

College Effectiveness Committee

Tuesday, January 31, 2012/ 3:30 p.m.
 CCC ITV 504 and Vernon ITV 204

- 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 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		
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 Smith		
Student Government Representative	Sjohnton Fanner/ Taylor Steward		
Classified Staff	Sandy Odell		
Classified Staff	Rosa Alaniz		
President	Dr. Dusty Johnston		

- Approval of October 31, 2011 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:

Review of 2011-2012 Planning Calendar (Exhibit B)

2012-2013 Annual Action Plans due by February 1

- review of shared G: drive

Governance thru Committee web site review

- Mid-Year Reports along with fall agendas and minutes posted to web site by today

Student Success by the Numbers

- Introduction of Phase II Team
- Consultant Dr. Luzelma Canales
- First visit, February 15 and 16, 2012

KPIA addition - Program/Discipline data (majors and completers)

QEP Annual Progress Report emailed after last meeting for electronic voting approval by November 7, 2012 was approved by College Effectiveness Committee

SACS-COC update for Fifth-Year Interim Report - (Exhibit C)

Assessment Activity - Report Communication and Change completed forms for October, November and December are posted in Blackboard and on the web site

Working timeline accomplishments review - to provide oversight to the annual action plans

September	Achieved Not Achieved In Progress
Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> 1. Provide documented entrance and exit loan counseling opportunities for student borrowers. 2. Contract with consulting firm to contact students approaching default status to explain options and consequences. 3. Participate in New Student Group Advising and create brochure. 4. Outreach to financial aid applicants with personalized letter from VC President. 5. Create "Chap Assistance TV" instructional website. 6. Create Financial Aid "8 Easy Steps to the FAFSA" website. 7. Provide Financial Aid outreach presentations to high school students/parents and counselors. 	 Achieved Achieved Achieved Not Achieved Achieved Achieved Achieved
Instructional Services Library <ol style="list-style-type: none"> 1. Open Century City Library 30 minutes earlier at 7:30am on weekdays. 2. Ensure staffing and funds are available to support extended weekday hours. 3. Advertise updated hours of operation. Special Services <ol style="list-style-type: none"> 1. Create job description for STC PASS Center Coordinator 2. Advertise job via website and Wichita Falls Newspaper 3. Hire Coordinator 	 Achieved Achieved Achieved Not Achieved Not Achieved Not Achieved
Office of the President Institutional Advancement <ol style="list-style-type: none"> 1. Establish a "Vernon College/Vernon College Foundation Scholarship Office" within the Office of Institutional Advancement as a one-stop shop to assist students with scholarship applications both College, Foundation, and non-College/Foundation scholarships that are open to Vernon College students. 	 In Progress
Other Target Dates Institutional Effectiveness <ol style="list-style-type: none"> 1. 10-11 Annual Action Plan Summaries due to Director of Institutional Effectiveness 2. CE Committee reviews Mission and Long Term Objectives 	 Achieved Achieved
October	
Instructional Services Special Services <ol style="list-style-type: none"> 1. Locate an office that can be assigned to the Coordinator of Interpreting Services and the new interpreter/ADA liaison. 2. Publish location of office on website and in Special Services Brochures the next time they are printed. 3. Provide a computer, desk, chair, and file cabinet for use in the office. 	 In Progress In Progress In Progress
Other Target Dates Institutional Advancement/Instructional Services – Spring schedule to printers President's Office/Effectiveness	 Achieved

<ol style="list-style-type: none"> 1. CE Committee reviews Primary Goals and develops/selects Priority Initiatives 2. External review of Strategic Plan Components including the Mission 3. Board of Trustees reviews and approves Mission and Long Term Objectives 	<p>Achieved Achieved Achieved</p>
November	
Administrative Services Physical Plant <ol style="list-style-type: none"> 1. Quarterly reviews by Dean of Administrative Services to make sure we're on target to complete projects. 	<p>Achieved</p>
Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> 1. Hire and train additional personnel as needed to serve VC students. Student Records <ol style="list-style-type: none"> 1. Run a degree audit on each degree or certificate seeking student as indicated on their application for admissions thus allowing them to track their status towards graduation through Campus Connect. 2. Send progress reports to notify students of their academic status. 3. Notify students of President or Dean List honors each Fall and Spring semester. 	<p>Not Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved for Fall</p>
Office of the President Information Technology <ol style="list-style-type: none"> 1. Ongoing POISE training 2. Microsoft Server 2008 training 3. Microsoft Exchange Server 2008 training 4. Ektron CMS Training 5. Have quarterly meetings of the Technology committee to plan future Technology needs. Institutional Advancement <ol style="list-style-type: none"> 1. Develop and implement an annual President's Report to be sent to all constituencies as well as all media outlets in the 12 county service area Quality Enhancement <ol style="list-style-type: none"> 1. Administer the Survey of Entering Student Engagement (SENSE). 	<p>In Progress</p> <p>In transition with Run Business Solutions</p> <p>Achieved</p> <p>Not Achieved</p> <p>Achieved</p> <p>Achieved</p>
Student Services <ol style="list-style-type: none"> 1. Updating and evaluating all technology hardware in Student Services. 	<p>In Progress</p>
Other Target Dates President's Office/Effectiveness <ol style="list-style-type: none"> 1. Board of Trustees reviews and approves Priority Initiatives 2. Begin development of component 12-13 Annual Action Plans (component leadership) 	<p>Achieved</p> <p>In Progress</p>
December	
Office of the President Information Technology <ol style="list-style-type: none"> 1. Install virtual desktop servers and thin clients in College libraries 2. Assign software packages to IT staff 3. Purchase helpdesk/online assistance software Provide training and online support for QEP via IT Staff. 	<p>In transition with Run Business Solutions</p>

<p>4. Purchase copies of software for training 5. Suggest additions and upgrades to software used by QEP</p> <p>Quality Enhancement</p> <p>1. Recruit new pilot participants. 2. Review pilot project documentation and provide support and training for incorporation of General Education Outcomes and development of assessment measures. 3. Provide training and professional development to be completed each semester by December 2011 and May 2012. 4. Organize and conduct trainings, Oversee pilot mentor program, Schedule and conduct one-on-one meetings, Participate in NISOD convention. 5. Provide technical and operational support through purchase of software and equipment, completion of mid and end-of-year reports, providing oversight for pilot portion of the QEP timeline. 6. Quality Enhancement Resource Inventory list results. December 2011 & May 2012 7. Participate in SACS pre-conference workshops and SACS 2011 Annual Meeting. 8. Analyze the Community College Survey of Student Engagement (CCSSE) data and information to prepare and present results and findings.</p>	<p style="text-align: center;">↑</p> <p>Achieved Achieved</p> <p>Achieved Achieved</p> <p>Achieved</p> <p>Achieved Achieved Achieved</p>
<p>Student Services</p> <p>1. Offer "brown bag" lunch sessions for students at CCC, Vernon and Skills Training Center Campuses where counselors will offer a brief presentation on available academic support services resources and lengthy question and answer period. 2. Promote QEP Pilot Project application to Student Services staff and encourage project development and innovative thinking. 3. Identify unused classroom style space on the Vernon Campus that can serve as a devoted study hall area for athletes. 4. Work with VC IT department to provide Wireless Internet Services in the Vernon College Residence Halls so that student residents can utilize it.</p>	<p>Achieved</p> <p>Achieved</p> <p>Not Achieved Achieved</p>
<p>Other Target Dates President's Office/Effectiveness</p> <p>1. Annual Action Plan preliminary drafts due to Institutional Effectiveness and forwarded to appropriate committee chairs</p>	<p>In Progress</p>

- Mark calendars for next meeting date: February 28
- Adjournment