

Minutes
Planning and Assessment Committee
Vernon College

August 3, 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 3:06 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 Executive Director, Vernon College Foundation	Michelle Alexander		X
Director of Library Services	Marian Grona	X	
Computer & Information Technology Instructor	Richard Warren		X
Instructor/ Instructional Design and Technology Coordinator	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: Romona Vaughn, Director of Tech Prep

- **Approval of June 29, 2010 minutes** (Exhibit A) Garry David moved to accept the June 29, 2010 minutes, Greg Fowler seconded, the motion passed. Dr. Johnston recommended a condensed review at the next meeting due to low attendance.
- **Director of Institutional Effectiveness Update:**

2010-2011 Annual Planning Process:

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Approved by the Board of Trustees
Planning Calendar (Exhibit B) – Greg Fowler moved to accept the 2010-2011 Planning Calendar as corrected, Marion Grona seconded, the motion passed.

Project Update

Betsy shared with the committee that work continues on the Key Performance Indicators for Accountability.

SACS Self Study – After some discussion about the intent and goals of ongoing SACS review, the committee chose to continue to explore processes to ensure it happens.

Web site – Betsy reported that via Joseph, the home page is done except for the scrolling slide show; Financial Aid is complete; HB 2504 is the new priority; and Institutional Effectiveness is being reviewed.

Working Timeline – Betsy shared with the committee that three calendars are referred to in the Annual Action Plans. (Assessment/Report Calendar, Budget Calendar, and Planning Calendar) She is in the process of developing a working timeline which chronologically organizes the Annual Action Plan actions.

- **Assessment Activity – Report Communication and Change Presentations** for June were presented by Romona Vaughn and Joe Hite. Committee members received copies of June Communication and Change forms prior to the meeting.

Changes to the Assessment Calendar/Report Calendar received included:
Spring Semester Recruiting Report
New Group Advising Report

- **Discussion for July, August and Ongoing Assessment Activity –Report communication to committee**
Betsy asked committee members for ideas to enhance and streamline the process for sharing Assessment Activities and Reports with the committee. After discussion, it was decided that the current process of reviewing bulleted highlights would continue for 2010-2011.
- **Review and Update of Assessment and Report Calendars** – Committee members were presented with a draft version of the 2010-2011 combined Assessment Activity and Report Calendar. Committee members were asked to review the dates to report to the committee in order to identify any items that could be streamlined. The members agreed to respond to Betsy by September 10.
- **Date preferences for future meetings, committee membership and communication responsibilities** were discussed by the members. It was decided that the committee would continue to schedule meetings for the afternoon of the third working Monday of each month. Betsy asked for suggestions for additional 2010-2011 committee members in order to ensure that the entire college is represented. The members were also reminded about the importance of sharing committee information with the entities of the College that they represent. Dr. Johnston reminded the

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members present about the importance of this committee and participation in the meetings.

- **The meeting concluded** with Betsy reminding members that the 2009-2010 Annual Plan Assessment/Summaries are due to her by the end of September. She also thanked the members for their participation.
- **Adjournment**
 - The meeting was adjourned by Betsy Harkey at 4:30 p.m.