

College Effectiveness Committee

Agenda

June 27, 2013 / 2:00 p.m.

Vernon 204 and CCC 712

- Call meeting to order
- Welcome and review of committee attendance
 - College Effectiveness Committee members:

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		
Institutional Support Specialist	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	Jeff Feix		
Faculty Senate Representative	Darlene Kajs		
Student Forum Representative	Jackie Polk /		
Student Government Representative	Sjohnton Fanner/		
Classified Staff	Sandy Odell		
Classified Staff	Rosa Alaniz		
President	Dr. Dusty Johnston		

- Approval of March 26, 2013 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:
 - Reminder -SACS COC Fifth Year Interim Report draft narratives are posted in a shared drive for review and enhancement. Using the SACS COC Resource Manual, Betsy developed checklists for each standard. She has started meeting with the writers to review the checklists. All writers are asked to move forward with any needed policies and processes identified while writing the draft narratives in order to ensure approval and to meet catalog printing guidelines.
 - Student Success by the Numbers
 - Institute Update , April 3-5 in San Antonio; team attending was Dr. Johnston, Dr. Harkey, John Hardin, Mike Ruhl - faculty representative and Betsy Harkey; Developed priorities for Building a Data-Informed Student Success Agenda which have been included as part of Dr. Johnston's Institutional Priorities (Exhibit B)
 - Update of AIR Course participation – Linda Haney and Mark Holcomb were approved by the grant to each participate in two courses
 - Next visit with Dr. Luzelma Canales, July 29 and 30 on the Vernon Campus. Primary activity will be to map our student success agenda
 - Greater Texas Foundation site visit, August 13 on the Vernon campus.
 - KPIAs
 - Next update for KPIAs will be run in mid-July after all spring “I” grades have been changed
 - New KPIA, Momentum/Success Points, review of data, methodology/definitions, and selection of benchmark (Exhibit C, Action Item; Exhibit D)
- Planning Calendar Update –
 - 2013-2014 Annual Action Plan Summary presented to and approved by the Board of Trustees during May 15, 2013 meeting.
 - 2013-2014 Planning Calendar review to be adopted during July 25 meeting (Exhibit E)
- 2013-2014 Assessment and Report Calendar review to be adopted during July 25 meeting (Exhibit F)
- 2013-2014 Glossary review to be adopted during July 25 meeting (Exhibit G)
- Mission Statement review to be adopted during September 2013 meeting (Exhibit H)

- Assessment Activity - Report Communication and Change completed forms as posted in Blackboard and on the web site:

September					
Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May (changed to June)	AA
May					
Accreditation Review Committee Annual Report to CAAHEP (Commission on the Accreditation of Allied Health Education Programs) for Surgical Technology	Surgical Technology	Jeff Feix	Program Revision & Accreditation	June	Both
Student Financial Aid Audit (Annual Audit reported to the Department of Education)	Business Office	Dean of Administrative Services	Reports audit for the previous year ended – measures compliance with federal rules and regulations	June	Both
Faculty Survey of Library Services	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA
Library Services Survey (WF-students) Added a Library Services Survey (Seymour Nursing Program)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA
Faculty Professional Development Activities Report	Instructional Services	All faculty, Sharon Winn completes report		June	Report
Verification of Workplace Competencies Report	Instructional Services	CTE programs, Sharon Winn maintains data		June	Report
Perkins Basic Grant Application	Instructional Services	Sharon Winn		June	Report
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		June	Report
Resident Hall Inventory and Inspection Report	Housing	Director of Housing		June	Report
Student Activities Year End Report	Student Activities	Director of Student Activities		June	Report
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		June	Report

- Working Timeline progress of activities –

May

Admissions, Records and Financial Aid

Admissions

1. Review CCSSE and SENSE data to identify high performing schools in Admissions. Review those high performing schools processes, policies, procedures, practices, and programs. **In progress**

Office of the President

Quality Enhancement

1. Publish "the Chap" student newsletter once a semester to be posted on the website and sent to all students via their Vernon College email account. **Achieved**
2. Present/provide information to students through monthly mass emails, meetings with student leadership organizations, and TV monitors located on all campuses. **Achieved**
3. Present/provide information to faculty and staff through weekly emails, as part of the annual planning process, and at the Spring Semester Kickoff. **Achieved**

Student Services

1. Review CCSSE and SENSE data to identify high performing schools in Student Services areas. Review those high performing schools processes, policies, procedures, practices, and programs. **In progress**

- Meeting schedule: July 25
- Adjournment