

Minutes

College Effectiveness Committee

Tuesday, April 18, 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 2:30 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 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 |
| 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 | |

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|---|------------------------------------|---|---|
| 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 | |

Also attending: Romona Vaughan, Tech Prep Director

- Approval of March 29, 2011 minutes (Exhibit A, Action Item)
 - Shana Munson moved to accept the March 29, 2011 minutes as presented, John Hardin III seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reminded the committee about Faculty Development scheduled for May 12 where the agenda will include mapping course outcomes.
- Director of Institutional Effectiveness Update:
 - Governance thru Committee Chairs were reminded to use the annual report template that had been provided and to send Betsy the report along with agendas and minutes by August 1

2011-2012 Annual Action Plans:

Institutional Improvement Plan (Exhibit B, Action Item) – Garry David moved to accepted the revised 2011-2012 Institutional Improvement Plan, Joe Hite seconded, the motion passed.

Facilities Plan and Personnel Plan – Betsy reminded committee members that all plans along with the committee recommendations will be posted in Blackboard.

Technology Plan - Jim Binion reported that the Technology Committee would meet on Thursday, April 21. Betsy shared that in order to meet deadlines to present the entire 11-12 Annual Action Plan Summary to the Board of Trustees on May 18, College Effectiveness Committee members will be asked to vote electronically on the recommendations.

Annual Planning Calendar review and recommendations (Exhibit C) – Betsy shared that as a part of finalizing the Strategic Plan document, it will be important to ensure that the Planning Calendar includes all necessary information. Committee members were asked to review the calendar and email Betsy with additions, corrections and suggestions.

POISE – Jim Binion provided members with an update on batch files and menus that are being updated and/or created to streamline the registration process. Criquett Lehman shared information about the Student Success Module to help committee members become familiar with its purpose and potential use.

Key Performance Indicators of Accountability calendar recommendations (Exhibit D) – In an ongoing effort to collect and report KPIA data in a timely and accurate manner, Betsy asked committee members to review the calendar and make recommendations. Mark Holcomb asked if benchmarks would be established for any of the KPIA’s. Betsy agreed to investigate potential comparison data to be used for comparisons and benchmarks.

Draft Strategic Plan Document review - Betsy shared one of the SACS criteria that is used in strategic planning. (reference: SACS 2.5 “Provide a schematic of the formal planning and evaluation process (cycle) as it pertains to programs and services, indicating at what points institutional research and realistic budgeting intersect with the process. Describe how goals are developed and linked to the mission statement, the length of planning cycles. Provide a schedule for planning and evaluation.”)

- Review working timeline accomplishments for March

| <i>March</i> | Achieved Not Achieved In Progress |
|---|--|
| Administrative Services Business Office: <ol style="list-style-type: none"> 1. Create budget worksheets for administrative team to show prior year budget and actual dollars 2. Conduct various budget work sessions with each individual responsible for budget data 3. Conduct budget workshops with Board of Trustees Information Technology: <ol style="list-style-type: none"> 1. Ongoing POISE training 2. SQL 2005 training 3. Microsoft Server 2008 training 4. Microsoft Exchange Server 2008 training | Achieved Achieved Achieved Not achieved In progress In progress In progress |
| Student Services <ol style="list-style-type: none"> 1. Yearly evaluations with staff to determine their own needs, observations, and perceptions of their roles 2. Participation in the Assessment and Planning Committee 3. Review of Student Services policy, procedures, processes, practice, programs | Achieved In progress In progress |
| Other Target Dates Institutional Advancement: <ol style="list-style-type: none"> 1. Scholarship application deadline March 1 | Achieved |

- Assessment Activity - Report Communication and Change Presentations for March (Blackboard – refer to Assessment and Report Calendar folders) – Communication reports were reviewed by Betsy Harkey, Joe Hite, John Hardin III, Shannon Munson and Romona Vaughan.

| March | | | | | | |
|-------|-------------------------------|-----------------------------|----------------------|--|-------|------|
| | THECB Accountability Report | Institutional Effectiveness | Betsy Harkey | Benchmarking | April | Both |
| | Student Report Spring CBM 001 | Admissions and Records | Lana Carter/Joe Hite | Enrollments Dual Credit Enrollments | April | Both |
| | Class Report | Admissions and Records | Lana Carter/Joe Hite | Contact Hours/Program | April | Both |

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|--|--|------------------------|--|---------------------|-------|--------|
| | Spring CBM 004 | Instructional Services | Gary Don Harkey | Faculty Utilization | | |
| | Athletic Academic Progress Reports | Athletics | Assistant Athletic Director & Athletic Secretary | | April | Report |
| | Perkins Basic Grant Quarterly Evaluation and Budget Report* | Instructional Services | Sharon Winn | | April | Report |
| | Tech Prep Quarterly Evaluation and Budget Report | Instructional Services | Romona Vaughan | | April | Report |
| | Compile requests for curriculum materials, equipment, and professional development for next year to be used for budget and Perkins grant planning. | Instructional Services | Sharon Winn | | April | Report |
| | National Student Clearinghouse Transmission (13 th) | Admissions and Records | Lana Carter | | April | Report |
| | Faculty Report Spring CBM 008 | Admissions and Records | Lana Carter/Joe Hite | | April | Report |
| | Con Ed Student Report Spring CBM 00A | Admissions and Records | Lana Carter/Joe Hite | | April | Report |
| | Con Ed Class Report Spring CBM 00C | Admissions and Records | Lana Carter/Joe Hite | | April | Report |
| | Semi Annual NSGA Report | Counseling | Associate Dean of Student Services | | April | Report |

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|-----------|---|---------------------------------|-----------------|-----------------------------|-------|----|
| September | | | | | | |
| | Survey of Entering Student Engagement (SENSE) | Institutional Effectiveness/QEP | Criquett Lehman | Entering student perception | March | AA |

- Next meeting date was set for May 16, 2011.
- Adjournment – The meeting was adjourned at 3:27.