

Approved Minutes

College Effectiveness Committee

Tuesday, February 28, 2012/ 3:30 p.m.

CCC ITV 504 and Vernon ITV 204

- Call meeting to order
 - The meeting was called to order by Betsy Harkey at 3:35 p.m.

- Welcome and review of committee 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 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
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	Sandy Odell		X
Classified Staff	Rosa Alaniz		X
President	Dr. Dusty Johnston	X	

- Approval of January 31, 2012 minutes (Exhibit A, Action Item)
 - Garry David moved to accept the minutes as presented, Deana Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reported that a few adjustments are being made to the ECR and the TAMU Assessment Conference was beneficial.

▪ Director of Institutional Effectiveness Update:

2012-2013 Annual Action Plans

- Made available to chairs for committee review through the G: drive on February 10
Dr. Johnston stressed the importance of the annual planning process that asks for input from all areas of the College. He reminded the committee that all action plan items are recommendations to help drive the budget and some of them may not get funded; however, if input is not asked for or provided, it may not get added to the action plans for budget consideration.
- Review and approve committee reports of Annual Action Plans (note: Facilities, Institutional Improvement, Personnel, and Technology Annual Action Plans are posted in Blackboard)
 - Facilities (Exhibit B, Action Item)
Gary David, Facilities Committee Chair reviewed the Facilities Plan for the committee. John Hardin moved to approve the 2012-2013 Facilities Plan, seconded by Criquett Lehman, the motion passed.
 - Institutional Improvement (Exhibit C, Action Item)
Betsy Harkey reviewed highlights of the Institutional Improvement Plan. Criquett Lehman noted that several items in the plan are linked to the QEP resources. Garry David moved to approve the 2012-2013 Institutional Improvement Plan, Shana Munson seconded, the motion passed.
 - Personnel (Exhibit D, Action Item)
Dr. Johnston reviewed the Personnel Plan noting that all positions originated from the annual planning process. Deana Lehman moved to approve the 2012-2013 Personnel Plan, John Hardin seconded, the motion passed.
 - Technology
Dr. Johnston reviewed and clarified the Technology Plan stating that the protocol and process for technology will be the documentation of new and or additional technology as part of the Technology Plan. Due to the current IT transition with Run Biz, oversight and approval of the 2012-2013 Technology Plan will be by the Administrative Team.

KPIA update – still waiting on THECB Accountability Report to be finalized

- Assessment Activity - Report Communication and Change completed forms for January are posted in Blackboard and on the web site

November					
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA
December					
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
January					
NJCAA Eligibility (National Junior College Athletic Association)	Athletics	Assistant Athletic Director & Athletic Secretary	NJCAA Eligibility criteria used to gauge recruitment & retention efforts of coaching staff	February	AA
Athletic GPA Report to VC Board	Athletics	Dean of Student Services/Athletic Director		February	Report
Semi Annual Recruiting Report	Student Relations	Director of Student Relations		February	Report
CTE Award Completer Forms submitted to Admissions	Instructional Services	CTE Programs and Sharon Winn		February	Report
CTE Marketable Skills Certificate review and update for General Catalog	Instructional Services	CTE Programs, Sharon Winn present to Academic Council		February	Report
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
National Student Clearing House Transmission (23 rd)	Admissions and Records	Lana Carter		February	Report
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		February	Report

- Working timeline accomplishments review - to provide oversight to the annual action plans

January	Achieved Not Achieved In Progress
Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> Attend annual DOE conference, called THECB conferences, and other professional development opportunities. 	<p>Achieved</p>
Instructional Services <ol style="list-style-type: none"> Purchase 2 new student workstations for Sheppard Learning Center. Cascade two computers from Century City to STC and Seymour for use as webcam terminals. Replace the cascaded computers with new workstations. Library <ol style="list-style-type: none"> Purchase Adobe Captivate 5 Software Develop interactive, screen capture video to help illustrate concepts covered in the catalog search tutorial. Redesign database tutorial using Adobe Captivate 5 Software. Pursue online training opportunities to learn advanced features in Captivate 5 software. Learn how to insert interactive text objects and quizzes. Take advantage of the library website and VC's social networking pages (Facebook and Twitter) to advertise library services. Post information on VC message boards in Vernon and Century City Center. Place library brochure in student advising centers and lobbies at all locations. Update library flyer and email to all VC students at the start of each semester. Update flyer with student video clips. Sponsor library open house at STC and distribute promotional materials (retractable pencils) with logo. Purchase 9 new chairs similar in design to the remaining upholstered chairs. 	<p>Not achieved Achieved</p> <p>Achieved Not achieved In progress Achieved</p> <p>Achieved Not achieved Achieved Not achieved Not achieved Not achieved Not achieved</p>
Office of the President President's Office/Effectiveness <ol style="list-style-type: none"> Maintain hardware and software inventory, and anticipated replacement rotation list. Monitor and ensure budget development for efficient purchasing. Provide formal and informal opportunities for input. Utilize community focus and advisory groups. Develop a specific job description and hire someone to fill the Century City leadership position. 	<p>In progress In progress In progress In progress Not achieved</p>
Student Services <ol style="list-style-type: none"> Create a position and job description to meet the needs of potential students. 	<p>In progress</p>
Other Target Dates Institutional Advancement <ol style="list-style-type: none"> Catalog corrections due by January 31 President's Office/Effectiveness	<p>In progress</p> <p>Achieved</p>

1. Midyear 11-12 committee reports due to Institutional Effectiveness	
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- IPEDS Data for Benchmarking
 - Customizing Reports <http://nces.ed.gov/ipeds/datacenter/>: Betsy provided a quick overview of the IPEDS Data Center. She encouraged all committee members to become familiar with the data definitions.
- Mark calendars for next meeting date: March 27
- Adjournment
 - The meeting was adjourned at 4:15 p.m.