

College Effectiveness Committee

Monday, November 15, 2010 / 2:00 p.m.
CCC ITV 205 and Vernon ITV 423

- Call meeting to order
- Welcome and review of committee attendance
- Approval of October 18, 2010 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:
 - ✓ QEP Annual Progress Report electronic vote (11.8-10.10)– accepted by majority
 - ✓ Committee midyear reports - due to Betsy before leaving for holidays so they can be posted to the web site
 - ✓ 2011-2012 Annual Action Plan drafts - due to Betsy before leaving for holidays
 - ✓ THECB College Accountability Groups Meeting –
 - +Closing the Gaps (submitted)
 - +Participation Forecast (submitted)
 - +Uniform Recruiting and Retention Strategy – ready for review and must be submitted by December 1;
 - +Accountability Report – opens around Thanksgiving, must have submitted by holidays
 - Additions will include 1) two excellent programs with brief summary and link to more information 2) QEP summary and a link to more information
 - +Program Review Measures – all are still in draft, but plan is to go the THECB by July/August; plan is for CIP's to be on a 10 year cycle
 - +Undergraduate Education Advisory Committee is still working on changes to requirements for core curriculums; their next meeting is 12/3
 - +Academic Course Guide Manual – the Committee is reviewing learning objectives for courses. Plan to start with most utilized courses (Primary courses) and goal date is to have in place by Fall 2011
 - +Regional Data Portal
 - +Almanac prepared by THECB as requested by Commissioner to use with Legislatures; most info for community colleges will be pulled straight from the Accountability Report
 - ✓ Statewide Economic Impact Study - completed and should receive soon
 - ✓ CBM 116 – Adult Learner Follow-up – due this week
 - ✓ Licensure Report data has been requested from programs for THECB report and the Key Performance Indicators for Accountability – due to THECB next week
 - ✓ SACS – Annual meeting first week in December

- ✓ Web site update
- ✓ College Effectiveness on Blackboard – how is it working for you?

- Review working timeline accomplishments for October

| October | Achieved Not Achieved In Progress |
|---|---|
| Administrative Services Physical Plant: <ol style="list-style-type: none"> 1. Hire full time painter/general maintenance position for Wichita Falls facilities | In progress (still evaluating) |
| 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 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 mid-term progress reports each semester over 7 weeks in length and notify students of their academic status each semester 3. Notify students of President or Dean List honors each Fall and Spring semester | not achieved achieved achieved partially achieved (information sent to President, Dean and Marketing) |
| Instructional Services Library: <ol style="list-style-type: none"> 1. Purchase new circulation desk at a cost of \$15,000.00 2. Reupholster library chairs (50) at a total cost of \$9,250.00 3. Reupholster couch, love seats, leisure chairs, and cushions for metal benches. (\$3,591.00) 4. Purchase floor mats (32) to help protect carpet from rollers on task chairs. \$1,732.17 5. Purchase periodical shelving units to improve display and access to print periodicals. \$4,030.00 6. Request that recommendations be placed on the priority 1-3 year implementation schedule | not achieved not achieved not achieved not achieved not achieved achieved |
| Student Services <ol style="list-style-type: none"> 1. Replacement of next 5 computers on rotation 2. Purchase of 3 new high volume, color printers for counseling secretaries 3. Replacement of 8 (4 in Wichita Falls and 4 in Vernon) Testing lab computers 4. Open truck purchase to bids and then select winning bid | achieved achieved achieved achieved |
| Other Target Dates Institutional Advancement: <ol style="list-style-type: none"> 1. Spring schedule to printers by October 18 | achieved |

- Assessment Activity - Report Communication and Change Presentations for October (Blackboard – refer to Planning and Assessment Report Calendar folder for October)

| October | | | | | | |
|---|--|--|---|----------|--------|--|
| CE Reports (for previous academic year) | Career and Technical Education | Shana Munson and Judy Ditmore | Schedule Development THECB Standards Program Continuation | November | Report | |
| Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years) | LVN | Lynn Kalski | Compliance information survey for BON | November | Both | |
| Student Report Fall CBM 001 | Admissions and Records | Lana Carter/Joe Hite | Enrollments Dual Credit Enrollments | November | Both | |
| Class Report Fall CBM 004 | Admissions and Records | Lana Carter/Joe Hite | Contact Hours/Program | November | Both | |
| | Instructional Services | Gary Don Harkey | Faculty Utilization | | | |
| End of Semester Class Report Summer I and II CBM 006 | Admissions and Records | Lana Carter/Joe Hite | Inter-Semester Retention Completers | November | Both | |
| Graduate Report Annual CBM 009 | Admissions and Records | Sarah Davenport/Joe Hite | Total and Program Graduates Program/Discipline Evaluation | November | Both | |
| | Instructional Services | Gary Don Harkey | | | | |
| Department of Education FISAP (Annual Report) | Financial Aid | Melissa Elliott/Joe Hite | Federal Dollars Awarded Annually | November | Both | |
| Athletic Academic Progress Reports | Athletics | Assistant Athletic Director & Athletic Secretary | | November | Report | |
| Texas Success Initiative Report Summer I and II CBM 002 | Admissions and Records | Sarah Davenport/Joe Hite | | November | Report | |
| National Student Clearinghouse Transmission (15 th) | Admissions and Records | Lana Carter | | November | Report | |
| Faculty Report Fall CBM 008 | Admissions and Records | Lana Carter/Joe Hite | | November | Report | |
| Marketable Skills Achievement Report Annual CBM 00M | Admissions and Records | Sarah Davenport/Joe Hite | | November | Report | |
| IPEDS Institutional Characteristics | Admissions, Records, and Financial Aid | Joe Hite | | November | Report | |
| IPEDS Completions | Admissions and Records | Sarah Davenport/Joe Hite | | November | Report | |
| IPEDS 12-Month Enrollment | Admissions and Records | Joe Hite | | November | Report | |
| Volunteer Survey for Aid to Education | Institutional Advancement | Michelle Alexander | The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation. | November | Report | |

- Development of 2011-2016 Long Range Strategic Plan
- Next meeting date –December will be an electronic meeting; Spring meetings will continue to be 3rd working Monday of month unless have scheduling conflict, then will move to 4th working Monday

Next meeting: Long Range Strategic Plan

- Adjournment