College Effectiveness Committee

Tuesday, March 1, 2011/ 2:30 p.m.
CCC ITV 205 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		**X (Leadership WF)**
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 January 31, 2011 minutes (Exhibit A, Action Item)

- Student Learning Measures Update: Dr. Gary Don Harkey

- Director of Institutional Effectiveness Update:

    ✓ 2011-2012 Annual Action Plans –
    Institutional Improvement Plan – Review and make recommendations (Exhibit B, Action Item)
    Facilities Plan – Review report and recommendations: Garry David (Exhibit C, Action Item)
    Personnel Plan – Review report and recommendations (Exhibit D)
    Technology Plan – Review report and recommendations (Exhibit E)

    ✓ Legislative Budget Board Performance Measures Report – deadline postponed

    ✓ Governance thru Committee – select annual report due date

    ✓ Web site update – reminder that committee agendas, minutes and attendance will be posted to website.

    ✓ New Data and Resources in Blackboard:
    CCSSE and SENSE – SACS Tool Kits
    Statewide Economic Impact Report
    IPEDS
    Academic Performance of 2 Year College Students at Texas Public Universities

- Review working timeline accomplishments for January

January	Achieved Not Achieved In progress
Admissions, Records and Financial Aid	

Financial Aid:		
1. Attend annual DOE conference, called THECB conferences, TASFAA annual meeting, and other professional development opportunities		Partially achieved
Office of the President **Institutional Advancement:**		
1. Review existing software packages to determine which package best meets current and long-term needs		Achieved
2. Purchase the software system		Achieved
3. Obtain consultation services to prepare existing data for conversion into the new software system and design the database itself to ensure that all Institutional Advancement and College fundraising current and future needs are met		In progress
4. Participate in hands on off-site software package training for Institutional Advancement Staff		Achieved
5. Convert data into the software package		In progress
6. Implementation of software into Institutional Advancement operations		Not achieved, but will be
7. Join the area software user group and attend meetings. Membership provides continuous support among the members		Not achieved, but will be
8. Purchase the software license for STARS		Achieved
Office of President/Effectiveness		
1. For all divisions in Office of the President - Development of a hardware and software inventory, and anticipated replacement rotation list		In process
2. Monitor and ensure budget development for efficient purchasing		In process/ongoing
3. Identify Resource Needs: Provide formal and informal opportunities for input		In process/ongoing
4. Identify Resource Needs: Utilize community focus and advisory groups		In process/ongoing
5. CCC Campus Leadership Position: Develop a specific job description and hire someone to fill the leadership position		Not achieved
Other Target Dates **Institutional Advancement:**		
1. Catalog corrections due January 31		Achieved

- Assessment Activity - Report Communication and Change Presentations for January (Blackboard – refer to Assessment and Report Calendar folders)

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		February	Report

			present to Academic Council			
	IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
	National Student Clearing House Transmission (23rd)	Admissions and Records	Lana Carter		February	Report

January	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

- 2011-2016 Long Range Strategic Plan/Long Range Objectives Update

- Next meeting date – March 29, 2011
  - Long Range Strategic Plan
  - Key Performance Indicators for Accountability

- Next meeting:

- Adjournment