

Draft Minutes

College Effectiveness Committee

Monday, May 16, 2011/ 2:30 p.m.
CCC ITV 504 and Vernon ITV 423

- Call meeting to order
 - Meeting was called to order by Betsy Harkey at 2:30 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 and Industrial 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	
Faculty Senate Representative	Darlene Kajs	X	
Student Forum Representative	Jackie Polk / Shamika Smith		X
Student Government Representative	Sjohnton Fanner/ Taylor Steward	X (TS)	
Classified Staff	Sandy Odell	X	
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston	X	

- Approval of April 18, 2011 minutes (Exhibit A, Action Item)
 - Garry David moved to accept the April 18, 2011 minutes as presented, Deana Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reported that Faculty Development was scheduled on Thursday, May 19 for training and to outline course objectives. Fall training will be geared toward learning objectives and assessment.
- Director of Institutional Effectiveness Update:

2011-2012 Annual Action Plans:

- Betsy Harkey reported that all action plans had been approved by the College Effectiveness Committee and would be presented to the Board of Trustees at their May 18th meeting. Due to the Technology Plan being approved by an electronic vote, the committee was given time to ask Jim Binion for clarification about recommendations.
(Technology Plan recommendations update– (Exhibit B) approved with two rejections and one person did not vote; comments included:
*“I’m not convinced that we need to be updating all those computer and printers.”
*“It just doesn’t make any sense to replace equipment which really is only needed for data entry just because there is something out there that is newer. I think we need to get away from thinking that we have to update everything just because someone down the hall got something new.”
*“I have had a problem this year with getting help from IT. I use a computer that is crucial to the operation of the program. Can I be assured that the renewal will be done on time and will I be notified of when it is renewed?)

Annual Action Plan Summary to Board of Trustees on May 18, 2011 (Exhibit C)

Annual Planning Calendar review and approval (Exhibit D, Action Item)

- Darlene Kajs moved to accept the 2011-2012 Annual Planning Calendar as presented, Gary Don Harkey seconded, the motion passed.

-Criquett Lehman proposed discussion of a data day to include CCSSE and SENSE. Positive response was received from committee members and Betsy Harkey agreed to pursue the idea.

POISE

-Jim Binion reported that the registration process had been reviewed and batch files corrected. He felt it was working better than usual. He also reported that he is working with Manny at POISE for the most efficient process to update the catalog.

Key Performance Indicators of Accountability calendar review and benchmark discussion (Exhibit E)

-Betsy Harkey reviewed the progress made on the KPIAs. She shared that the Texas Accountability Small College Peer Group currently includes: Clarendon, Frank Phillips, Galveston, Howard, Northeast Texas, Panola, Ranger, Western Texas and Vernon. The colleges are grouped by “like comparisons and review every 2 years.

- Review working timeline accomplishments for April

<i>April</i>	Achieved Not Achieved In Progress
Other Target Dates Institutional Advancement: <ol style="list-style-type: none"> 1. Catalog submitted to the printer by April 30 2. Scholarship Banquet 3. Scholarship Committee meeting (or late March) 4. Scholarship Offers sent by early May 5. Departmental Program Brochure review 	 Achieved Achieved Achieved In Progress In Progress

- Assessment Activity - Report Communication and Change Presentations for April (Blackboard – refer to Assessment and Report Calendar folders)
 - Communication reports were reviewed by Shana Munson, Michelle Wood, Joe Hite, John Hardin and Deana Lehman.

April						
	Dental Assisting Testing	Continuing Education	Michelle Wood	Licensure Rate	May	Report
	Athletic Scholarship Report	Athletics	Dean of Student Services		May	Report
	Housing Inventory Report	Housing	Director of Housing		May	Report
	THECB State Budgets (VC Student FA Budgets)	Financial Aid	Melissa Elliott		May	Report
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		May	Report
	IPEDS Graduation Rates	Admissions and Records	Sarah Davenport/Joe Hite		May	Report
	IPEDS Student Financial Aid	Financial Aid	Melissa Elliott/Joe		May	Report

			Hite			
	IPEDS Fall Enrollment	Admissions and Records	Joe Hite		May	Report
	IPEDS Finance	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite		May	Report
	Higher Education Regional Council Report	Instructional Services	Gary Don Harkey/ Shana Munson		May	Report
September						
	Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA

Also: New Beginnings Advisory Board Evaluation - Fall, Deana Lehman, Assessment Activity
Addition to Calendar – Protective Services, TCLEOSE Self Assessment Mike Hopper

- Set summer meeting dates – June 20 and July 25, 2011
-Betsy Harkey reminded committee members who chair committees to submit their annual reports, minutes and agendas by August 1.
- Adjournment
- The meeting was adjourned at 3:26.