

DRAFT Minutes
Planning and Assessment Committee
Vernon College

June 29, 2010 ▪ 3:00 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 3:03 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	
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	
Economics Instructor	Mike McCoy	X	
Director of Financial Aid	Melissa Elliott	X	
Director of Human Resources	Haven David	X	
Director of Institutional Advancement	Michelle Alexander	X	
Director of Library Services	Marian Grona	X	
Computer & Information Technology Instructor	Richard Warren		X
Instructor/ Instructional Designer	Roxie Hill		X
Counselor	Clara Garza	X	
Faculty Senate Representative	Nancy Smith		X
Faculty Senate Representative	Darlene Kajs		X
Student Government Representative	Sjohnnton Fanner		X
Director of Quality Enhancement	Criquett Lehman	X	
President	Dr. Dusty Johnston	X	

Also in attendance: Deana Lehman, Director of Special Services; Michelle Wood, Director of Continuing Education; and Jeff Feix, Coordinator/Instructor Surgical Technology

- **Approval of April 19, 2010 minutes** (Exhibit A) Michelle Alexander moved to accept the April 19, 2010 minutes, Shana Munson seconded, the motion passed.
- **Director of Institutional Effectiveness Update:**
 - ✓ 2010-2011 Annual Planning Process:
 - Received from Committees:

DRAFT Minutes
Planning and Assessment Committee
Vernon College

Personnel (Exhibit B)

Facilities (Exhibit C)

Technology (Exhibit D)

John Hardin moved to accept the committee summaries/rankings as presented, Dr. Gary Don Harkey seconded, the motion passed. The P&A Committee members discussed reviewing the planning calendar for 10-11 to ensure the action plan summaries could be reviewed and recommendations made in a timely manner.

-Working timeline – Betsy will be working on a chronological calendar to include 10-11 objectives and actions.

-2010-2011 – Another project Betsy is working on is a summary of the 10-11 Annual Action Plan that can be shared with the general public.

-Other project updates reviewed by Betsy included: Key Performance Indicators for Accountability, SACS Self Study, and Website Update.

-Committee members were reminded that the 2009-2010 Annual Plan Assessment/Summaries will be due to Betsy by the end of September.

- **Assessment Activity – Report Communication and Change Presentations** for April and May were given by Dr. Gary Don Harkey, Garry David, Jeff Feix, Michelle Wood and Kristin Harris. Committee members received copies of April and May Communication and Change forms prior to the meeting.

Changes to the Assessment Calendar/Report Calendar received included:

- ✓ Higher Education Regional council Report (HERC) – from March to April to HERC meeting change
 - ✓ CCSSE and CCFSSSE – change reporting date from April to October due to when data is received
 - ✓ Student Survey of Library Services – change reporting date from April to May due to survey deadline
 - ✓ Faculty Survey of Library Services – change reporting date from April to May due to survey deadline
 - ✓ Resident Hall Health and Safety Report – deleted due to duplication with Resident Hall Inspection Report
 - ✓ Student Activities Survey – requested to delete from Assessment Calendar and only be listed on Report Calendar
 - ✓ New Beginnings Evaluation – requested to report in October
- **Review and Update of Assessment and Report Calendars** - Committee members discussed ways to improve the Assessment and Report Calendars for the 2010-2011 academic year. After discussion, Dr. Gary Don Harkey moved to add the word “activity” to the Assessment Calendar, John Hardin seconded, the motion passed. Garry David moved to combine the calendars into one document, John Hardin seconded, the motion passed. Formatting suggestions using shading and an additional column to mark the reporting month were also suggested. Betsy will make changes with the suggestions and send to the committee members for their comments.

DRAFT Minutes
Planning and Assessment Committee
Vernon College

- **Date** scheduled for future meeting, July 20, 2010 was presented by Betsy with a reminder that communication forms will be due the prior week and that she still needs SACS review information from a few of the committee members.
- **The meeting concluded** with Betsy thanking the members for their participation.
- **Adjournment**
 - The meeting was adjourned by Betsy Harkey at 3:57 p.m.