

College Effectiveness Committee

Tuesday, August 2, 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		interviews
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		class

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 May 16, 2011 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:

Blackboard 9.1

-Review of the College Effectiveness “course”

Assessment and Report Calendar changes/additions due to Betsy by September 6 (see Blackboard for document)

General Glossary changes/additions due to Betsy by September 6 (see Blackboard for document)

Governance thru Committee

-Annual Reports, Minutes and Agendas are not due. The information will be posted to the College Effectiveness part of the web site

2011-2012 Annual Action Plans - approved by the Board of Trustees on May 18, 2011.

Annual Planning Calendar review

- Completed 2010-2011 Annual Action Plans due by October 1. Betsy is working with IT to set up the document on a shared drive for data entry.

Working Timeline

-Review of purpose

-Additions due to Betsy by August 9th.

Key Performance Indicators of Accountability calendar review and benchmark discussion (Exhibit B)

-Draft to be included in the Annual President’s Report

SACSCOC

-Ensure that all references include the COC

-Review of 5th year interim report requirement (see Blackboard for Power Point)

- Review working timeline accomplishments for May and June

May	Achieved Not Achieved In Progress
Administrative Services Physical Plant: <ol style="list-style-type: none"> Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects 	Achieved
Instructional Services <ol style="list-style-type: none"> Provide training and professional development to be completed each semester by December 2010 and May 2011 Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention 	Achieved Achieved
Office of the President Quality Enhancement: <ol style="list-style-type: none"> Publish a student newsletter once a semester to be posted on the website and sent to all students via their Vernon College email account - Produce 1 student newsletter per semester (Fall 2010 & Spring 2011) Present/provide information at orientations - students, new employees, Fall and Spring faculty and staff developments Provide training and professional development to be completed each semester by December 2010 and May 2011: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory Create satisfaction survey's to be administered at the end of each semester Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades Administer the Community College Survey of Student Engagement (CCSSE). NOTE: Data will be shared in Fall 2011 Administer the Community College Faculty Survey of Student Engagement (CCFSSE). NOTE: Data will be shared in Fall 2011 	Partially achieved Achieved Achieved Achieved Partially achieved Achieved Achieved Achieved
Student Services <ol style="list-style-type: none"> Baseball: Obtain architectural plans suitable for budget and projected needs Baseball: Obtain bids for construction of baseball fieldhouse/batting cage/dugout according to Vernon College policy and procedure in accordance with state regulations Baseball: Construct new fieldhouse/batting cage/dugout Promote the "Friend of the College" award at the Annual Honors Program Encourage Honors recipients to remember alumni opportunities through the College Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work Recruitment and Retention: Initiate committee meetings focused on clear purpose 	Achieved Achieved In progress Achieved Achieved Achieved Achieved
June	
Administrative Services Information Technology: <ol style="list-style-type: none"> Replace all existing switches within the Campus infrastructure and upgrade the backbone equipment to allow for path to 10GB Ethernet in the future Purchase and install Network Access Control appliance and Remediation Server 	

Physical Plant: <ol style="list-style-type: none"> 1. Meet with Facilities Planning committees for all campuses to review prior plan 2. Present recommendations to Administrative Team 3. Update and distribute Master Plan 	Not achieved Not achieved Achieved
Office of the President Human Resources: <ol style="list-style-type: none"> 1. Participate in ERS Benefits Conference 2. Participate in TACCHRP Conference 3. Attend POISE training 	Not achieved Not achieved Not achieved

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

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	June	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		June	Report	

June			maintains data				
	Perkins Basic Grant Application	Instructional Services	Sharon Winn		June	Report	
	Tech Prep Grant Application	Instructional Services	Romona Vaughan		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	
	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	
	End of Semester Class Report Spring CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	July		
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		July	Report	
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		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		

Also: Changes - Add National Student Clearinghouse for Graduates only
Replace NET Text with HESI A2 and HESI PN

- Suggestions for August meeting date.
- Adjournment