HOUSTON COMMUNITY COLLEGE

Division of Mathematics
Mathematics Department
https://learning.hccs.edu/programs/mathematics

Math 1314: College Algebra | Lecture | #13074

Summer 2020 | 8 Weeks (6.8.2020-8.2.2020)
Online
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Phil Unruh. Office Phone: 713-718-5874
Office: Spring Branch, Room AD6 Virtual Hours: (Online via WebEx, 11-12:30 PM, TuTh)
Email: phil.unruh@hccs.edu Office Hours: 1:00 – 2:00 PM M-F or by appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

My preferred method of contact is my HCC Email: phil.unruh@hccs.edu, also the Canvas Online Inbox. The website: **http://learning.hccs.edu/faculty/phil.unruh** is where the Syllabus can be found. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Virtual WebEx Meetings

Although this is an online course, we will meet twice a week virtually using WebEx. Tentative schedule for WebEx meeting is Tuesday and Thursday 11:00 – 12:30 PM.

What's Exciting About This Course

Welcome Students!

I hope you will find this course fun, exciting, and very useful in preparing for any upper level college course.

Glad you are here! You This course is participating in the **HCC First Day Program**. Your online textbook and other learning resources are all linked directly in your Math 1314 course within Canvas. This ensures you have the correct course materials including the electronic textbook within Connect on the first day of class at a lower cost. The charge for Connect Math access goes directly to your HCC account making it eligible for Financial Aid. If you'll need a physical copy, you'll have the option to purchase a loose-leaf version (3-ring binder) of the e-text at the campus book store at a low cost or you can purchase it directly within Connect Math. Because you have been enrolled simply log-in to your Math 1314 course and follow the instructions your instructor has provided for you to register for Connect Math. Don't hesitate to let me know should you have any questions or difficulty

My Personal Welcome

Welcome to College Algebra —I'm delighted that you have chosen this course! One of my passions is to know as much as I can about math in day-to-day life and I can hardly wait to pass that on. I will present the information in the most straight forward way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to be successful in the college math course. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

Prerequisites: A grade of C or better in Math 0312 or its equivalent or an acceptable placement score. A grade of C or better in Math 0314 or its equivalent or an acceptable placement score.
Co-Requisites: MATH 0314 is a co-requisite to MATH 1314. Since MATH 0314 is co-requisite with MATH 1314, withdrawing from either MATH 0314 or Math 1314 will necessitate withdrawal from the other as well. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

This section of MATH 1314 will use Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. All students must enroll in Connect Math thru Canvas. The test reviews and test grades will be uploaded into the Canvas platform.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER**.

HCC Online Information and Policies

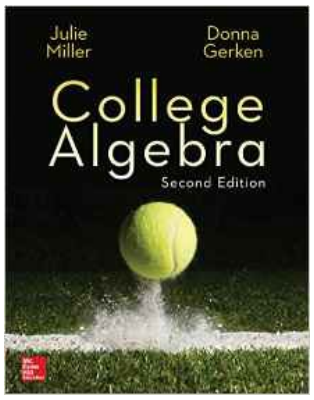
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Textbook Information



The textbook listed below is ***required*** for this course.
College Algebra Math 2nd ed. (by Julie Miller and Donna Gerken, McGraw Hill Publishing, 2016).
ISBN: 9781264048007 (textbook and access code for Connect Math)
ISBN: 9781264048014 (access code with e-book)
It is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book or the e-book through Connect Math.

Temporary Free Access to E-Book

For temporary free access to Connect Math and the online eBook, go to HCCS Canvas platform And log on to your course module. Use the financial aid access code on the hand out.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

This course is designed as a review of advanced topics in algebra for science and engineering students who plan to take the calculus sequence in preparation for their various degree programs. It is also intended for non-technical students who need college mathematics credits to fulfill requirements for graduation and prerequisites for other courses. It is generally transferable as math credit for non-science majors to other disciplines.

Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- ***Critical Thinking***: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- ***Communication Skills***: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- ***Quantitative and Empirical Literacy***: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Program Student Learning Outcomes (PSLOs)

Students in the Mathematics Program will:

1. Engage in problem solving strategies, such as organizing information, drawing diagrams and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Build the foundational mathematical skills that will enable a student to successfully complete a college level mathematics course.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 1314, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, Operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices

Learning Objectives

Upon completion of MATH 1314, the student will be able to:

1. Solve Quadratic Equations in one variable by the method of factoring, square root property, completing the square and the quadratic formula.

2. Solve radical equations, fractional equations, and equations of quadratic form.
3. Solve linear inequalities and linear equations involving absolute value, state the solution in interval notation, and graph the solution
4. Solve non-linear (quadratic and rational) inequalities, state the solution in interval notation, and graph the solution.
5. Solve exponential and logarithmic equations.
6. Solve systems of linear and nonlinear in two variables.
7. Find the distance and midpoint between two points in the Cartesian Plane.
8. Recognize the equation of a straight line, graph the equation of a straight line, find the slope and intercepts of a line, know the relationship between the slopes of parallel and perpendicular lines, and be able to determine the equation of a line
9. Graph linear functions, quadratic functions, piecewise-defined functions, absolute value functions, polynomial functions, rational functions, exponential functions, and logarithmic functions.
10. Understand vertical and horizontal shifts, stretching, shrinking, and reflections of graphs of functions.
11. Recognize the equation of a circle, sketch the graph of a circle, and find the equation of a circle.
12. Determine the rational zeros of a polynomial.
13. Apply the definition of a function, determine the domain and range of a function, evaluate expressions involving functional notation, simplify expressions involving the algebra of functions, graph functions by plotting points, and use the definition.
14. Understand the inverse relationship between the exponential and logarithmic functions.
15. Perform operations with matrices.
16. Solve and apply systems of linear equations using matrices.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments

- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Mandatory online homework will be done in Connect Math, which can be accessed only through Canvas.

First, please log in into your Canvas account. Then select this Math 1314 course. After that, please locate the Modules tab, which sits on the left hand side in Canvas. Click on Modulus tab and then locate Connect Math. Then click on the link McGraw Hill Campus Classic, which sits underneath Connect Math. Then please complete the following registration steps. You register for Connect Math only for the very first time. In order to access the online assignments, please always log into your Canvas account and then access your Connect Math account through Canvas

Exams

Make-up Exams: No make-up exams will be given for any reason. One of the four major test grades (the lowest grade) will be dropped.

Remote Exam Proctoring (Remote Invigilation)

The Math Department is requiring the remote proctoring of all major examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:

a) a functioning webcam and microphone, and

b) a computer with operating system that is capable of running the Respondus LockDown Browser and Respondus Monitor.

All tests will require the **Respondus Lockdown Browser and Respondus Monitor thru Canvas.**

GRADE DETERMINATION:

Your grade will be determined by the following	Details	Points (if applicable)	Percent of Final Average
Exams	Four exams will be given	100	50
Computer/Lab Assignments	Connect Math	100	25
Final Exam	Wed.-Thur. July 29 - 30	100	25
	Total:		100%

LETTER GRADE ASSIGNMENT:

Letter Grade	Final Average in Percent
A	100-90
B	89-80
C	79-70
D	69-60
F	59-

Final Exam

All students will be required to take a cumulative departmental Final Exam. Students must provide their own Scantron form. Students will be provided with a departmental study guide for the final exam.

Final Exam Review Sessions: HCC MATH DAYS

The Math Department will offer several Final Exam Review sessions (i.e., **HCC Math Days**) for this course near the end of the semester (Fall and Spring semesters only). We encourage you to attend at least one of these sessions as you prepare for the comprehensive Final Exam. Your professor will provide you with more information regarding HCC Math Days locations and session times later in this semester.

While the full-time Math Department faculty leading these review sessions are prepared to answer students' questions on a variety of course topics, the **Final Exam Study Guide** will provide the basis for the HCC Math Days sessions. Therefore, to get the most out of these review sessions, be sure review and to work through the **Final Exam Study Guide** before you attend the review session(s). Please ask your professor if you have any questions regarding these sessions. Finally, the Math 1314 **Final Exam Study Guide** and the **dates** for the Math Days review sessions are located at:
https://cofinite.com/MathDays/Math1314.php

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:

Course Calendar

Week	Dates	Timeline Approximate
1	6/8-6/10	1.4 Solving Quadratic Equations 1.5 Applications of Quadratic equations
	6/11 – 6/16	1.6 More Equations and Applications 1.7 Linear, Compound, and Absolute Value Inequalities **Review**
2	6/17-6/18	**Test 1 (Online)**
2	6/18 – 6/23	2.1 Rectangular Coordinate System 2.2 Circles 2.3 Functions & Relations, 2.4 Linear Equations in Two Variables & Linear Functions
3	6/24 -	2.5 Applications of Linear Equations & Modeling 2.6 Transformations of Graphs
3	6/25 – 6/30	2.7 Analyzing Graphs of Functions & Piece-wise Functions 2.7 Algebra of Functions & Function Composition **Review**
	7/2 – 7/3	**Test 2 (Online)**
4	7/3 – 7/6	3.1 Quadratic Functions & Applications & brief Review 3.2 Introduction to Polynomial Functions
	7/7 – 7/8	3.3 Division of Polynomials, Remainder & Factor Theorems 3.4 Zeroes of polynomials
5	7/9 – 7/11 7/13	3.5 Rational Functions 3.6 Polynomial & Rational Inequalities **Review**
6	7/13 –7/14	**Test 3 (Online)**
6	7/14 – 7/15	4.1 Inverse Functions 4.2 Exponential Functions & Equations
7	7/16 – 7/21	4.3 Logarithmic Functions. 4.4 Properties of Logarithms. 4.5 Logarithmic Equations **Review**
7	7/21 – 7/22	**Test 4**
7-8	7/23 – 7/27	5.1, 5.2 Systems of Linear Equations in 2 & 3 Variables 6.1, 6.3 Matrices & Determinants
8	7/28	**Comprehensive Final Review**
8	7/29 – 7/30	**Comprehensive Final Exam (Online)**

Test	Sections Covered on Exam	Exam Dates
Exam #1 (In Canvas)	Week 1: Equations and Inequalities Sections: 1.3, 1.4, 1.5, 1.6, 1.7	Wednesday June 17 - Thursday June 18
Exam #2 (In Canvas)	Weeks 2-3: Functions and Graphs Sections: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8	Thursday July 2 – Friday July 3
Exam #3	Week 4-5: Polynomial Functions Sections: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	Monday July 13 – Tuesday July 14
Exam #4 (In Canvas)	Weeks 6-7: Exponential & Logarithmic Functions. Sections: 4.1, 4.2, 4.3, 4.4, 4.5,	Monday July 21 – Tuesday July 22
Covered on Final	Systems of Equations & Inequalities, Matrices & Determinants 5.1, 5.4, 6.1, 6.3, 6.5	Covered on Final
Final **Exam** (In Canvas)	**Week 8: REVIEW, Complete** **Homework, Attend Math Days & Comprehensive Exam –**	Wednesday July 29 - Thursday, July 30

APPROXIMATE TIME **TEXT REFERENCE**

Unit I - Equations and Inequalities *Sections: 1.4, 1.5, 1.6, 1.7*

(8 hours)

This unit includes graphs of equations, quadratic equations and applications, complex numbers, other types of equations, linear inequalities in one variable, and other types of inequalities.

Notes: 1. Section 1.4: This section includes quadratic equations with both real and complex solutions, as complex arithmetic is covered in section 1.3.
2. Section 1.3: Operations with complex numbers (*Optional*).

Unit II - Functions and Their Graphs *Sections: 2.2 → 2.8*

(10 hours)

This unit includes linear equations in two variables, functions, analyzing graphs of functions, a library of Parent functions, transformations of functions, combinations of functions, and composite functions.

Notes: 1. Section 2.5: The latter half of this section on applications of linear equations and linear regression should be omitted.

Unit III - Polynomial Functions *Sections 3.1 → 3.6*
(8 hours)

This chapter includes quadratic functions and models, polynomial functions of higher degree, synthetic division, zeros of polynomial functions, rational functions, and inequalities.

Unit IV - Exponential and Logarithmic Functions *Sections: 4.1 → 4.5*
(6 hours)

This unit includes inverse functions, exponential functions and their graphs, logarithmic functions and their graphs, properties of logarithm and exponential and logarithmic equations.

Unit V – Systems and Matrices *Sections: 5.1, 5.4,6.1, 6.3 6.5(exclude Cramer's rule)*

(4 hours)

This unit includes linear and nonlinear systems of equations, two variable linear systems, solving system of equations using matrices, operations with matrices and the determinant of a square matrix

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes,

but is not limited to, cheating on a test, plagiarism, and collusion.

All forms of academic dishonesty including, but not limited to cheating, plagiarism, and collusion are serious offenses. Possible consequences for academic dishonesty include a grade a 0 or F in the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the institution.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

Class Attendance -. As stated in the HCC Catalog, all students are expected to "attend" their online classes regularly. Students in online courses must log into their Canvas Online class and MyMathLab at least 5 times per week or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. Online students who do not log into their Canvas class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the online orientation does not count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for online courses. Again, logging into an online course without active participation and performance of required activities will be considered as not attending. Student must be engaged in the course by completing homework assignments and exams to be considered attending the course. For complete information regarding Houston Community College's policies on attendance, please refer to the Student Handbook. You are responsible for materials covered during your absences. As the information that is discussed in class is important for your career, **students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction**. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class. If a student is absent from class, it still remains the student's responsibility to secure the notes from one of the other members of the class and to submit any required assignments

The last day to withdraw July 13, 2020.

Student Conduct

Students should not engage in disruptive activities while in the classroom. Any conduct that is deemed unprofessional to the academic atmosphere, such as cell phone use or consistent talking during instructional delivery, will not be tolerated. Any student found guilty of such conduct will be asked to leave the classroom.

Electronic Devices

A scientific calculator will be required for certain content of this course to successfully complete the homework and test reviews. Any use of such devices for the purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor. **The use of a calculator during any exam, including the final exam, is prohibited.** All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating

Mathematics Program Information

- HCC Math Student Organizations: Mu Alpha Theta: Application: https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/stem-clubs/mu-alpha-theta-application/

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current- students/student-handbook/ In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS^3

The EGLS^3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS^3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due

to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity &
Diversity 3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.
https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

Developmental Math Courses

Chair of Dev. Math	Jack Hatton	SE Campus	713-718-2434	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Adnan Ulhaque	SW Campus	713-718-5463	Stafford, Learning Hub, Room 208
Technical Support Specialist	Douglas Bump	SE Campus	713-718-7317	Angela Morales Building, Rm 101

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, then contact the appropriate Associate Chair.
If further administrative contact is necessary, then contact the appropriate Department Chair.