

Draft Minutes

College Effectiveness Committee

Tuesday, January 31, 2012/ 3:30 p.m.

CCC ITV 504 and Vernon ITV 204

- Call meeting to order
 - The meeting was called to order by Betsy Harkey at 3:32 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 Technology Coordinator | Roxie Hill | X | |
| Counselor | Clara Garza | X | |
| Faculty Senate Representative | Michael Ruhl | X | |

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| 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 October 31, 2011 minutes (Exhibit A, Action Item)
 - Marion Grona moved to accept the minutes as presented, Dr. Gary Don Harkey seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey presented information concerning the approved new core curriculum and that THECB is leading the effort. For mapping purposes, all institutions will be using value rubrics. Representative from Vernon College will be attending the TAMU Assessment Conference. Dr. Harkey will also be attending the LEAP TX meeting while at TAMU. The ESCR has been updated to allow instructors to document continuous improvement and SLOs. He also shared that student learning measures were a focus for the faculty development day at the beginning of the semester.

▪ Director of Institutional Effectiveness Update:

Review of 2011-2012 Planning Calendar (Exhibit B)

Betsy reviewed the Planning Calendar activities scheduled for the spring. She noted that during the month of January the calendar calls for committee reports to be posted to Blackboard; however, with the creation of the committee web pages, they will now be posted to the website instead of Blackboard.

2012-2013 Annual Action Plans due by February 1

- review of shared G: drive

Betsy asked for all components to email her to verify when their completed plans were posted to the G: drive. Dr. Johnston reminded the committee that Technology is in transition.

Governance thru Committee web site review

- Mid-Year Reports along with fall agendas and minutes posted to web site by today

Student Success by the Numbers

- Introduction of Phase II Team: Michelle Alexander, Criquett Lehman, Linda Haney, Mark Holcomb, Michelle Wood, JoAnn Sharp, Marian Grona, Bettye Hutchins, Deana Lehman, Joe Johnston, Michael Ruhl, Sarah Davenport, Jeanne Ballard and Jim Binion
- Consultant Dr. Luzelma Canales
- First visit, February 15 and 16, 2012 from 1:30 to 4:00 in the Chaparral Room of the Wright Library

KPIA addition – Betsy asked the committee to continue to send her suggestions for additions/enhancements to the KPIAs. Received during the last month were Program/Discipline data (majors and completers) and Probation/Suspension (for advising success)

QEP Annual Progress Report emailed after last meeting for electronic voting approval by November 7, 2012 was approved by College Effectiveness Committee

SACS-COC update for Fifth-Year Interim Report - (Exhibit C)

Betsy provided an updated list of the standards included in 5th year interim reports. She shared that we will begin collecting artifacts/evidence late this spring via a G: drive. Vernon College is the Class of 2009 and will be submitting the 5th year in 2014.

Assessment Activity - Report Communication and Change completed forms for October, November and December are posted in Blackboard and on the website

Working timeline accomplishments review - September thru December were reviewed to provide oversight to the annual action plans

| September | Achieved Not Achieved In Progress |
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| Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> 1. Provide documented entrance and exit loan counseling opportunities for student borrowers. 2. Contract with consulting firm to contact students approaching default status to explain options and consequences. 3. Participate in New Student Group Advising and create brochure. 4. Outreach to financial aid applicants with personalized letter from VC President. 5. Create "Chap Assistance TV" instructional website. 6. Create Financial Aid "8 Easy Steps to the FAFSA" website. 7. Provide Financial Aid outreach presentations to high school students/parents and counselors. | Achieved Achieved Achieved Not Achieved Achieved Achieved Achieved |
| Instructional Services Library <ol style="list-style-type: none"> 1. Open Century City Library 30 minutes earlier at 7:30am on weekdays. 2. Ensure staffing and funds are available to support extended weekday hours. 3. Advertise updated hours of operation. Special Services <ol style="list-style-type: none"> 1. Create job description for STC PASS Center Coordinator 2. Advertise job via website and Wichita Falls Newspaper 3. Hire Coordinator | Achieved Achieved Achieved Not Achieved Not Achieved Not Achieved |
| Office of the President Institutional Advancement <ol style="list-style-type: none"> 1. Establish a "Vernon College/Vernon College Foundation Scholarship Office" within the Office of Institutional Advancement as a one-stop shop to assist students with scholarship applications both College, Foundation, and non-College/Foundation scholarships that are open to Vernon College students. | In Progress |
| Other Target Dates Institutional Effectiveness <ol style="list-style-type: none"> 1. 10-11 Annual Action Plan Summaries due to Director of Institutional Effectiveness 2. CE Committee reviews Mission and Long Term Objectives | Achieved Achieved |
| October | |
| Instructional Services Special Services <ol style="list-style-type: none"> 1. Locate an office that can be assigned to the Coordinator of Interpreting Services and the new interpreter/ADA liaison. 2. Publish location of office on website and in Special Services Brochures the next time they are printed. 3. Provide a computer, desk, chair, and file cabinet for use in the office. | In Progress In Progress In Progress |
| Other Target Dates Institutional Advancement/Instructional Services – Spring schedule to printers President's Office/Effectiveness | Achieved |

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| <ol style="list-style-type: none"> 1. CE Committee reviews Primary Goals and develops/selects Priority Initiatives 2. External review of Strategic Plan Components including the Mission 3. Board of Trustees reviews and approves Mission and Long Term Objectives | <p>Achieved Achieved Achieved</p> |
| November | |
| Administrative Services Physical Plant <ol style="list-style-type: none"> 1. Quarterly reviews by Dean of Administrative Services to make sure we're on target to complete projects. | <p>Achieved</p> |
| Admissions, Records, and Financial Aid Financial Aid <ol style="list-style-type: none"> 1. Hire and train additional personnel as needed to serve VC students. Student Records <ol style="list-style-type: none"> 1. Run a degree audit on each degree or certificate seeking student as indicated on their application for admissions thus allowing them to track their status towards graduation through Campus Connect. 2. Send progress reports to notify students of their academic status. 3. Notify students of President or Dean List honors each Fall and Spring semester. | <p>Not Achieved</p> <p>Achieved</p> <p>Achieved Achieved for Fall</p> |
| Office of the President Information Technology <ol style="list-style-type: none"> 1. Ongoing POISE training 2. Microsoft Server 2008 training 3. Microsoft Exchange Server 2008 training 4. Ektron CMS Training 5. Have quarterly meetings of the Technology committee to plan future Technology needs. Institutional Advancement <ol style="list-style-type: none"> 1. Develop and implement an annual President's Report to be sent to all constituencies as well as all media outlets in the 12 county service area Quality Enhancement <ol style="list-style-type: none"> 1. Administer the Survey of Entering Student Engagement (SENSE). | <p>In Progress In transition with Run Business Solutions Achieved Not Achieved</p> <p>Achieved</p> <p>Achieved</p> |
| Student Services <ol style="list-style-type: none"> 1. Updating and evaluating all technology hardware in Student Services. | <p>In Progress</p> |
| Other Target Dates President's Office/Effectiveness <ol style="list-style-type: none"> 1. Board of Trustees reviews and approves Priority Initiatives 2. Begin development of component 12-13 Annual Action Plans (component leadership) | <p>Achieved In Progress</p> |
| December | |
| Office of the President Information Technology <ol style="list-style-type: none"> 1. Install virtual desktop servers and thin clients in College libraries 2. Assign software packages to IT staff 3. Purchase helpdesk/online assistance software Provide training and online support for QEP via IT Staff. | <p>In transition with Run Business Solutions</p> |

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| <p>4. Purchase copies of software for training 5. Suggest additions and upgrades to software used by QEP</p> <p>Quality Enhancement</p> <p>1. Recruit new pilot participants. 2. Review pilot project documentation and provide support and training for incorporation of General Education Outcomes and development of assessment measures. 3. Provide training and professional development to be completed each semester by December 2011 and May 2012. 4. Organize and conduct trainings, Oversee pilot mentor program, Schedule and conduct one-on-one meetings, Participate in NISOD convention. 5. Provide technical and operational support through purchase of software and equipment, completion of mid and end-of-year reports, providing oversight for pilot portion of the QEP timeline. 6. Quality Enhancement Resource Inventory list results. December 2011 & May 2012 7. Participate in SACS pre-conference workshops and SACS 2011 Annual Meeting. 8. Analyze the Community College Survey of Student Engagement (CCSSE) data and information to prepare and present results and findings.</p> | <p style="text-align: center;">↑</p> <p>Achieved Achieved</p> <p>Achieved Achieved</p> <p>Achieved</p> <p>Achieved Achieved Achieved</p> |
| <p>Student Services</p> <p>1. Offer "brown bag" lunch sessions for students at CCC, Vernon and Skills Training Center Campuses where counselors will offer a brief presentation on available academic support services resources and lengthy question and answer period. 2. Promote QEP Pilot Project application to Student Services staff and encourage project development and innovative thinking. 3. Identify unused classroom style space on the Vernon Campus that can serve as a devoted study hall area for athletes. 4. Work with VC IT department to provide Wireless Internet Services in the Vernon College Residence Halls so that student residents can utilize it.</p> | <p>Achieved</p> <p>Achieved</p> <p>Not Achieved Achieved</p> |
| <p>Other Target Dates President's Office/Effectiveness</p> <p>1. Annual Action Plan preliminary drafts due to Institutional Effectiveness and forwarded to appropriate committee chairs</p> | <p>In Progress</p> |

- Betsy announced that the next meeting date is set for February 28.
- Adjournment
-The meeting was adjourned at 4:02 p.m.