

College Effectiveness Committee Agenda

Monday, July 30, 2012/ 2:30 p.m.
CCC ITV 712 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 April 30, 2012 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:

2012-2013 Annual Action Plans

- As per Planning Calendar, the 2012-2013 Annual Action Plan Summary were presented to and approved by the Board of Trustees during May 16, 2012 meeting.
- SACS – shared drive for Fifth Year Report Artifacts is set up and ready for uploading
- Fall Semester Kick Off Agenda speakers (August 20) – April Juarez (Community College Center of Student Engagement and SSBTN) and Dr. Luzelma Canales (SSBTN consultant); topics will include effective use of data and conducting focus groups
- Student Success by the Numbers Update – current primary project is Data Base Dictionary to be used for freezing data

- Review and adopt 2012-2013 Planning Calendar (Exhibit B, Action Item)
- Review and adopt 2012-2013 General Glossary (Exhibit C, Action Item)
- Review and adopt 2012-2013 Assessment and Report Calendar (Exhibit D, Action Item)
- Assessment Activity - Report Communication and Change completed forms for April, May and June as posted in Blackboard and on the web site

September					
Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA
April					
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	June	AA
CCSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA
CCFSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA
Dental Assisting Testing	Continuing Education	Michelle Wood	Licensure Rate	May	Report
Athletic Scholarship Report	Athletics	Dean of Student Services		May	Report

Housing Inventory Report	Housing	Director of Housing		May	Report
THECB State Budgets (VC Student FA Budgets)	Financial Aid	Melissa Elliott		May	Report
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		May	Report
IPEDES Graduation Rates	Admissions and Records	Sarah Davenport/Joe Hite		May	Report
IPEDES Student Financial Aid	Financial Aid	Melissa Elliott/Joe Hite		May	Report
IPEDES Fall Enrollment	Admissions and Records	Joe Hite		May	Report
IPEDES Finance	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite		May	Report
Higher Education Regional Council Report	Instructional Services	Gary Don Harkey/ Shana Munson		May	Report
May					
Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	June	AA
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	June	AA
Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	June	AA
New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	June	AA
Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	August	Report
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)	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 Inspection Report	Housing	Director of Housing		June	Report
Student Activities Year End Report	Student Activities	Director of Student Activities		June	Report
QERI Survey	Quality Enhancement	Criquett Lehman	Quality Enhancement Resource Inventory Evaluation	June	AA
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		June	Report
June					
CAHIIM Annual Program Assessment	Health Information Technology	HIT Coordinator	Program Revision & Accreditation	July	Report
Medication Aide Testing	Continuing Education	Michelle Wood	Licensure Rate	July	Report
THECB Year End TEOG Report	Financial Aid	Melissa Elliott		July	Report
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		July	Report
Texas Success Initiative Report Spring CMB 002	Admissions and Records	Sarah Davenport/Joe Hite		July	Report
Con Ed Student Report Summer I CBM 00A	Admissions and Records	Lana Carter/Joe Hite		July	Report
Con Ed Class Report Summer 1 CBM 00C	Admissions and Records	Lana Carter/Joe Hite		July	Report
THECB Year End TEXAS Grant Report	Financial Aid	Melissa Elliott		July	Report
THECB Year End LEAP, SLEAP, State Work-Study and Nursing	Financial Aid	Melissa Elliott		July	Report
Faculty Report Spring CBM 008 moved to June	Admissions and Records	Lana Carter/Joe Hite		July	Report

Student Schedule Report CBM 00S	Admissions and Records	Lana Carter/Joe Hite		July	Report
Student End of Semester Reports CBM 0E1	Admissions and Records	Lana Carter/Joe Hite		July	Report

- Working timeline accomplishments review to continue with component evaluation and completion of 2011-2012 Annual Action Plan (Exhibit E)
- In lieu of August face to face meeting, each component works on evaluation/completion of the 2011-2012 Annual Action Plan
- Adjournment