

## College Effectiveness Committee

Agenda – Electronic Meeting

November 2015

- Welcome
  - Review of committee membership (39):

<b>Vernon College Position</b>	<b>Member</b>
Director of Institutional Effectiveness and SACSCOC Liaison	Betsy Harkey, Chair
Dean of Administrative Services	Garry David
Dean of Admissions and Financial Aid/Registrar	Joe Hite
Dean of Instructional Services and SACSCOC Leadership Team	Dr. Gary Don Harkey
Dean of Student Services	
Associate Dean of Instructional Services	Shana Drury
Associate Dean of Student Services	Kristin Harris
Division Chair - Communications, English Instructor	Joe Johnston
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg
Director of Admissions and Records	Amanda Raines
Director of Continuing Education	Christina Feldman
Director of Financial Aid	Melissa Elliott
Director of Human Resources	Haven David
Director of Institutional Advancement	Michelle Alexander
Executive Director, Vernon College Foundation	
Advancement Specialist - Recruiting	LeAnn Scharbrough
Institutional Support Specialist	Jim Binion
Director of Library Services	Marian Grona
Director of PASS Department/ Coordinator of Office for Students with Disabilities	Deana Lehman
Director of Quality Enhancement and SACSCOC Leadership Team	Criquett Lehman
Early College Start Coordinator	Melissa Moore
Instructional Design and Technology Coordinator, Faculty	Roxie Hill

Counselor	Clara Garza
Faculty, Speech Instructor	Dr. Donnie Kirk
Faculty Senate Representative, History Instructor	Jason Scheller
Faculty, English Instructor	Misti Brock
Faculty, Math Instructor	Dr. Brad Beauchamp
Faculty Senate Representative, SACSCOC Leadership Team and History Instructor	Bettye Hutchins
Business Office Manager	Mindi Flynn
Student Forum Representative	Jackie Polk /
Student Government Representative	Sjohonton Fanner/
Administrative Assistant/Associate Dean of Instructional Services	Judy Ditmore
Administrative Assistant/Human Resources – Physical Plant	Toni Bell
Administrative Assistant/Instructional Services	Linda Haney
Administrative Secretary to the President	Mary King
Employees Forum Representative	Waiting on election
Employees Forum Representative	Rosa Alaniz
President and SACSCOC Leadership Team	Dr. Dusty Johnston

- Review of October 2015 electronic meeting minutes (Exhibit A) – Check the voting record to ensure you are recorded correctly and contact Betsy with any discrepancies. Apologies in advance if someone was left off the list as voting. This action item was during the time that my computer was having issues. - Betsy
  
- Student Learning Measures Update: Dr. Brad Beauchamp - The sample of students to be included in the Fall 2015 assessment for Critical Thinking will be formed after the Fall II drop date. The sampling method will be multi-stage stratified. The strata will consist of four levels: student cumulative hours, modality, location and course. The list of sampled students will be emailed to instructors during the first week of December. It is anticipated the sampled student artifacts will be collected by 12/10. The assessment team membership this fall is: Misty Brock, Joe Onder, Lyndon Burnham, Paula Whitman, Renee Wooten, Tom McNeely, Marissa Underhill, Steven Underhill, Jason Scheller, Daniel Lowe, Bettye Hutchins and Mike Ruhl. Assessment of student artifacts will occur on 12/15.
  
- Director of Institutional Effectiveness Update
  - Student Success by the Numbers Committee – met on November 13, 2015. Primary agenda items included:

- Review of SACSCOC timeline
  - Title III, Strengthening Institutions Program Update
  - Completed communication forms as well as the 2015-2016 Assessment and Report Calendar and General Glossary. As communication forms were completed, members were reminded that all titles (on form, in calendar, in glossary) should be the same, communication forms should include highlights of data and not just restate or define the assessment/report, and glossary definitions should be checked/updated each time a communication form is completed.
  - Data Update
  - Quality Enhancement Plan update by Criquett Lehman
- SACSCOC
    - Compliance Certification (10 year report) Responsibility Matrix and Deadlines (Exhibit B) – Primary writers are marked on the document. There are still a few criteria/standards that have not been claimed by a primary writer. Please discuss and contact Betsy with the name of the designated person.
    - Dr. Johnston offsite review notes and discussion– This is an ongoing project by Dr. Johnston that will continue in January.
    - QEP Development Task Force update (Exhibit C) – Criquett Lehman
- Planning Calendar for November
    - The Board of Trustees reviewed and approved the Strategic Plan components including Primary Goals for 2016-2020 and Priority Initiatives for 2016-2017 as well as the Spring Continuing Education schedule during their November 18, 2015 meeting. The Board also reviewed the documented evaluation of the 2014-2015 Annual Action Plan and Institutional Effectiveness Plans.
    - Completed 2015-2016 Institutional Effectiveness Plans were due to Betsy by November 13, 2015. Once all plans are received they will be compiled, posted in the shared drive and Blackboard for review and discussion, and emailed to the CE Committee for approval by electronic vote. The goal is to have the approved plan on the December Board of Trustees agenda. Note that according to the Planning Calendar we should also be working on drafts of the 2016-2017 IE Plans. This timeline has been postponed to ensure the process and content is effective and accurate.
    - Begin development of 2016-2017 Annual Action Plans. Templates are posted in the shared drive and have been emailed to CE Committee members. Preliminary drafts are to be posted in the shared drive by December 18, 2015.

- Title III, Strengthening Institutions Program Update - The Oversight Committee, ERP/SIS Task Force and Student Success Pathway Task Force have each met twice (October and November). The Student Success Pathway Coordinator and Student Success Specialist positions have been filled. The Student Information Software Coordinator position is being advertised. The RFP document is finalized and scheduled to be published November 20, 2015. The ERP/SIS selection process is underway with the scheduling of discovery and demonstration days.
- Meeting schedule: December 18 (electronic) – components are encouraged to use this time to work on Annual Action Plans for 2016-2017.
- Adjournment