

Minutes

College Effectiveness Committee

Monday, January 31, 2011/ 2:30 p.m.

CCC ITV 504 and Vernon ITV 423

- Call meeting to order
 - Meeting was called to order by Committee Chair Betsy Harkey at 2:34 p.m.

- Attendance

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 and Industrial 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 (conference)
Director of Institutional Technology	Jim Binion		X
Director of Library Services	Marian Grona	X	
Director of Special Services	Deana Lehman	X	
Director of Quality Enhancement	Criquett Lehman	X	
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill	X	
Counselor	Clara Garza		X
Faculty Senate Representative	Michael Ruhl	X	

Faculty Senate Representative	Darlene Kajs	X	
Student Forum Representative	Jackie Polk / Shamika Smith		X
Student Government Representative	Sjohnton Fanner/ Taylor Steward	X	
Classified Staff	tbd		
Classified Staff	tbd		
President	Dr. Dusty Johnston		X (conference)

- Also attending, Romona Vaughan, Director of Tech Prep
- Approval of November 15, 2010 minutes (Exhibit A, Action Item)
 - Criquett Lehman moved to accept the November 15, 2010 minutes as presented, John Hardin seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey shared with the committee that two faculty development programs on assessment have been offered; Career and Technical syllabi are being updated; academic faculty program and discipline are updated; future tasks include assessing Gen Ed
- Director of Institutional Effectiveness Update:
 - ✓ 2011-2012 Annual Action Plans – Drafts posted in Blackboard, Final plans due to Betsy by February 1, 2011 in order to allow time for committee review (Facilities, Institutional Improvement, Personnel and Technology)
 - ✓ Accountability Report – THECB has migrated data and posted the report on their Accountability website. Betsy emailed the link to committee members and asked for a review.
 - ✓ SACS – Annual meeting was first week in December. Attending were Criquett Lehman, John Hardin, Dr. Johnston and Betsy. Vernon College is the Class of 2009 and the 5th Year Interim Report will be due in 2014. Data collection will begin next fall.
 - ✓ Web site update
 - ✓ The Legislative Budget Board Performance Measure Report was just received and will be due February 11, 2011
- Review working timeline accomplishments for November and December
 - The committee reviewed the status of objectives listed in the Annual Action Plans for the months of November and December.

<i>November</i>	Achieved Not Achieved In Progress
Administrative Services Business Office: <ol style="list-style-type: none"> 1. Replace Ann and Sandy's computers in CC. Replace the two oldest computers in Vernon and start a rotation program to replace all 	Achieved

computers every 4 years Physical Plant: 1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects	Achieved
Instructional Services Special Services: 1. Encourage students to participate in peer tutoring by advertising via PASS Center pens, pencils, and bookmarks, the Student Services bulletin board, and message centers on the Vernon campus, Century City Center, and Skills Training Center, and through college wide instructor emails 2. Work with the Dean of Student Services and the athletic coaches to offer peer tutoring during the teams' study hall sessions 3. Capitalize on website as media for promoting PASS Center services 4. Pay community member tutors to watch the recorded College Algebra lectures from Fall 2009 in an effort to familiarize the tutors with class format, concepts taught in the class, and instructor expectations 5. Send short satisfaction survey via Vernon College email to all participants Library: 1. Replace 19 computers as follows: 11-Vernon; 5 - Century City; 3-SLC	Partially achieved Achieved Achieved Achieved Achieved Achieved
Other Target Dates Institutional Advancement: 1. Spring Schedule back from printers by November 1	Achieved
<i>December</i>	
Instructional Services 1. Provide training and professional development to be completed each semester by December 2010 and May 2011 2. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention	Partially Achieved
Office of the President Quality Enhancement: 1. Recruit new pilot participants 2. 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 3. 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 4. Implement the Quality Enhancement Resource Inventory process in the Fall 2010 semester 5. Create satisfaction survey's to be administered at the end of each semester 6. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades 7. Participate in SACS pre-conference workshops and SACS 2010 Annual Meeting 8. Analyze the Survey of Entering Student Engagement (SENSE) data and information to prepare and present results and findings 9. Analyze the Survey of Online Student Engagement (SOSE) data and information to prepare and present results and findings	Achieved December achieved and May in progress In progress Achieved Achieved for Fall 2010 In Process Achieved Achieved In progress
Student Services	

<ol style="list-style-type: none"> 1. Student Services will provide support to faculty through advising training as requested by the Dean of Instructional Services 2. Student Services will serve as a resource to students by advertising and promoting the new advising system 3. Promote QEP Pilot project applications to Student Services staff and encourage innovative thinking. 4. Work with staff to create ideas to help develop QEP pilot projects and meet requirements 5. Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work 6. Recruitment and Retention: Initiate committee meetings focused on clear purpose 	<p>Achieved and will continue through future semesters as the process evolves</p> <p>Achieved and will continue</p> <p>Achieved and will continue</p> <p>Achieved</p> <p>Ongoing</p> <p>Ongoing</p>
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- Assessment Activity - Report Communication and Change Presentations for November and December (Blackboard – refer to Assessment and Report Calendar folders)
-Communication forms were reviewed by Marian Grona, Melissa Elliott, Kristin Harris Michelle Wood, Sharon Winn, Romona Vaughan and Betsy Harkey.

November						
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA	
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 th)	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	
December						
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	Special Services	Deana Lehman	Evaluates services received by	October	AA	

(ADA services)			students who qualify under Americans with Disabilities Act		
New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA
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
Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	January	Report
Annual Audit (Annual External Audit reviewed by the Board of Trustees)	Business Office	Dean of Administrative Services	Compliance with state and federal rules-measures effectiveness of institutional financial procedures, practices, and internal controls	February	Report
Report of Fundable Operating Expenditures to the THECB (Report issued to the THECB)	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February	Both
Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		January	Report
Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		January	Report
National Student Clearing House Transmission (15 th)	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 – new report)	Institutional Effectiveness	Betsy Harkey		January	Report
Uniform Recruitment and Retention Report	Student Relations	Director of Student Relations	State required report that illustrates progress toward Closing the Gaps	January	Both
Semi Annual Recruiting Report	Student Relations	Director of Student Relations		February	Report

- Development of 2011-2015 Long Range Strategic Plan/Long Range Objectives (Exhibit B, Action Item)
 - Via Blackboard, committee members were provided with suggestions for long term objectives collected from throughout the College. Betsy explained that she attempted to compile the suggestions into the categories of facilities, institutional improvement, personnel and technology. She then looked for

similarities and groupings to develop a list of 11 long term objectives. The committee discussed the importance of reviewing and taking ownership for submitted suggestions to include in future annual action plans. During the discussion, Betsy reminded the committee members of their charge to share information and seek input with the entities they represent. Progress toward achieving long term objectives will be tracked on the Annual Action Plan Documents. Also discussed was the need to review and write more targeted Priority Initiatives for 2012-2013. Dr. Harkey moved to accept the 2011-2016 Long Term Objectives as presented, Greg Fowler seconded, the motion passed.

- Next meeting date – February 21, 2011
- Next meeting: 2011-2012 Annual Action Plans
- Adjournment – The meeting was adjourned by Betsy Harkey at 4:10 p.m.