

College Effectiveness Committee

Tuesday, September 27, 2011/ 2:30 p.m.
CCC ITV 300 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 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 August 2, 2011 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- Director of Institutional Effectiveness Update:

Student Success by the Numbers Phase 1 group sessions September 14 and 15; Phase II begins in Spring 2012

Governance thru Committee

-2010-2011 Annual Reports, Minutes and Agendas; the information will be posted to the College Effectiveness part of the web site

Key Performance Indicators of Accountability charts and graphs for Annual President's Report (see Blackboard for document)

SACSCOC

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

Assessment and Report Calendar changes/additions (Exhibit B, Action item)

- 2011-2012 Communication and Change templates posted in Blackboard

General Glossary changes/additions (Exhibit C, Action item)

2010-2011 Annual Action Plans Summaries due to Betsy Harkey by October 3. Use templates emailed last month.

Working Timeline review and additions (see Blackboard for document)

Annual Planning Calendar clarification (Exhibit D, Action item)

- Review and approval of 2011-2015 Vernon College Strategic Plan components for 2012-2016 including: Philosophy, Vision, Values and Mission (Exhibit E, Action item)
- Review and approval of 2011-2015 Long Term Objectives for 2012-2016 (Exhibit F, Action item)
- Review working timeline accomplishments for July and August will be accomplished as part of 2010-2011 Annual Action Plan Summaries

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

July					
NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certified Surgical Technologist Test	Surgical Technology	Jeff Feix	Licensure Rate	August	Report
Student Report Summer 1 CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments	August	Both
Class Report Summer 1 CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	August	Both
	Instructional Services	Gary Don Harkey	Faculty Utilization		
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		August	Report
Student Right to Know Report	Student Relations	Director of Student Relations		August	Report
Semi Annual Recruiting Report	Student Relations	Associate Dean of Student Services		August	Report
August					
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Annual Operating Budget (Annual Operating Budget approved by the Board of Trustees)	President's Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved-fulfill budgetary approval requirements	September	Both
Student Report (Summer II CBM 001)	Admissions and Records	Lana Carter/Joe Hite	Enrollments	September	Both
Class Report Summer II CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	September	Both
	Instructional Services	Gary Don Harkey	Faculty Utilization		
Resident Hall Room Inspections & Inventory	Housing	Director of Housing	Resident Hall Inspection Report - evaluate physical needs and requirements of Housing	September	Report
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		September	Report
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report
Ongoing					
ADA tests	Special Services	Deana Lehman	Special Accommodations Eligibility	October	AA

Make up tests (for instruction)	Special Services	Deana Lehman		October	AA
Advisory Committee Meetings (Fall/Spring)	Career and Technical Education	CTE Faculty	Program Revisions	September	AA
Capstone Experiences	Career and Technical Education	CTE Faculty (reviewed every Spring by Academic Council)	Program Revisions	September	AA
Syllabi (Spring)	Instructional Services	Faculty and Linda Haney		September	AA
National Registry test scores	EMS/Fire	Al Garcia	Licensure Rate	September	Report
Texas Commission on Fire Protection Regulations	EMS/Fire	Al Garcia	Program Revisions/ Licensure Rate	September	Report
NET Testing for RN students	Testing Center and ADN	ADN staff	Entrance Test	September	AA
TEAS Testing for LVN students	Testing Center and LVN	LVN staff	Entrance Test	September	AA
AccuPlacer Testing for Pharmacy Technician students	Testing Center and Pharmacy Technician	Katrina Brasuell	Entrance Test	September	AA
American Society of Health-System Pharmacists (Spring /Summer)	Pharmacy Technician	Katrina Brasuell	Licensure	September	Report
Reaccreditation ASHP Pharmacy Technician Program (every 6 years)	Pharmacy Technician	Katrina Brasuell	Accreditation	September	Report
Texas Department of Licensure and Regulation Certified Nurse Aid Testing	Continuing Education	Michelle Wood	Licensure Rate	September	AA
Graduate Survey	Admissions and Records Institutional Effectiveness	Sarah Davenport/ Joe Hite Betsy Harkey	Department/Office Student Satisfaction	September	AA
CE Course Evaluations	Continuing Education	Michelle Wood	Course Revisions	September	AA
New Student Group Advising Survey	Counseling/Student Relations	Associate Dean of Student Services	NSGA survey will be used to re-evaluate content & scheduling.	September and March via Semi Annual NSGA Report	AA
Recruiting Visit/Presentation Log	Student Relations	Director of Student Relations	Recruiting contacts log will be used to evaluate schedule for optimal time use.	January and July via Semi Annual Recruiting Report	AA

- Mark calendars for meeting dates: October 17, November 28
- Adjournment