

Draft Minutes
College Effectiveness Committee
Monday, November 15, 2010 / 2:00 p.m.
CCC ITV 205 and Vernon ITV 423

- Call meeting to order
 - Meeting was called to order by Committee Chair Betsy Harkey, Director of Institutional Effectiveness at 2:03 p.m.

- 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 (conference)
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 (class)
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb	X	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		X (class)
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 Library Services	Marian Grona	X	
Director of Special Services	Deana Lehman		X
Director of Quality Enhancement	Criquet Lehman	X	
Instructor/ Instructional Design and	Roxie Hill		X

Exhibit A

Technology Coordinator			(class)
Counselor	Clara Garza	X	
Faculty Senate Representative	Nancy Smith		X
Faculty Senate Representative	Darlene Kajs		X
Student Forum Representative	Shamika ???		X
Student Government Representative	Sjohnton Fanner	X	
Classified Staff	tbd		
Classified Staff	tbd		
President	Dr. Dusty Johnston	X	

- Approval of October 18, 2010 minutes (Exhibit A, Action Item) – Dr. Gary Don Harkey moved to accept the October 18, 2010 minutes as presented, Criquett Lehman seconded, the motion passed.

- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey informed the committee that student learning measures are on the standard syllabi. General Education Outcome terminology has changed from Global Learner Outcomes. Currently SLO’s are being measured by pre and post tests as well as writing samples. A guest speaker is scheduled for December for faculty development to provide assessment training.

- Director of Institutional Effectiveness Update:
 - ✓ QEP Annual Progress Report electronic vote (11.8-10.10)– accepted by majority

 - ✓ Committee midyear reports - due to Betsy before leaving for holidays so they can be posted to the web site – Dr. Johnston discussed the progress of the College thru Governance committee assignments. Due to the timeframe, committee chair will only be asked to contact Betsy regarding if and when committees met during the fall.

 - ✓ 2011-2012 Annual Action Plan drafts - due to Betsy before leaving for the Christmas holidays

 - ✓ THECB College Accountability Groups Meeting –
 - +Closing the Gaps (submitted)
 - +Participation Forecast (submitted)
 - +Uniform Recruiting and Retention Strategy – ready for review and must be submitted by December 1;
 - +Accountability Report – opens around Thanksgiving, must have submitted by holidays
 - Additions will include 1) two excellent programs with brief summary and link to more information 2) QEP summary and a link to more information
 - +Program Review Measures – all are still in draft, but plan is to go the THECB by July/August; plan is for CIP’s to be on a 10 year cycle
 - +Undergraduate Education Advisory Committee is still working on changes to requirements for core curriculums; their next meeting is 12/3

Exhibit A

+Academic Course Guide Manual – the Committee is reviewing learning objectives for courses. Plan to start with most utilized courses (Primary courses) and goal date is to have in place by Fall 2011
 +Regional Data Portal – link was sent to committee members
 +Almanac prepared by THECB as requested by Commissioner to use with Legislatures; most info for community colleges will be pulled straight from the Accountability Report

- ✓ Statewide Economic Impact Study - completed and should receive soon. Dr. Johnston will forward to committee members the final version.
- ✓ CBM 116 – Adult Learner Follow-up – due this week
- ✓ Licensure Report data has been requested from programs for THECB report and the Key Performance Indicators for Accountability – due to THECB next week
- ✓ SACS – Annual meeting first week in December. Betsy, Criquett, John Hardin and Dr. Johnston will be attending.
- ✓ Web site update – Betsy reviewed information she has been collecting for the College Effectiveness pages on the website.
- ✓ College Effectiveness on Blackboard – how is it working for you? – Betsy asked committee members for feedback to help improve information that is provided to them in Blackboard.

- Review working timeline accomplishments for October

October	Achieved Not Achieved In Progress
Administrative Services Physical Plant: <ol style="list-style-type: none"> Hire full time painter/general maintenance position for Wichita Falls facilities 	In progress (still evaluating)
Admissions, Records and Financial Aid Financial Aid: <ol style="list-style-type: none"> Hire and train additional personnel as needed to serve VC students Records: <ol style="list-style-type: none"> 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 Send mid-term progress reports each semester over 7 weeks in length and notify students of their academic status each semester Notify students of President or Dean List honors each Fall and Spring semester 	not achieved achieved achieved partially achieved (information sent to President, Dean and Marketing)
Instructional Services Library: <ol style="list-style-type: none"> Purchase new circulation desk at a cost of \$15,000.00 	not achieved

Exhibit A

<ol style="list-style-type: none"> 2. Reupholster library chairs (50) at a total cost of \$9,250.00 3. Reupholster couch, love seats, leisure chairs, and cushions for metal benches. (\$3,591.00) 4. Purchase floor mats (32) to help protect carpet from rollers on task chairs. \$1,732.17 5. Purchase periodical shelving units to improve display and access to print periodicals. \$4,030.00 6. Request that recommendations be placed on the priority 1-3 year implementation schedule 	<p>not achieved not achieved not achieved not achieved achieved</p>
<p>Student Services</p> <ol style="list-style-type: none"> 1. Replacement of next 5 computers on rotation 2. Purchase of 3 new high volume, color printers for counseling secretaries 3. Replacement of 8 (4 in Wichita Falls and 4 in Vernon) Testing lab computers 4. Open truck purchase to bids and then select winning bid 	<p>achieved achieved achieved achieved</p>
<p>Other Target Dates Institutional Advancement:</p> <ol style="list-style-type: none"> 1. Spring schedule to printers by October 18 	<p>achieved</p>

- Assessment Activity - Report Communication and Change Presentations for October (Blackboard – refer to Planning and Assessment Report Calendar folder for October)

October						
	CE Reports (for previous academic year)	Career and Technical Education	Shana Munson and Judy Ditmore	Schedule Development THECB Standards Program Continuation	November	Report
	Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years)	LVN	Lynn Kalski	Compliance information survey for BON	November	Both
	Student Report Fall CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments Dual Credit Enrollments	November	Both
	Class Report Fall CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	November	Both
		Instructional Services	Gary Don Harkey	Faculty Utilization		
	End of Semester Class Report Summer I and II CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention Completers	November	Both
	Graduate Report Annual CBM 009	Admissions and Records	Sarah Davenport/Joe Hite	Total and Program Graduates Program/Discipline Evaluation	November	Both
Instructional Services		Gary Don Harkey				
Department of Education	Financial Aid	Melissa Elliott/Joe	Federal Dollars Awarded	November	Both	

Exhibit A

	FISAP (Annual Report)		Hite	Annually		
	Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		November	Report
	Texas Success Initiative Report Summer I and II CBM 002	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		November	Report
	Faculty Report Fall CBM 008	Admissions and Records	Lana Carter/Joe Hite		November	Report
	Marketable Skills Achievement Report Annual CBM 00M	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	IPEDS Institutional Characteristics	Admissions, Records, and Financial Aid	Joe Hite		November	Report
	IPEDS Completions	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	IPEDS 12-Month Enrollment	Admissions and Records	Joe Hite		November	Report
	Volunteer Survey for Aid to Education	Institutional Advancement	Michelle Alexander	The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation.	November	Report

- Development of 2011-2016 Long Range Strategic Plan - All committee members were asked to make a list of “things they would like to see accomplished at the college during the next 5 years. The lists were collected and given to Betsy to compile.
- Next meeting date –December will be an electronic meeting; Spring meetings will continue to be 3rd working Monday of month unless have scheduling conflict, then will move to 4th working Monday

Next meeting: Long Range Strategic Plan

- Adjournment – The meeting was adjourned by Betsy Harkey at 3:04 p.m.