

**Draft Minutes**  
**College Effectiveness Committee**  
**Agenda**

Monday, April 30, 2012/ 2:30 p.m.  
 CCC ITV 504 and Vernon ITV 204

- Call meeting to order
- Welcome and review of committee attendance

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
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	?	
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 February 28, 2012 minutes (Exhibit A, Action Item)
  - Shana Munson moved to accept the minutes as presented, Deana Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
  - Dr. Harkey stated that he was pleased to announce that SLO's are being worked on at the course level. The entire SLO Committee will be attending the CISCO conference.
- Director of Institutional Effectiveness Update:
  - 2012-2013 Annual Action Plans
    - Approved Facilities, Institutional Improvement, Personnel and Technology Plans and committee reports were forwarded to Component Leadership by March 1 as defined in the Planning Calendar
    - As per Planning Calendar, the 2012-2013 Annual Action Plan Summary will be presented to the Board of Trustees during May meeting for review and approval. Also on the agenda will be a brief presentation about the planning process.
    - Committee members are asked to begin review of the Planning Calendar and process to make recommendations to Component Leadership for 2013-2014. Email recommendations to Betsy.
    - SSBTN Charge review (Exhibit B)
    - KPIA review (Exhibit C)
    - SACS – shared drive for Fifth Year Report Artifacts. Email Betsy the people who need to be included in the access permissions by May 4<sup>th</sup>.
- Assessment Activity - Report Communication and Change completed forms for March as posted in Blackboard and on the web site

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 Spring CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	April	Both
Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		April	Report

Perkins Basic Grant Semi-Annual Evaluation and Budget Report*	Instructional Services	Sharon Winn		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 <sup>th</sup> )	Admissions and Records	Lana Carter		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
New Student Orientation Report	Counseling	Associate Dean of Student Services		April	Report

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

March	Achieved Not Achieved In Progress
<b>Administrative Services</b> <b>Business Office</b> <ol style="list-style-type: none"> <li>Create budget worksheets for administrative team to show prior year budget and actual dollars</li> <li>Conduct various budget work sessions with each individual responsible for budget data.</li> <li>Conduct budget workshops with Board of Trustees</li> <li>File approved budget with all appropriate entities.</li> </ol>	Achieved Achieved In Progress In Progress
<b>Other Target Dates</b> <b>Institutional Advancement</b> <ol style="list-style-type: none"> <li>Scholarship Deadline March 1</li> <li>Scholarship Committee meeting</li> </ol> <b>President's Office/Effectiveness</b> <ol style="list-style-type: none"> <li>Approved Annual Action Plan committee reports due to Leadership for review and finalized into Master Plan</li> <li>Begin budget development process (component leadership)</li> </ol>	In Progress Scheduled Achieved Achieved

- In lieu of May meeting, email Planning Calendar and process recommendations to Betsy by May 31
- Adjournment
  - The meeting was adjourned at 3:26 p.m.