

College Effectiveness Committee

Tuesday, March 29, 2011/ 2:30 p.m.
CCC ITV 504 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		
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	Criquet 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 March 1, 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
 - Facilities Plan
 - Personnel Plan – Dr. Dusty Johnston (Exhibit B, Action Item)
 - Technology Plan - Jim Binion

POISE

Key Performance Indicators for Accountability Review and Update (refer to Blackboard)

Strategic Plan Document update – SACS 2.5” Provide a schematic of the formal planning and evaluation process (cycle) as it pertains to programs and services, indicating at what points institutional research and realistic budgeting intersect with the process. Describe how goals are developed and linked to the mission statement, the length of planning cycles. Provide a schedule for planning and evaluation.”

- Review working timeline accomplishments for February

February		
Administrative Services Physical Plant:		Achieved as part of annual review
1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects		

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

February						
	LBB Performance Measures Report	Institutional Effectiveness	Betsy Harkey	Most information from CBM Reports; could be used for	March	Both

				benchmarking		
	Evaluation of King Center	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March	Report
	VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	Lynn Kalski	Provides BON information to establish policy	March	AA
	Texas Nurses Association Annual Report (see change form to delete report)	Continuing Education	Michelle Wood	Maintain Provider Status	March	Report
	End of Semester Class Report Fall CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	March	Both
	Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott/Joe Hite	College Student Loan Default Rate	March	Both
	Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Sharon Winn		March	Report
	Texas Success Initiative Report Fall CBM 002	Admissions and Records	Sarah Davenport/Joe Hite		March	Report
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		March	Report
	THECB State Program Progress Report	Financial Aid	Melissa Elliott		March	Report
	Added Phlebotomy Exam from previous change request		Michelle Wood			

- Next meeting date – April 18, 2011
Strategic Plan
Key Performance Indicators for Accountability
- Adjournment