

College Effectiveness Committee

Monday, October 18, 2010 / 2:00 p.m.
 CCC ITV 205 and Vernon ITV 423

- Call meeting to order
- Welcome and review of committee purpose, responsibilities and membership as outlined in the Governance thru Committees 2010-2011 document, (Exhibit A)
- Approval of August 3, 2010 minutes (Exhibit B, Action Item)
- Approval of completed 2009-2010 Annual Plan (Exhibit C, Action Item)
- Review of Primary Goals (Exhibit D)
- Review of 2010-2011 Priority Initiatives and adoption of 2011-2012 Priority Initiatives (Exhibit E, Action Item)
- Discussion of 2006-2010 Strategic Plan review and determine process for development of 2011-2016 Long Range Strategic Plan (Exhibit F)
<http://68.92.176.7/SACS/2.5/VC%20Strategic%20Plan.pdf>
- Review working timeline accomplishments for September (Exhibit G)

<i>September</i>	Achieved Not Achieved In Progress
Admissions, Records and Financial Aid Financial Aid: <ol style="list-style-type: none"> 1. Provide 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. Create a VC Financial Aid Facebook page 4. Participate in New Student Group Advising and create brochure 5. Outreach to financial aid applicants with personalized letter from VC President 6. Create Financial Aid Television instructional website 7. Create Financial Aid "8 Easy Steps to the FAFSA" website 8. Provide Financial Aid outreach presentations to high school students/parents and counselors 	In progress Achieved Achieved Achieved In progress In progress (QEP) Achieved In progress
Student Services <ol style="list-style-type: none"> 1. Approval and funding of new position by Vernon College administration. 2. Creation and approval of new job description 3. Posting and hiring of new employee 	Not achieved (not funded) Not achieved Not achieved

Other Target Dates	
1. 09-10 Annual Plan Summaries due to Director of Institutional Effectiveness	Achieved

- Assessment Activity - Report Communication and Change Presentations for September (Exhibit H)

Timeline Month Assessment Activity or Report is Conducted/ Administered	Assessment Activity or Report Name/Title	Department	Responsible Party	Assessment Measurement/ Proposed Use/ Evidence of Use of Data	Month to Share Results to Planning and Assessment Committee	Assessment Activity (AA) Report Both
September						
	Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA
	DWI Education Annual Report	Continuing Education	Anne Patterson	Maintain Provider Status	October	Report
	Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott/ Joe Hite	College Student Loan Default Rate	October	Both
	Freshman Orientation Survey	Counseling	Counselors	New Student Orientation survey will be used to evaluate content relevancy & scheduling.	October	AA
	Survey of Entering Student Engagement (SENSE)	Institutional Effectiveness/QEP	Criquett Lehman	Entering student perception	March	AA
	End of year Testing Center Report	Testing	Testing Coordinator		October	Report
	Crime Awareness Statistics Report	Student Relations	Director of Student Relations		October	Report
	Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
	CTE Award Completer Forms	Instructional Services	CTE Programs and Sharon Winn		October	Report
	Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Sharon Winn		October	Report
	Tech Prep Final Evaluation and Budget Report for previous year	Instructional Services	Romona Vaughan		October	Report
	National Student Clearinghouse Transmission (15th)	Admissions and Records	Lana Carter		October	Report
	Con Ed Student Report Summer II CBM 00A	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Con Ed Class Report Summer II CBM 00C	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Graduate Survey Report	Admissions and Records (ongoing	Sarah Davenport/Joe		October	Report

		collection) Institutional Effectiveness (annual compilation)	Hite Betsy Harkey			
	Semi Annual NSGA Report	Counseling	Associate Dean of Student Services		October	Report

- Discussion/Questions regarding Assessment Activity – Report Communication Presentations for the month of July, August and Ongoing posted to Blackboard
- Director of Institutional Effectiveness Update:
 - Project Update:
 - ✓ Statewide Economic Impact Study is under review by Administrative Council
 - ✓ CBM 116 – Adult Learner Follow-up data requested from programs
 - ✓ Licensure Report data has been requested from programs for THECB report and the Key Performance Indicators for Accountability
 - ✓ Key Performance Indicators for Accountability will be ready to present at next meeting
 - ✓ SACS Self Study
 - ✓ Web site
 - ✓ Glossary Review – needs an addition (Exhibit I)
 - ✓ College Effectiveness on Blackboard
- Next meeting dates – November 15 at 2:00 p.m. in rooms 423 Vernon and 205 CCC. December will be an electronic meeting
 - Next meeting: Development of Long Range Strategic Plan
- Adjournment