

# College Effectiveness Committee

Monday, January 31, 2011/ 2:30 p.m.  
CCC ITV 504 and Vernon ITV 423

- Call meeting to order
- Welcome and review of committee attendance

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness	Betsy Harkey, Chair		
Dean of Administrative Services	Garry David		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Dean of Instructional Services	Dr. Gary Don Harkey		
Dean of Student Services/Athletic Director	John Hardin III		
Assistant to Dean of Instructional Services	Sharon Winn		
Associate Dean, Career and Technical Education	Shana Munson		
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 and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		
Director of Continuing Education	Michelle Wood		
Director of Financial Aid	Melissa Elliott		
Director of Human Resources	Haven David		
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander		<b>X (conference)</b>
Director of Institutional Technology	Jim Binion		
Director of Library Services	Marian Grona		
Director of Special Services	Deana Lehman		
Director of Quality Enhancement	Criquett Lehman		
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill		
Counselor	Clara Garza		
Faculty Senate Representative	Michael Ruhl		

Faculty Senate Representative	Darlene Kajs		
Student Forum Representative	Jackie Polk / Shamika ???		
Student Government Representative	Sjohnton Fanner/ Taylor Steward		
Classified Staff	tbd		
Classified Staff	tbd		
President	Dr. Dusty Johnston		<b>X (conference)</b>

- Approval of November 15, 2010 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:
  - ✓ 2011-2012 Annual Action Plans – Drafts posted in Blackboard, Final plans due to Betsy by February 1, 2011 in order to allow time for committee review (Facilities, Institutional Improvement, Personnel and Technology)
  - ✓ Accountability Report – THECB has migrated data and posted the report on their Accountability website. Betsy emailed the link to committee members and asked for a review.
  - ✓ SACS – Annual meeting was first week in December. Attending were Criquett Lehman, John Hardin, Dr. Johnston and Betsy. Vernon College is the Class of 2009 and the 5<sup>th</sup> Year Interim Report will be due in 2014. Data collection will begin next fall.
  - ✓ Web site update
- Review working timeline accomplishments for November and December

<i>November</i>	<b>Achieved Not Achieved In Progress</b>
<b>Administrative Services</b> <b>Business Office:</b> <ol style="list-style-type: none"> <li>1. Replace Ann and Sandy's computers in CC. Replace the two oldest computers in Vernon and start a rotation program to replace all computers every 4 years</li> </ol> <b>Physical Plant:</b> <ol style="list-style-type: none"> <li>1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects</li> </ol>	  Achieved  Achieved
<b>Instructional Services</b> <b>Special Services:</b> <ol style="list-style-type: none"> <li>1. Encourage students to participate in peer tutoring by advertising via PASS Center pens, pencils, and bookmarks, the Student Services</li> </ol>	  Partially achieved

<p>bulletin board, and message centers on the Vernon campus, Century City Center, and Skills Training Center, and through college wide instructor emails</p> <ol style="list-style-type: none"> <li>2. Work with the Dean of Student Services and the athletic coaches to offer peer tutoring during the teams' study hall sessions</li> <li>3. Capitalize on website as media for promoting PASS Center services</li> <li>4. Pay community member tutors to watch the recorded College Algebra lectures from Fall 2009 in an effort to familiarize the tutors with class format, concepts taught in the class, and instructor expectations</li> <li>5. Send short satisfaction survey via Vernon College email to all participants</li> </ol> <p><b>Library:</b></p> <ol style="list-style-type: none"> <li>1. Replace 19 computers as follows: 11-Vernon; 5 - Century City; 3-SLC</li> </ol>	<p>Achieved Achieved Achieved  Achieved  Achieved</p>
<p><b>Other Target Dates</b> <b>Institutional Advancement:</b></p> <ol style="list-style-type: none"> <li>1. Spring Schedule back from printers by November 1</li> </ol>	<p>Achieved</p>
<p><i>December</i></p>	
<p><b>Instructional Services</b></p> <ol style="list-style-type: none"> <li>1. Provide training and professional development to be completed each semester by December 2010 and May 2011</li> <li>2. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention</li> </ol>	<p>Achieved</p>
<p><b>Office of the President</b> <b>Quality Enhancement:</b></p> <ol style="list-style-type: none"> <li>1. Recruit new pilot participants</li> <li>2. Provide training and professional development to be completed each semester by December 2010 and May 2011: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention</li> <li>3. Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory</li> <li>4. Implement the Quality Enhancement Resource Inventory process in the Fall 2010 semester</li> <li>5. Create satisfaction survey's to be administered at the end of each semester</li> <li>6. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades</li> <li>7. Participate in SACS pre-conference workshops and SACS 2010 Annual Meeting</li> <li>8. Analyze the Survey of Entering Student Engagement (SENSE) data and information to prepare and present results and findings</li> <li>9. Analyze the Survey of Online Student Engagement (SOSE) data and information to prepare and present results and findings</li> </ol>	<p>Achieved December achieved and May in progress In progress  Achieved Achieved for Fall 2010 In Process Achieved Achieved In progress</p>
<p><b>Student Services</b></p> <ol style="list-style-type: none"> <li>1. Student Services will provide support to faculty through advising training as requested by the Dean of Instructional Services</li> <li>2. Student Services will serve as a resource to students by advertising and promoting the new advising system</li> <li>3. Promote QEP Pilot project applications to Student Services staff and encourage innovative thinking.</li> <li>4. Work with staff to create ideas to help develop QEP pilot projects and meet requirements</li> <li>5. Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work</li> </ol>	<p>Achieved and will continue through future semesters as the process evolves Achieved and will continue Achieved and will continue Achieved Ongoing</p>

6. Recruitment and Retention: Initiate committee meetings focused on clear purpose	Ongoing
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- Assessment Activity - Report Communication and Change Presentations for November and December (Blackboard – refer to Assessment and Report Calendar folders)

November						
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA	
Library Services Survey (V –students)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December	AA	
Independent Audit Dept. of Ed (Annual Required)	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both	
THECB Financial Aid Data Base (FADB) Report	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both	
Resident Hall Health & Safety Inspections	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	December	AA	
Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December	AA	
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		December	Report	
Closing the Gaps	Institutional Effectiveness	Betsy Harkey		December	Report	
Compare Previous 2 years of CE Reports	Continuing Ed	Directors and Coordinators	Trends, Enrollment Statistics and Evaluation	December	AA	
December						
Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	October	AA	
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA	
Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	October	AA	
New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA	
New Beginnings Fact Sheet (previous year annual report)	Special Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing	October	Both	

	Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	January	Report
	Annual Audit (Annual External Audit reviewed by the Board of Trustees)	Business Office	Dean of Administrative Services	Compliance with state and federal rules-measures effectiveness of institutional financial procedures, practices, and internal controls	February	Report
	Report of Fundable Operating Expenditures to the THECB (Report issued to the THECB)	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February	Both
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		January	Report
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		January	Report
	National Student Clearing House Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		January	Report
	Con Ed Student Report Fall CBM 00A	Admissions and Records	Lana Carter/Joe Hite		January	Report
	Con Ed Class Report Fall CBM 00C	Admissions and Records	Lana Carter/Joe Hite		January	Report
	CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey		January	Report
	Licensure Report (THECB – new report)	Institutional Effectiveness	Betsy Harkey		January	Report
	Uniform Recruitment and Retention Report	Student Relations	Director of Student Relations	State required report that illustrates progress toward Closing the Gaps	January	Both

- Development of 2011-2016 Long Range Strategic Plan/Long Range Objectives (Exhibit B, Action Item)
- Next meeting date – February 21, 2011
- Next meeting: 2011-2012 Annual Action Plans
- Adjournment