

College Effectiveness Committee

Tuesday, April 18, 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 29, 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 (Exhibit B, Action Item)
 Facilities Plan
 Personnel Plan
 Technology Plan - Jim Binion

Annual Planning Calendar review and recommendations (Exhibit C)

POISE

Key Performance Indicators of Accountability calendar recommendations (Exhibit D)

Draft Strategic Plan Document review

(reference: 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 March

<i>March</i>	Achieved Not Achieved In Progress
Administrative Services Business Office: <ol style="list-style-type: none"> 1. Create budget worksheets for administrative team to show prior year budget and actual dollars 2. Conduct various budget work sessions with each individual responsible for budget data 	Achieved Achieved

3. Conduct budget workshops with Board of Trustees	Achieved
Information Technology: <ol style="list-style-type: none"> Ongoing POISE training SQL 2005 training Microsoft Server 2008 training Microsoft Exchange Server 2008 training 	Not achieved In progress In progress In progress
Student Services <ol style="list-style-type: none"> Yearly evaluations with staff to determine their own needs, observations, and perceptions of their roles Participation in the Assessment and Planning Committee Review of Student Services policy, procedures, processes, practice, programs 	Achieved In progress In progress
Other Target Dates Institutional Advancement: <ol style="list-style-type: none"> Scholarship application deadline March 1 	Achieved

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

March						
THECB Accountability Report	Institutional Effectiveness	Betsy Harkey	Benchmarking	April	Both	
Student Report Spring CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments Dual Credit Enrollments	April	Both	
Class Report Spring CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	April	Both	
	Instructional Services	Gary Don Harkey	Faculty Utilization			
Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		April	Report	
Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		April	Report	
Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		April	Report	
Compile requests for curriculum materials, equipment, and professional development for next year to be used for budget and Perkins grant planning.	Instructional Services	Sharon Winn		April	Report	
National Student Clearinghouse Transmission (13 th)	Admissions and Records	Lana Carter		April	Report	
Faculty Report Spring CBM 008	Admissions and Records	Lana Carter/Joe Hite		April	Report	
Con Ed Student Report Spring CBM 00A	Admissions and Records	Lana Carter/Joe Hite		April	Report	
Con Ed Class Report Spring CBM 00C	Admissions and Records	Lana Carter/Joe Hite		April	Report	
Semi Annual NSGA Report	Counseling	Associate Dean of Student Services		April	Report	

September						
	Survey of Entering Student Engagement (SENSE)	Institutional Effectiveness/QEP	Criquett Lehman	Entering student perception	March	AA

- Next meeting date – May 16, 2011
 Strategic Plan
 Key Performance Indicators of Accountability
 Planning Calendar

- Adjournment