

College Effectiveness Committee

Tuesday, February 28, 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	Sjohnnton Fanner/ Taylor Steward		
Classified Staff	Sandy Odell		
Classified Staff	Rosa Alaniz		
President	Dr. Dusty Johnston		

- Approval of January 31, 2012 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:

2012-2013 Annual Action Plans

- Made available to chairs for committee review through the G: drive on February 10
- Review and approve committee reports of Annual Action Plans (note: Facilities, Institutional Improvement, Personnel, and Technology Annual Action Plans are posted in Blackboard)
- Facilities (Exhibit B, Action Item)
- Institutional Improvement (Exhibit C, Action Item)
- Personnel (Exhibit D, Action Item)
- Technology
- KPIA update – still waiting on THECB Accountability Report to be finalized

- Assessment Activity - Report Communication and Change completed forms for January are posted in Blackboard and on the web site

November					
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA
December					
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

January					
NJCAA Eligibility (National Junior College Athletic Association)	Athletics	Assistant Athletic Director & Athletic Secretary	NJCAA Eligibility criteria used to gauge recruitment & retention efforts of coaching staff	February	AA
Athletic GPA Report to VC Board	Athletics	Dean of Student Services/Athletic Director		February	Report
Semi Annual Recruiting Report	Student Relations	Director of Student Relations		February	Report
CTE Award Completer Forms submitted to Admissions	Instructional Services	CTE Programs and Sharon Winn		February	Report
CTE Marketable Skills Certificate review and update for General Catalog	Instructional Services	CTE Programs, Sharon Winn present to Academic Council		February	Report
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
National Student Clearing House Transmission (23 rd)	Admissions and Records	Lana Carter		February	Report
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		February	Report

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

January	Achieved Not Achieved In Progress
Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> Attend annual DOE conference, called THECB conferences, and other professional development opportunities. 	Achieved
Instructional Services <ol style="list-style-type: none"> Purchase 2 new student workstations for Sheppard Learning Center. Cascade two computers from Century City to STC and Seymour for use as webcam terminals. Replace the cascaded computers with new workstations. 	Not achieved Achieved
Library <ol style="list-style-type: none"> Purchase Adobe Captivate 5 Software Develop interactive, screen capture video to help illustrate concepts covered in the catalog search tutorial. Redesign database tutorial using Adobe Captivate 5 Software. 	Achieved Not achieved In progress

<ul style="list-style-type: none"> 4. Pursue online training opportunities to learn advanced features in Captivate 5 software. Learn how to insert interactive text objects and quizzes. 5. Take advantage of the library website and VC's social networking pages (Facebook and Twitter) to advertise library services. 6. Post information on VC message boards in Vernon and Century City Center. 7. Place library brochure in student advising centers and lobbies at all locations. 8. Update library flyer and email to all VC students at the start of each semester. 9. Update flyer with student video clips. 10. Sponsor library open house at STC and distribute promotional materials (retractable pencils) with logo. 11. Purchase 9 new chairs similar in design to the remaining upholstered chairs. 	<p>Achieved</p> <p>Achieved</p> <p>Not achieved</p> <p>Achieved</p> <p>Not achieved</p> <p>Not achieved</p> <p>Not achieved</p> <p>Not achieved</p>
<p>Office of the President</p> <p>President's Office/Effectiveness</p> <ul style="list-style-type: none"> 1. Maintain hardware and software inventory, and anticipated replacement rotation list. 2. Monitor and ensure budget development for efficient purchasing. 3. Provide formal and informal opportunities for input. 4. Utilize community focus and advisory groups. 5. Develop a specific job description and hire someone to fill the Century City leadership position. 	<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>Not achieved</p>
<p>Student Services</p> <ul style="list-style-type: none"> 1. Create a position and job description to meet the needs of potential students. 	<p>In progress</p>
<p>Other Target Dates</p> <p>Institutional Advancement</p> <ul style="list-style-type: none"> 1. Catalog corrections due by January 31 <p>President's Office/Effectiveness</p> <ul style="list-style-type: none"> 1. Midyear 11-12 committee reports due to Institutional Effectiveness 	<p>In progress</p> <p>Achieved</p>

- IPEDS Data for Benchmarking
 - Customizing Reports <http://nces.ed.gov/ipeds/datacenter/>
- Mark calendars for next meeting date: March 27
- Adjournment