

## College Effectiveness Committee

### Approved Minutes

January 29, 2013 / 2:30 p.m.  
CCC ITV 715 and Vernon ITV 423

- Call meeting to order
- Welcome and review of committee attendance
  - New student representatives are:

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness	Betsy Harkey, Chair	X	
Dean of Administrative Services	Garry David		X
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Dean of Instructional Services	Dr. Gary Don Harkey	X	
Dean of Student Services/Athletic Director	John Hardin III	X	
Assistant to Dean of Instructional Services	Sharon Winn		X
Associate Dean, Career and Technical Education	Shana Munson		X
Associate Dean of Student Services	Kristin Harris	X	
Division Chair - Communications, English Instructor	Joe Johnston	X	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb		X
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg	X	
Director of Continuing Education	Michelle Wood	X	
Director of Financial Aid	Melissa Elliott	X	
Director of Human Resources	Haven David	X	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	X	
Institutional Support Specialist	Jim Binion		X
Director of Library Services	Marian Grona	X	
Director of Special Services	Deana Lehman	X	
Director of Quality Enhancement	Criquet Lehman	X	
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill		X
Counselor	Clara Garza	X	
Faculty Senate Representative	Jeff Feix		X

Faculty Senate Representative	Darlene Kajs	X	
Student Forum Representative	Jackie Polk /		X
Student Government Representative	Sjohonton Fanner/		X
Classified Staff	Sandy Odell	X	
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston		X

- Approval of October 30, 2012 minutes (Exhibit A, Action Item) - Greg Fowler made the motion to approve the October 30, 2012 minutes, John B Hardin III seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey reported the core Curriculum Task Force is looking at the assessment of core objectives and using the LEAP rubric. A group representing Vernon College will be participating in the Texas A&M Assessment Conference. Criquett Lehman will be speaking at the Texas A&M Assessment Conference and the NACADA Regional Conference on the new state recommendations for assessment of advising.
- Director of Institutional Effectiveness Update:
  - SACS COC Fifth Year Interim Report Responsibilities Matrix and Calendar created – first deadline is for draft narratives, February 15, 2013
  - Student Success by the Numbers
    - Dr. Luzelma Canales next visit will be March ~~28-29~~, 26-27, 2013 on Vernon campus
    - Reminder, Institute, April 3-5 in San Antonio; team attending is Dr. Johnston, Dr. Harkey, John Hardin, Mike Ruhl - faculty representative and Betsy Harkey
    - The last AIR course, Student Success through the Lens of Data is by team and members include: Lana Carter, Criquett Lehman, Shana Munson, JoAnn Sharp and Betsy Harkey
  - 2013-2014 Annual Action Plans schedule: due February 1, 2013; To committee chairs by February 11 for Facilities, Institutional Improvement, Personnel and Technology Committee review and recommendations; To College Effectiveness Committee on March 1 for review and approval – Committee members were reminded to use the KPIAs where appropriate as part of their statements of need.
- Selection of Key Performance Indicators of Accountability Benchmarks: (posted in Blackboard, Action Item)

Benchmarks are used to measure performance using specific indicators. The process of benchmarking helps to identify areas for needed improvement as well as best practices which will allow us to prioritize when developing plans for making improvements or adapting best practices to increase some aspect of performance.

  - Budget Revenue and Expenditure
    - In comparison with IPEDS small college group – at or below the small college group percent of full-time, first-time degree/certificate-seeking undergraduate students who received grant or scholarship aid from the federal government, state/local government, or the institution, or loans by type of aid. Greg Fowler made the motion to approve, Michelle Alexander seconded, the motion passed.
  - Twelve County High School to College
    - At or above 33%, the number of twelve county high school graduates who attended college that chose Vernon College. Dr. Gary Don Harkey made the motion to approve, Criquett Lehman seconded, the motion passed.

- Financial Aid
  - In comparison with IPEDS small college group – at or above the small college group percent of full-time, first-time degree/certificate-seeking undergraduate students who received grant or scholarship aid from the federal government, state/local government, or the institution, or loans by type of aid.
  - In comparison with IPEDS small college group – at or above the small college group percent of all undergraduates receiving aid by type of aid
  - John B Hardin III made the motion to approve, Joe Hite seconded, the motion passed.
- Enrollment
  - In comparison with the THECB small college peer group – at or above the small college group average percent of contact hour increase - or - at or less the average percent of small college group contact hour decrease. Joe Hite made the motion to approve, Dr. Karen Gragg seconded, the motion passed.
- FTE Student/FTE Faculty
  - In comparison with the THECB small college peer group – at or below the small college group FTE student/FTE faculty ratio; Deana Lehman made the motion to approve, Dr. Gary Don Harkey seconded, the motion passed.
- Contact Hours Taught
  - In comparison with the THECB small college peer group – at or above the small college group percent of contact hours taught by full-time faculty; Dr. Gary Don Harkey made the motion to approve, Greg Fowler seconded, the motion passed.
- Course Completion Success
  - At or above 80% completion with A, B, C or P; Criquett Lehman made the motion to approve, Michelle Wood seconded, the motion passed.
- Graduation, Retention and Persistence
  - In comparison with the THECB small college peer group – at or above the small college group percentage rate for graduation and persistence; Haven David made the motion to approve, Rosa Alaniz seconded, the motion passed.
- Completers and Transfer
  - In comparison with the THECB small college peer group – at or above the small college group percentage rate for transfer and completion of first time students; Deana Lehman made the motion to approve, Joe Hite seconded, the motion passed.
- Licensure and Certification
  - At or above state performance target of 90% success rate as defined by Perkins Program Measures Statewide Target; Haven David made the motion to approve, Darlene Kajs seconded, the motion passed.
- Placement and Completion
  - At or above 85% over three year average placement rate as defined by Perkins Program Measures
  - At or above 25 completers over five years as defined by Perkins Program Measures
  - Dr. Gary Don Harkey made the motion to approve, Criquett Lehman seconded, the motion passed.
- CCSSE
  - At or above percentage rate of Texas Small College Consortium cohort; Rosa Alaniz made the motion to approve, Melissa Elliott seconded, the motion passed.
- SENSE
  - At or above percentage rate of small colleges cohort; Criquett Lehman made the motion to approve, Darlene Kajs seconded, the motion passed.
- Note, researching SIR II as possible KPIA

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

<b>Assessment Activity or Report Name by Title by Month Administered/conducted</b>	<b>Department</b>	<b>Responsible Party</b>	<b>Assessment Measurement/ Proposed Use/ Evidence of Use of Data</b>	<b>Month to Share Results to Planning and Assessment Committee</b>	<b>Assessment Activity (AA)  Report  Both</b>
<b>September</b>					
DWI Education Annual Report	Continuing Education	Anne Patterson	Maintain Provider Status	October	Report
Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott/ Joe Hite	College Student Loan Default Rate	October	Both
End of year Testing Center Report	Testing	Testing Coordinator		October	Report
Crime Awareness Statistics Report	Student Relations	Director of Student Relations		October	Report
Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
CTE Award Completer Forms	Instructional Services	CTE Programs and Sharon Winn		October	Report
Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Sharon Winn		October	Report
National Student Clearinghouse Transmission (15th)	Admissions and Records	Lana Carter		October	Report
Con Ed Student Report Summer II CBM 00A	Admissions and Records	Lana Carter/Joe Hite		October	Report
Con Ed Class Report Summer II CBM 00C	Admissions and Records	Lana Carter/Joe Hite		October	Report
Graduate Survey Report	Admissions and Records (ongoing collection) Institutional Effectiveness (annual compilation)	Sarah Davenport/Joe Hite  Betsy Harkey		October	Report
Student Schedule Report CBM 00S	Admissions and Records	Lana Carter/Joe Hite		October	Report

Student End of Semester Reports CBM OEI	Admissions and Records	Lana Carter/Joe Hite		October	Report
Professional Development Questionnaire (March – September)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA
Class Report Spring CBM 004 Faculty Utilization Annual Report	Instructional Services	Gary Don Harkey	Faculty Utilization-moved to September as an Annual Report	October	Both
<b>October</b>					
CE Reports (for previous academic year)	Career and Technical Education	Shana Munson and Judy Ditmore	Schedule Development THECB Standards Program Continuation	November	Report
Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years)	LVN	Lynn Kalski	Compliance information survey for BON	November Odd - numbered years	Both
Student Report Fall CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments Dual Credit Enrollments	November	Both
Class Report Fall CBM 004	Admissions and Records  Instructional Services	Lana Carter/Joe Hite  Gary Don Harkey	Contact Hours/Program  Faculty Utilization	November	Both
Graduate Report Annual CBM 009	Admissions and Records  Instructional Services	Sarah Davenport/Joe Hite Gary Don Harkey	Total and Program Graduates Program/Discipline Evaluation	November	Both
Department of Education FISAP (Annual Report)	Financial Aid	Melissa Elliott/Joe Hite	Federal Dollars Awarded Annually	November	Both
Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		November	Report
Texas Success Initiative Report Summer I and II CBM 002	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		November	Report
Marketable Skills Achievement Report Annual CBM 00M	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
IPEDS Institutional Characteristics	Admissions, Records,	Joe Hite		November	Report

	and Financial Aid				
IPEDS Completions	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
IPEDS 12-Month Enrollment	Admissions and Records	Joe Hite		November	Report
Volunteer Survey for Aid to Education	Institutional Advancement	Michelle Alexander	The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation.	November	Report
TCLEOSE Self-Assessment	Instructional Services	Mike Hopper		November	Assessment
<b>November</b>					
Library Services Survey (V –students)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December	AA
Independent Audit Dept. of Ed (Annual Required)	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both
THECB Financial Aid Data Base (FADB) Report	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both
Resident Hall Health & Safety Inspections	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	December	AA
Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December	AA
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		December	Report
Closing the Gaps	Institutional Effectiveness	Betsy Harkey		December	Report
Compare Previous 2 years of CE Reports	Continuing Ed	Directors and Coordinators	Trends, Enrollment Statistics and Evaluation	December	AA
<b>December</b>					
Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	October	AA
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	October	AA
New Beginnings Advisory Board	Special Services	Deana Lehman	Evaluates New Beginnings Director,	October	AA

Evaluation (December or May, depending on meeting)			Assistant, and Program		
New Beginnings Fact Sheet (previous year annual report)	Special Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing	October	Both
National Student Clearing House Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		January	Report
Con Ed Student Report Fall CBM 00A	Admissions and Records	Lana Carter/Joe Hite		January	Report
Con Ed Class Report Fall CBM 00C	Admissions and Records	Lana Carter/Joe Hite		January	Report
CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey		January	Report
Licensure Report ,THECB	Institutional Effectiveness	Betsy Harkey	Collection of licensure and certification number of students tested and passed during academic year. Also collect continuing education tested and passed for Vernon College KPIA.	January	Both
<b>March</b>					
Professional Development Questionnaire (October – February)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA
<b>May</b>					
Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	October	AA
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	October	AA
New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA
<b>August</b>					
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
<b>Ongoing</b>					
ADA tests	Special Services	Deana Lehman	Special Accommodations Eligibility	October	AA
Make up tests (for instruction)	Special Services	Deana Lehman		October	AA

- Working Timeline progress of activities –

## September

**Achieved, Not Achieved, In Progress**

### Administrative Services

#### Book Stores

**All of these are in progress. The rep VC was working with suddenly quit the company a few weeks ago.**

1. Use InSite to capture internet sales and defend against online competition. 2. Use Textbook Management System to allow faculty to browse titles and submit adoptions. Instructors can see many textbook options available by browsing/searching the MBS Faculty Center Network database. Textbooks can be adopted based off of the previous semester submissions (if books are not changing) without entering all of the information for each textbooks used during that semester.
3. Students viewing their registration information and schedules can link directly to the textbook ordering section of the InSite online bookstore. Here they're able to view their courses and required texts. The InSite application automatically will import all of the required course materials.
4. The Bookstore InSite Website will allow the bookstores to help and support students by allowing them to access the online bookstore for information and resources.

1. Hire a part time staff for the Wichita Falls Bookstore. **Achieved**

### Business Office

1. Advertise and hire an experienced purchasing agent **Not achieved - budget**

### Physical Plant

1. Hire 4 new custodians prior to moving into the new areas. **Achieved, hired 3**

### Admissions, Records and Financial Aid

#### Financial Aid

1. Provide documented entrance and exit loan counseling opportunities for student borrowers **Achieved**
2. Contract with consulting firm to contact students approaching default status to explain options and consequences **Achieved**

### Instructional Services

1. Work with Human Resources to post an advertisement for an additional interpreter; interview and hire an interpreter with the Lead Interpreter's assessment of interpreting skills as one of guidelines for hiring. **Achieved**



**Office of the President  
Human Resources**

**All achieved**

1. Approval for additional personnel.
2. Advertise and accept applications.
3. Screen applications and interview select candidates.
4. Hire most qualified, best fit candidate.

**All achieved**

1. Review the Employee Handbook for policies that need to be updated or rewritten on annual basis.
2. Research policy.
3. Update/rewrite policy.
4. Seek appropriate approvals.
5. Update online.
6. Send out employee notification of update.

**Student Services**

1. Provide training to the Athletic Secretary so that web updates and web monitoring for athletics can be done on a daily basis. **In Progress**
1. Purchase a modern Volleyball net system for the King Gymnasium. **Achieved**

**October**

**Administrative Services  
Book Stores**

**Not achieved. Did not attend meeting due to turnover in bookstores.**

1. Include sufficient funds in the annual budget to allow managers to attend the Southwest College Bookstore Association meeting.
2. Attend educational sessions and meetings.

**Business Office**

1. order printer thru Jim Binion **Not achieved. On hold. The existing printer seems to be holding up okay.**

**Instructional Services**

1. Post job announcement for part time position on Vernon College's website. **Not achieved**
2. Hire qualified individual to work 16 hours weekly at \$9.00 per hour. **Not achieved**
1. Work with Human Resources to develop the position and advertise it. Interview and hire a full-time Coordinator by October 1, 2012. **Not**

**achieved**

**Office of the President  
Quality Enhancement**

1. Produce QEP Annual Progress Report. **Achieved**

**November**

**Admissions, Records and Financial Aid  
Financial Aid**

1. Hire and train additional personnel as needed to serve VC students **Achieved**

**Student Records**

1. Run a degree audit on each degree or certificate seeking student as indicated on their application for admissions thus allowing them to track their status towards graduation through Campus Connect and Degree Audit.

**Student Services**

1. Explore and make recommendations for online, automated testing appointment scheduling programs. **In Progress**

**December**

**Instructional Services**

1. Identify cohort colleges currently using MW/TR class schedules. **Achieved**
2. Identify advantages and disadvantages. **Achieved**
3. Develop a Friday schedule for internal collaborative activities. **Partially Achieved/In Progress**
4. Make recommendation to the President and Board of Trustees. **Achieved**

**Office of the President  
Information Technology**

1. Purchase and implement 2 new Hyper-V Servers – One for CC and One for VC **Achieved**
2. Purchase, configure, test, implement 2 new virtual servers **Achieved**

**Quality Enhancement**

1. Participate in SACS pre-conference workshops and SACS 2011 Annual Meeting. **Achieved**

### **Student Services**

1. Utilize QEP resources to create a comprehensive training program for all Vernon College staff that operates as PBX operators. This training will become mandatory prior to assuming PBX operator responsibilities. **In Progress**

1. Provide a job description and proposal to Dr. Johnston for a Student Success Specialist. **In Progress**

- Spring meeting schedule: March 1 (February meeting), March 26 and April 26
- Adjournment