairs Committee of Houston City College Board of Trustees met on Wednesday, May 6, 2026, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Committee Chair
Sean Cheben, Committee Member
Eva Loreda, Alternate Member
Monica Ricart
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, HCC Global Online
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, HCC Northeast
Frances Villagran-Glover, President, HCC Southeast
Lutricia Harrison, President, HCC Coleman
Edmond "Butch" Herod, President, HCC Central
Zachary Hodges, President, HCC Northwest
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Vice Chancellor, Administration and Operations
Elizabeth McGee, Chief Artificial Intelligence Transformation Officer
Nicole Montgomery, General Counsel
Rodney Nathan, Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
Nathan Smith, Faculty Senate President
Michael Webster, President, HCC Southwest
Izzy Flowers for Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 1:47 p.m. and declared the Board convened to consider matters about Houston City College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Loreda, and Tamez)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

SUMMER OFFERINGS FOR HIGH SCHOOL STUDENTS AND FAST TRACK SUMMER PROGRAMS

Dr. Ford Fisher noted that the item provides an update on the summer offerings for high school students to include fast-track summer programs. She apprised that Dr. Norma Perez, Senior Vice Chancellor, Instructional Services/Chief Academic Officer, would provide an overview.

Dr. Perez reported on the following:

- Summer Opportunities for High School Students
- High School Students Summer Program Opportunities
- High School Students Summer Program Offerings
- Fast Track Program Summer Offerings
- Fast Track “Completable” Awards Distribution – Summer 2026

NAVIGATE 360 UPDATES

Dr. Ford Fisher noted that the item provides an update of the EAB Navigate 360 CRM Technology Platform and apprised that Dr. Lisa Alcorta, Vice Chancellor, Student Services, would provide the update.

Dr. Alcorta reported on the following:

- Student Success Technology Platform (CRM)
- Progress/Completion and Advancement
- Operational Improvements in Phase One Launch
- Phase 1 - Utilization (90-day Goals and Additional Metrics)
- Phase 2 - Academic Planning
- Phase 3 - Recruitment and Onboarding
- Navigate Success-Training (Spring 2026 and Ongoing)
- Success Metrics
- Navigate Success Mobile App!
- Building Awareness
- Digital and Printed Marketing Materials
- Next Steps-Summer and Fall

Dr. Tamez inquired about updates to students and other users. Dr. Alcorta reported that extensive social media campaigns have been conducted. She further noted that communications have been distributed directly to students, advisors have access to the software to assist and guidance students, and a banner has been posted in Canvas.

Dr. Tamez also inquired about the training and support available to students. Dr. Alcorta advised that downloadable training modules are available for students and that ongoing marketing and engagement efforts are being implemented to encourage student utilization of the platform.

Dr. Tamez recommended utilizing students to assist in training their peers by making them available on campus as student ambassadors or peer trainers.

Trustee Cheben appraised that it would be beneficial to receive an update in approximately six months regarding the implementation of additional features and the progress toward making the application a comprehensive, one-stop resource for students.

Trustee Loredó inquired about the turnaround time for students seeking assistance. Dr. Alcorta reported that monitoring efforts are currently underway, with more robust dashboard data and performance metrics available for review in the next update.

(Trustee Cheben stepped out at 2:10 p.m.)

TEXTBOOK SAVINGS PROGRAM UPDATE

Dr. Ford Fisher noted that the item provides an update on the Textbooks Savings Program and apprised that Dr. Miguel Ramos, Vice Chancellor, Instructional Services, would provide the update.

Dr. Ramos reported on the following:

- Textbooks Savings Options
- OER/Inclusive Access Updates
- Course Sections Data (2017 through 2025)
- Duplicated Enrollment (2017 through 2025)

(Trustee Cheben returned at 2:13 p.m.)

- 2024-2025 Textbook Savings Participation
- 2024-25 Course Success and Withdrawal
- Cumulative Savings from Textbook Savings Program
- Key Takeaways

CHANGES IN FOCUS FOR PROPOSED BACCALAUREATE DEGREES

Dr. Ford Fisher noted that the item provides an update on Changes in Focus for Proposed Baccalaureate Degrees and apprised that Dr. Miguel Ramos, Vice Chancellor, Instructional Services would provide the update.

Dr. Ramos reported on the following:

- Overview of baccalaureate proposal
- Baccalaureate Proposal Iterations
- Criteria for New Baccalaureate Degree Programs
- New Baccalaureate Proposal Evolution
- Rationale for Changes to Baccalaureate Proposal Approach
- Considerations for Award Development
- Development Timeline

Dr. Ramos reported that the Early Childhood program will be housed at Southeast College, while health-focused courses will be offered at Coleman College.

Dr. Tamez noted that the transition process will require adjustments, and she emphasized the importance of communicating program changes both internally and externally to ensure that the college's program offerings are clearly conveyed to the community.

(Trustee Richart joined the meeting at 2:29 p.m.)

Dr. Tamez inquired about the institution's capacity and plans for offering various degree programs. Dr. Ramos apprised that the college is required to submit applications to the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board (THECB). He noted that the application process includes submission of degree plans and documentation demonstrating sufficient resources and institutional capacity to support and deliver the proposed programs.

PROFESSIONAL DEGREE NURSING PROGRAM

Dr. Ford Fisher noted that the item provided an update on the Professional Degree Nursing Program. She apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer, and Dr. Lutricia Harrison, President of HCC Coleman College, would present the update.

Dr. Perez reported that the Associate Degree in Nursing (ADN) program enrolled 17 students in the Fall 2025 cohort and 15 students in the Spring 2026 cohort. She apprised that the Board of Nursing provides licensure examination pass rates on an annual basis and indicated that the first pass-rate data will be available in January 2027. Dr. Perez noted that approval for additional student enrollment in the nursing program will be based on the performance and pass rates of the first cohort.

Trustee Cheben requested clarification regarding the difference between the traditional Associate Degree in Nursing and the Bachelor of Science in Nursing program. Dr. Harrison apprised that, historically, the college offered a Licensed Vocational Nurse (LVN)-to-ADN pathway, which required students to hold an LVN license prior to admission. She noted that, with approval from the Board of Nursing, the LVN licensure requirement has been removed, allowing students to enter the ADN program directly at the freshman level.

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(Dr. VanDible Stallworth joined the meeting at 2:36 p.m.)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:36 p.m.

Minutes submitted by Sharon Wright, Executive Director, Board Services

Minutes Approved as Submitted: _____ May 20, 2026 _____