



**Division of College Readiness  
Academic Student Success Department**

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**EDUC 1300: Learning Framework | Lecture | CRN#11888  
Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)  
In-Person | Location – Spring Branch Campus  
Classroom# RC3 (Library) MW 9:30 a.m.- 10:50 a.m.  
3 Credit Hours | 48 hours per semester**

**Instructor Contact Information**

Instructor: Professor Hines, <i>Montez</i>	Office Phone: 713-718-5433
Office: The Commons, Suite 900 E	Office Hours: By Appointment
HCC Email: montez.hines@hccs.edu	Office Location: Spring Branch

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 your concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

The best way to contact me is through CANVAS email. If you are unable to reach me and need immediate assistance, please contact our department administrative assistant, Ms. Debbie Hussmann by email at [Debbie.Hussmann@hccs.edu](mailto:Debbie.Hussmann@hccs.edu) or by phone at 713-718-7858. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

This course is about you! Through research and experience, Houston Community College has determined that many life and career management skills are necessary for students to make the most of their college investment. A student success course is designed to prepare students for the demands of college and for success in the world of work. This course emphasizes setting priorities, time management, note-taking, learning/concentration techniques, retention of information, book analysis, comprehension techniques, and test-taking skills. This courses also incorporates modules that are designed to facilitate the use of library databases in conducting research, career exploration, planning and setting educational objectives, lifelong career assessment, decision-making, financial aid, financial planning, tutoring, and student support services enabling the student to maximize the use of college resources.

## **My Personal Welcome**

Welcome to EDUC 1300: Learning Framework! It is my distinct pleasure to be your instructor this semester! This course will provide you with the tools to help you be successful in college and after. Take this course seriously because it could be one of the most important courses you take throughout your collegiate career. One of my goals this semester is to help you feel confident as you embark upon the rest of your studies. I will guide you, cheer for you, coach you, and hold you accountable. This class as well as your other courses will require time management, dedication, and motivation. You are capable of completing this course successfully, and it is my greatest desire that you do! Please work hard to avoid falling behind, keep up with the due dates, complete your assignments as they are assigned, and always know that you can ask me for help. I look forward to working with you this semester!

## **Prerequisites and/or Co-Requisites**

The only requirements for this course are that you have taken the TSI Assessment. You are not required to achieve any specific scores. This is a college level course, and you will be required to read and submit college level work. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Canvas Learning Management System**

Every section of EDUC 1300 uses Eagle Online Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. You will be required to submit assignments both online and in class. Please always be aware of the desired form of submission for each assignment. I will also help to be sure you are aware. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. You may also borrow a Chromebook laptop from your HCCS library if you do not have a computer at home <http://library.hccs.edu/chromebooks>. It is recommended that you USE FIREFOX OR CHROME AS YOUR Internet BROWSER. HCCS Open Lab locations may be used to access the Internet and Canvas.

## **HCC Online Information and Policies**

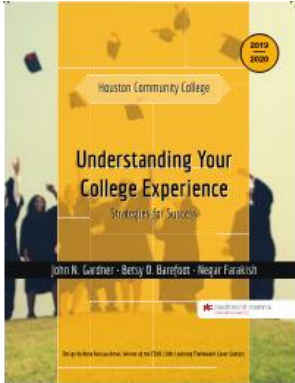
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## **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

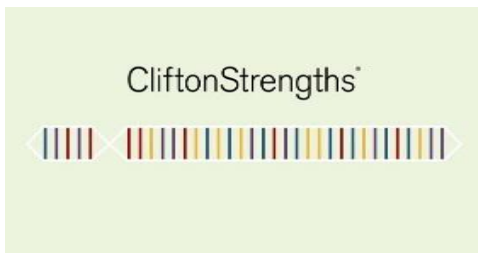
### Textbook Information



The textbook listed below is **required** for this course.

**“Understanding Your College Experience, Strategies for Success 2<sup>nd</sup> Edition”** by Gardner, Barefoot, and Farakish. (2017). ISBN: 9781319337834

The custom textbook for this class may **ONLY** be purchased at any HCC bookstore, brand new for \$57.85. It is bundled in a package that contains the text as well as a LaunchPad access code you will need to use for this course. **Do not throw any items away that are packaged with your textbook.** Temporary access to LaunchPad is available for a limited time (up to 21 days) to give you access to the online textbook and LaunchPad assignments while you are arranging to obtain your texts and permanent codes. **The LaunchPad code for this course is not sold separately online.** Order your book here: [HCC Bookstore](#)



The access code listed below is **also required** for this course.

#### Clifton Strengths for Students

Purchase from the HCCS bookstore for \$20.00 or \$11.99 directly from their website. Purchase the access code from the Clifton website here: [StrengthsQuest](#)

### Temporary Free Access to E-Book

You will be able to register for free temporary access to the textbook and LaunchPad. You can register through your EagleOnline course when the course becomes active on the first day of class.

### Other Instructional Resources

#### Publisher’s Digital Workbook (LaunchPad)

Launchpad is an online learning system that accompanies your textbook. Students will be required to complete weekly assignments within the system. Launchpad assignments will be accessible inside of EagleOnline. A new textbook purchased from the HCCS Bookstore is required to access Launchpad.

## 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

**EDUC 1300** is a study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. In addition, the course focuses on numerous college, career, and life management topics necessary for students to make the most of their college investment.

## Core Curriculum Objectives (CCOs)

EDUC 1300 is a part of the social and behavioral sciences you will study in the HCCS core curriculum. The HCCS Academic Student Success Program Committee has specified that this course addresses the following core objectives:

- **Critical Thinking Skills (CT):** students will demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information through researching career and project information, analyzing information, and synthesizing information to create a final product (essay and presentation).
- **Communication Skills (COM):** students will demonstrate effective development, interpretation and expression of ideas through written, oral and visual communication on various assignments, the career research essay, and by creating and presenting a group project.
- **Empirical and Quantitative Skills (EQS):** students will demonstrate the manipulation and analysis of numerical data or observable facts resulting in informed conclusions by determining the annual salary needed to maintain a desired standard of living, determining the median salary and job outlook for their career

field, comparing the cost of living in Houston to other cities, synthesizing this information and determining if the student will be able to live a comfortable lifestyle in Houston with their proposed salary as well as explaining the conclusions drawn from the analysis.

- **Teamwork (TW)**: students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal throughout the course in various activities, assignments, and the group presentation.
- **Social Responsibility (SR)**: students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities by considering the skills the student will acquire in training for their proposed field and seeking volunteer organizations or charities to explain how they could use those skills to serve the community.
- **Personal Responsibility (PR)**: students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making through weekly case studies and activities throughout the course.

### **Program Student Learning Outcomes (PSLOs)**

EDUC 1300 is the only course offered by the Academic Student Success program, thus the program student learning outcomes and course student learning outcomes are the same as listed below.

### **Course Student Learning Outcomes (CSLOs)**

Upon completion of EDUC 1300, the student will be able to:

1. Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at HCCS.
2. Identify and use strategies to manage your time, energy, finances, and personal responsibilities.
3. Identify and use various services at HCCS.
4. Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.
5. Learn and practice essential skills of academic, career, and personal success.

### **Learning Objectives**

#### **SLO #1: Develop and use an academic/personal/professional action plan to include long-term goals, with detailed emphasis on time spent at HCCS.**

- 1.1 Create and prioritize short-term and long-term goals related to your academic/personal/professional development at HCCS.
- 1.2 Use inventories or assessments to identify career interests, values, and abilities.
- 1.3 Examine various career options and use available resources (e.g. career center, college library, etc.) to research and analyze information pertaining to career options.
- 1.4 Select an academic/workforce pathway and select a degree plan.
- 1.5 Construct and use an academic plan to achieve career goals and select classes for subsequent semesters.
- 1.6 Learn and demonstrate etiquette appropriate for transitioning from college to sustained employment.

1.7 Practice the strategies of collaborative learning and team building.

**SLO #2: Identify and use strategies to manage your time, energy, finances, and personal responsibilities.**

- 2.1 Through careful time analysis, determine and practice strategies to manage your time.
- 2.2 Develop and follow a financial plan to support your academic goals.
- 2.3 Evaluate and use strategies to balance academic and personal responsibilities.

**SLO #3: Identify and use various services at HCCS.**

- 3.1 Discuss your educational/career plans with an advisor or appropriate personnel at HCCS.
- 3.2 Use HCCS websites and publications (especially the college catalog) to locate pertinent college information.
- 3.3 Identify and utilize tutoring services provided on-campus or online.
- 3.4 Identify and utilize campus resources.

**SLO #4: Identify strategies to increase learning, motivation, memory, test-taking abilities, note-taking abilities, and reading comprehension.**

- 4.1 Identify personal learning styles and develop effective study skills/learning strategies based on individual results.
- 4.2 Identify personal strengths and weaknesses to develop successful strategies.
- 4.3 Apply knowledge of learning to adapt to various classroom environments.
- 4.4 Attend a library orientation/instruction session to access resources and technologies available on campus and online.
- 4.5 Practice information literacy skill building by utilizing library sources and technology.
- 4.6 Participate in experiential learning activities such as those linked to career selection and/or community service.
- 4.7 Understand and apply strategies to improve memory.
- 4.8 Learn and use strategies for effective note-taking, reading, and test-taking.
- 4.9 Understand how grit, growth mindsets, and motivation impact learning.

**SLO #5: Learn and practice essential skills of academic, career, and personal success.**

- 5.1 Use oral, written, and visual communication (e.g. PowerPoint) to express oneself effectively.
- 5.2 Use social networking and electronic communications appropriately as defined by the rules of netiquette.
- 5.3 Learn what constitutes academic dishonesty and plagiarism.
- 5.4 Learn and practice critical thinking and problem solving.
- 5.5 Construct a plan to promote social and personal development (e.g. physical and mental wellness plans, volunteer/service learning, participate in co-curricular activities).

## **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**

### **Written Assignments**

Assignments have been developed that will enhance your learning. You will be required to successfully complete these assignments. Please see the Course Calendar for due dates.

#### **Instructor's Choice Class Assignments (excluding LaunchPad) (30%)**

**Assignment 1:** Campus Resources Scavenger Hunt—Students will utilize various strategies to identify resources available on campus.

**Assignment 2:** Goal Setting Assignment – Students will create goals and action steps to guide them throughout their college careers.

**Assignment 3:** Annotating and Note Taking Assignment: Students will apply annotation strategies to a selected reading and utilize strategic note taking methods to gather information.

**Assignment 4:** Time Management Assignment: Students will analyze their time to identify areas of improvement and develop a schedule that will allow them to succeed in college.

**Assignment 5:** Financial Planning Assignment: Students will analyze spending and develop a budget that will allow them to be successful in college.

#### **Launchpad Assignments (15%)**

Students will access LaunchPad through EagleOnline and will be required to complete weekly assignments within the system.

#### **Career Research Essay (10%)**

Students will conduct research and prepare a Career Research Essay.

#### **Group Presentation (10%)**

Students will conduct research and deliver a group presentation over an assigned topic from the course.

### **Exams**

Knowledge checks are given in the form of quizzes. Three multiple-choice and true/false chapter tests will be given that account for **(15%)** of your total grade. These exams will be administered through Canvas/EagleOnline unless otherwise instructed.

### **In-Class Activities**

During class you will engage in multiple activities to enhance your understanding. You are expected to participate and to have completed the necessary pre-class activities to adequately participate in all activities.



## Final Exam

All students will be required to take a comprehensive departmental final exam (**20%**) consisting of 50 multiple-choice and true and false questions. Students will be provided with a final exam study guide.

## Grading Formula

Grading Percentages:

15% Assessments  
 20% Final Exam  
 15% Launchpad Activities  
 30% Instructor's Choice Assignments  
 20% Career Essay and Oral Group Presentation  
**100%Total**

A = 100- 90            4 points per semester hour  
 B = 89 - 80:           3 points per semester hour  
 C = 79 - 70:           2 points per semester hour  
 D = 69 - 60:           1 point per semester hour  
 F = 59 and below      0 points per semester hour  
 FX (Failing due to non-attendance) 0 points per semester hour  
 IP (In Progress)      0 points per semester hour

W(Withdrawn)        0 points per semester hour  
 I (Incomplete)        0 points per semester hour  
 AUD (Audit)          0 points per semester hour

IP (In Progress) is given only in certain developmental courses, not this class. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

### 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:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

**Course Calendar**  
**MON & WED 8:00am – 9:20am**  
**COURSE CALENDAR**  
**FALL 2019**

*\* Please note that this schedule is subject to Change  
 \*All Launchpad Assignments are due weekly on Sunday nights.*

<b>Week Number</b>	<b>Lecture Topic &amp; Activities</b>	<b>Reference Chapters</b>	<b>Assignment Due Dates</b>
1	Introduction to the course  The Essentials for College Success	EagleOnline  Chapter 1	Assignment 1: Begin the Campus Resources Scavenger Hunt Assignment Due: 9/8/ 2019
2	Reading to Learn from College Textbooks	Chapter 6	Assignment 2: Complete Goal Setting Due: 9/8/2019
3	Getting the Most Out of Class	Chapter 5	Assignment 3: Complete Annotating & Note Taking Assignment Due: 9/15/2019
4	Managing Time, Energy, & Money	Chapter 3	Assignment 4: Begin Time Management Assignment Due: 9/29/2018  Test 1: Chapters 1, 6, 5 & 3 Due: 9/22/2019
5	Discovering How You Learn	Chapter 4	Assignment 4: Complete Time Management Assignment Due: 9/29/2019
6	Making the Right Career Choice	Chapter 12	
7	Collecting, Evaluating, and Using Information	Chapter 9	

8	Studying, Understanding, and Remembering	Chapter 7	Test 2: Chapters 4, 12, 9, & 7 Due: 10/20/2019
9	Career Research Essay & Conferences		Career Research Essay Due: 10/27/2019
10	Cultivating Motivation, Resilience, and Emotional Intelligence	Chapter 2	
11	Taking Tests Successfully	Chapter 8	Assignment 5: Complete the Financial Planning Assignment Due: 11/10/2019
12	Thinking in College	Chapter 10	Test 3: 2, 8, & 10 Due: 11/17/2019
13	Maintaining Wellness and Relationships in a Diverse World	Chapter 11	
14	Study for final exams, Catch-up on assignments, Prepare group presentations	Various Resources	
15	Group Presentations		Group Presentations Due: Week of December 1, 2019 See Schedule
16	Final Exam	Chapters 1-12	Week of December 8, 2019 See Schedule

### **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**

### **Missed Assignments**

**No make of exam for Chapter Test, Mid-Term or the Final Exam. If a student is sick and did not complete an exam, please note you are required to produce a doctor's excuse which will be on a case by case basis.**

## Submission of Late Assignments

Please note that I will accept the submission of "SOME LATE ASSIGNMENTS" which will be based on the following criteria's: This only applies to submission of some hard copy assignments and some online assignments. This will not apply to any "**Launch Pad Assignments**" therefore; **Launch Pad assignments will not be re-opened.**

**1 day late will result in a deduction of 35 points from original grade.**

**2 days late will result in a deduction of 50 points from original grade.**

**3 days late will result in a deduction of 75 points from the original grade.**

**4 days late will result in a deduction of 100 points from the original grade.**

## Academic Integrity

All students are expected to submit original work that is free from collusion. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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

It is imperative that you attend class in order to be successful. You are expected to attend all scheduled classes. Although ***it is your responsibility to drop a course for nonattendance***, the instructor has the authority to drop you for excessive absences. You may be dropped from a course prior to the college drop deadline (see academic calendar) once you accumulate absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For a 3 credit hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after **6 hours of absence (after missing more than 3 classes)**. The 6 hours includes accumulated minutes for arriving late to class and leaving class early and lab time missed. In an online class, the equivalent would be failing to turn in assignments for two weeks.

## Student Conduct

Students are expected to maintain a cooperative and collaborative learning environment. Disrespect of others and unnecessary distractions in the learning environment will not be tolerated.

## Instructor's Course-Specific Information (As Needed)

Students will submit test, assignments via CANVAS OR HARD COPY. Students can expect to will receive feedback after they submit the assignments within one to two weeks or sometimes less than a week depending on the situation.

## Electronic Devices

It is everyone's responsibility to monitor the use of electronic devices in a respectful manner. The use of cell phones will not be permitted therefore; please ensure that they are in the "OFF" mode while in class. If a student is using a computer to write class notes, please ensure the keys are sound proof. Devices that prove to be distracting will not be permitted.

## 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<sup>3</sup>

The EGLS<sup>3</sup> (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<sup>3</sup> 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](mailto: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**

Dr. Pamela Bilton Beard, [Pamela.Biltonbeard@hccs.edu](mailto:Pamela.Biltonbeard@hccs.edu), 713.718.5567