

Draft Minutes

College Effectiveness Committee

Monday, October 31, 2011/ 2:00 p.m.
CCC ITV 300 and Vernon ITV 204

- Call meeting to order
 - The meeting was called to order by Betsy Harkey at 2:00 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	Roxie Hill	X	

Technology Coordinator			
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	Sjohnnton Fanner/ Taylor Steward	X	
Classified Staff	Sandy Odell	X	
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston	X	

- Approval of September 27, 2011 minutes (Exhibit A, Action Item)
 - Criquett Lehman moved to accept the minutes as presented, Michelle Alexander seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reported that he and Joe Johnston would be attending a Texas Higher Education Coordinating Board meeting on the subject of instruction and learning. He also shared that faculty are continuing to work on the student learning outcomes project.
- Director of Institutional Effectiveness Update:

Projects:

Continued website and Blackboard uploads

- Betsy shared that she has been reorganizing the College Effectiveness content in Blackboard 9.1 and asked the committee to send any suggestions to make it as user friendly as possible.

Governance thru Committee

- 2010-2011 Annual reports, agendas, minutes and exhibits received thus far were uploaded into Blackboard. The next step will be Betsy creating web pages for each committee.

CBM 116 – Adult Learner Follow up

- Betsy explained the content of the CBM 116 and the due date of mid-November.

Closing the Gaps Update

- The Closing the Gaps report is due to the THECB during the first week of November. Betsy shared that a new allocation has not been calculated or assigned by the THECB based on the new census.

Program/Discipline data (majors and completers)

- Using information from the CBM 001 and CBM 009, Betsy shared that she is creating lists of majors and completers for the last 5 years for Program/Discipline evaluations.

Institutional Effectiveness program review for areas not involved with Instructional Services Program/Discipline Reviews

- Members were reminded that a future project is to create program reviews for areas other than those already included in the Instructional Services Program/Discipline Review.

Compiling final 2010-2011 Annual Action Plans Summaries for committee and Board of Trustees review

- The final plan summary will be presented to the Board of Trustees in November.

Working timeline accomplishments for committee review will be posted in Blackboard

Assessment Activity - Report Communication and Change completed forms for committee review will be posted in Blackboard

QEP Annual Progress Report will be emailed this week for review and electronic voting then forwarded to the Board of Trustees.

- Review and approve Primary Goals (Exhibit B, Action Item)
 - Michelle Alexander moved to approve the Primary Goals as presented, Shana Munson seconded, the motion passed.

- Develop and approve new, enhanced, and/or adopt 2011-2012 Priority Initiatives for 2012-2013 (Exhibit C, Action Item)
 - Dr. Johnston reminded the committee that the Priority Initiatives help to direct college wide efforts to determine where we need and want to spend our time, energy and effort in 2012-2013 and how it is related to student success.
 - Following discussion, Garry David moved to accept, John Hardin seconded and the motion passed to accept the 2012-2013 Priority Initiatives.

- Betsy announced that the next meeting date is set for November 28. Due to construction, committee members were informed that some electronic meetings may be necessary for the next few months.

- Adjournment
 - The meeting was adjourned at 2:38 p.m.