

Minutes
Planning and Assessment Committee
Vernon College

October 18, 2010 ▪ 2:00 PM ▪ VC RM 425, CCC RM 504

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Betsy Harkey, Director of Institutional Effectiveness at 2:00 PM.

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 (conference) |
| 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 (class) |
| 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 Library Services | Marian Grona | X | |
| Director of Special Services | Deana Lehman | X | |
| Director of Quality Enhancement | Criquett Lehman | X | |

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| Instructor/ Instructional Design and Technology Coordinator | Roxie Hill | | X (class) |
| Counselor | Clara Garza | X | |
| Faculty Senate Representative | Nancy Smith | X | |
| Faculty Senate Representative | Darlene Kajs | | X |
| Student Forum | Jackie Polk | | X |
| Student Government Representative | Sjohnton Fanner | X | |
| Classified Staff | tbd | | |
| Classified Staff | tbd | | |
| President | Dr. Dusty Johnston | X | |

- **Welcome and review of committee purpose, responsibilities and membership as outlined in the Governance thru Committees 2010-2011 document** (Exhibit A) – Committee members were provided with a copy of the College Effectiveness page from the document. Members to be added will be one student from Student Forum. Clara Garza agreed to work with Jackie Polk to ensure student representation. Two members of classified staff that will be appointed from volunteers. A new agenda item for Student Learning Measures will be included each meeting. Committee members were also reminded that midyear committee reports will be posted on the website and are due to Betsy before leaving for the holidays.
- **Review of September 27, 2010 minutes.** (Exhibit B) – Shana Munson moved to accept the September 27, 2010 minutes as presented, Deana Lehman seconded, the motion passed.
- **Review of completed 2009-2010 Annual Plan** (Exhibit C) – Joe Hite moved to accept the 2009-2010 Annual Plan as presented, Nancy Smith seconded, the motion passed.
- **Review of Primary Goals** (Exhibit D) – No change was recommended as committee members reviewed the goals. Betsy reminded the committee that the goals will be review annually to ensure ongoing SACS compliance.
- **Review of 2010-2011 Priority Initiatives and adoption of 2011-2012 Priority Initiatives** (Exhibit E) – Dr. Gary Don Harkey recommended that for PI #4, to strike the words Global Learner Outcomes and use general education outcomes to be more consistent with statewide terminology. Haven David moved to adopt the 2011-2012 Priority Initiatives as enhanced, Criquett Lehman seconded, the motion passed. Criquett reminded committee members of the importance for each component of the college to include PI #2, regarding QEP integration, in their 2011-2012 Annual Action Plans. Betsy reminded the committee that drafts of the 2011-2012 Annual Action Plans are due to her before leaving for the holidays.
- **Discussion of 2006-2010 Strategic Plan review and determine process for development of 2011-2016 Long Range Strategic Plan** (Exhibit F) – After a brief review and discussion of the 2006-2010 Strategic Plan, committee members were asked to send Betsy a list of long term objectives, within each Primary Goal by November 8. To further define – “things we want to accomplish in 5 years”. The committee will review and

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compile/combine the submitted objectives at the November 15th meeting. Betsy emphasized the importance of each committee member discussing long term objectives with those they represent and sending her documentation of the communication.

- **Review of working timeline accomplishments for September** (Exhibit G) – Betsy told the committee that she gathered the information prior to the meeting from each component. The result listed does not provide explanation, such as not funded. Questions should be directed to the leadership of each component.

| September | Achieved Not Achieved In Progress |
|--|--|
| Admissions, Records and Financial Aid Financial Aid: <ol style="list-style-type: none"> 1. Provide entrance and exit loan counseling opportunities for student borrowers 2. Contract with consulting firm to contact students approaching default status to explain options and consequences 3. Create a VC Financial Aid Facebook page 4. Participate in New Student Group Advising and create brochure 5. Outreach to financial aid applicants with personalized letter from VC President 6. Create Financial Aid Television instructional website 7. Create Financial Aid “8 Easy Steps to the FAFSA” website 8. Provide Financial Aid outreach presentations to high school students/parents and counselors | In progress Achieved Achieved Achieved In progress In progress (QEP) Achieved In progress |
| Student Services <ol style="list-style-type: none"> 1. Approval and funding of new position by Vernon College administration. 2. Creation and approval of new job description 3. Posting and hiring of new employee 4. | Not achieved (not funded) Not achieved Not achieved |
| Other Target Dates <ol style="list-style-type: none"> 1. 09-10 Annual Plan Summaries due to Director of Institutional Effectiveness | Achieved |

- **Assessment Activity – Report Communication and Change Presentations for September** (Exhibit H) – Joe Hite reviewed the information for the Admissions, Records and Financial Aid areas. Shana Munson reviewed the information for Continuing Education. For other communication information, committee members were referred to the folder in Blackboard.

| Timeline | Assessment Activity or Report Name/Title | Department | Responsible Party | Assessment Measurement/ | Month to | Assessment |
|-----------------|---|-------------------|--------------------------|--------------------------------|-----------------|-------------------|
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| <i>Month Assessment Activity or Report is Conducted/ Administered</i> | | | | Proposed Use/ Evidence of Use of Data | Share Results to Planning and Assessment Committee | Activity (AA) Report Both |
|---|--|--|-------------------------------|---|---|----------------------------------|
| September | | | | | | |
| | Program/Discipline Evaluation | Instructional Services | Shana Munson | Program Revisions/ Viability | May | AA |
| | 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 |
| | Freshman Orientation Survey | Counseling | Counselors | New Student Orientation survey will be used to evaluate content relevancy & scheduling. | October | AA |
| | Survey of Entering Student Engagement (SENSE) | Institutional Effectiveness/QEP | Criquett Lehman | Entering student perception | March | AA |
| | 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 |
| | Tech Prep Final Evaluation and Budget Report for previous year | Instructional Services | Romona Vaughan | | 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 | Sarah Davenport/Joe Hite | | October | Report |

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| | | Effectiveness (annual compilation) | Betsy Harkey | | | |
| | Semi Annual NSGA Report | Counseling | Associate Dean of Student Services | | October | Report |
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▪ **Director of Institutional Effectiveness Update:**

Project Update:

- ✓ Statewide Economic Impact Study is under review by Administrative Council
- ✓ CBM 116 – Adult Learner Follow-up data requested from programs
- ✓ Licensure Report data has been requested from programs for THECB report and the Key Performance Indicators for Accountability
- ✓ Key Performance Indicators for Accountability will be ready to present at next meeting
- ✓ SACS Self Study – the process will continued to be explored
- ✓ Web site – College Effectiveness pages have been built
- ✓ Glossary Review – needs an addition/s for long range strategic plan and related terms. Betsy will add as identified. (Exhibit I)
- ✓ College Effectiveness on Blackboard – committee members were asked for feedback to ensure it is working to their benefit

- **Student Learning Measures** – Dr. Gary Don Harkey reviewed with the committee the need for development of processes and procedures to ensure that student learning measures are met.

- **Fall meeting dates** –November 15 at 2:00 p.m. is in rooms 423 Vernon and 205 CC. A December electronic meeting will be scheduled. Betsy reviewed the list of things to be accomplished at the November meeting.

▪ **Adjournment**

- The meeting was adjourned by Betsy Harkey at 3:35 p.m.