

Draft Minutes

College Effectiveness Committee

Tuesday, March 1, 2011/ 2:30 p.m.
CCC ITV 205 and Vernon ITV 423

- Call meeting to order
 - Meeting was called to order by Committee Chair Betsy Harkey at 2:34 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 (Leadership WF)
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 (class)
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 January 31, 2011 minutes (Exhibit A, Action Item)
 - Garry David moved to accept the January 31, 2011 minutes as presented, Deana Lehman seconded, the motion passed.

- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reported that 6 attended the Texas A&M Assessment Conference; Instructional Services is currently working on revision of course outcomes and the goal is to be to General Education by May.

- Director of Institutional Effectiveness Update:
 - ✓ 2011-2012 Annual Action Plans –
 - Institutional Improvement Plan – Review and make recommendations (Exhibit B, Action Item) – The Institutional Improvement Plan was provided for committee review prior to the meeting. Comments included: Criquett Lehman encouraged members to continue to look at CCSSE and SENSE data as well as use the SACS Tool Kits to strengthen the QEP related priority initiative. Dr. Johnston stated that he wanted to re-emphasize the importance of planning. He gave a pat on the back for participation and feels that committee members are showing an understanding of the process. He also stated that there is still room for improvement in substance and content. Michelle Alexander moved to accept the plan as presented, Haven David seconded, the motion passed.
 - Facilities Plan – Review report and recommendations: Garry David (Exhibit C, Action Item) – Garry David reviewed the priorities and recommendations made by the Facilities Planning Committee. Dr. Gary Don Harkey moved to approve the Facilities Plan including recommendations by the Facilities Planning Committee, Joe Hite seconded, the motion passed.
 - Personnel Plan – Review report and recommendations (Exhibit D) – Dr. Johnston reported that the Personnel Committee was meeting at 4:00 p.m. today (March 1, 2011).
 - Technology Plan – Review report and recommendations (Exhibit E) – Dr. Johnston reported that the Technology Committee planned to meet this week (March 1-4, 2011).
 - ✓ Legislative Budget Board Performance Measures Report – Betsy reported that the deadline has been postponed.

- ✓ Governance thru Committee – The committee selected August 1 as the due date for all committee annual reports to be submitted to Betsy for posting on the web site. Dr. Johnston asked that the annual report template/guidelines be resent to committee chairs.
- ✓ Web site update – Betsy reminded members that committee agendas, minutes and attendance will be posted to website when it is available, but until that time, the information will be stored in the College Effectiveness shell in Blackboard along with all other information that will be on the website.
- ✓ New Data and Resources in Blackboard were reviewed by Betsy:
 - CCSSE and SENSE – SACS Tool Kits
 - Statewide Economic Impact Report
 - IPEDS
 - Academic Performance of 2 Year College Students at Texas Public Universities

- Review working timeline accomplishments for January
 - The committee reviewed the status of objectives listed in the Annual Action Plans for the month of January.

<i>January</i>	Achieved Not Achieved In progress
Admissions, Records and Financial Aid Financial Aid: <ol style="list-style-type: none"> 1. Attend annual DOE conference, called THECB conferences, TASFAA annual meeting, and other professional development opportunities 	Partially achieved
Office of the President Institutional Advancement: <ol style="list-style-type: none"> 1. Review existing software packages to determine which package best meets current and long-term needs 2. Purchase the software system 3. Obtain consultation services to prepare existing data for conversion into the new software system and design the database itself to ensure that all Institutional Advancement and College fundraising current and future needs are met 4. Participate in hands on off-site software package training for Institutional Advancement Staff 5. Convert data into the software package 6. Implementation of software into Institutional Advancement operations 7. Join the area software user group and attend meetings. Membership provides continuous support among the members 8. Purchase the software license for STARS Office of President/Effectiveness <ol style="list-style-type: none"> 1. For all divisions in Office of the President - Development of a hardware and software inventory, and anticipated replacement rotation list 2. Monitor and ensure budget development for efficient purchasing 3. Identify Resource Needs: Provide formal and informal opportunities for input 4. Identify Resource Needs: Utilize community focus and advisory groups 5. CCC Campus Leadership Position: Develop a specific job description and hire someone to fill the leadership position 	Achieved Achieved In progress Achieved In progress Not achieved, but will be Not achieved, but will be Achieved In process In process/ongoing In process/ongoing In process/ongoing Not achieved

Other Target Dates Institutional Advancement: 1. Catalog corrections due January 31	Achieved
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- Assessment Activity - Report Communication and Change Presentations for January (Blackboard – refer to Assessment and Report Calendar folders)
-Communication forms were reviewed by Kristin Harris, Sharon Winn, Haven David, Joe Hite, and Garry David. It was noted that the Semi Annual Recruiting Report was reviewed at the January 31, 2011 meeting. Also, Dr. Gary Don Harkey reviewed the SIR II which was left of the agenda.

January	NJCAA Eligibility (National Junior College Athletic Association)	Athletics	Assistant Athletic Director & Athletic Secretary	NJCAA Eligibility criteria used to gauge recruitment & retention efforts of coaching staff	February	AA
	Athletic GPA Report to VC Board	Athletics	Dean of Student Services/Athletic Director		February	Report
	Semi Annual Recruiting Report	Student Relations	Director of Student Relations		February	Report
	CTE Award Completer Forms submitted to Admissions	Instructional Services	CTE Programs and Sharon Winn		February	Report
	CTE Marketable Skills Certificate review and update for General Catalog	Instructional Services	CTE Programs, Sharon Winn present to Academic Council		February	Report
	IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
	National Student Clearing House Transmission (23 rd)	Admissions and Records	Lana Carter		February	Report

January	Annual Audit (Annual External Audit reviewed by the Board of Trustees)	Business Office	Dean of Administrative Services	Compliance with state and federal rules-measures effectiveness of institutional financial procedures, practices, and internal controls	February	Report
	Report of Fundable Operating Expenditures to the THECB (Report issued to the THECB)	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February	Both

- 2011-2016 Long Range Strategic Plan/Long Range Objectives Update – Betsy shared with the committee that the Long Range Objectives were reviewed by the Board of Trustees at their February 16, 2011 meeting and will be on their March 30th agenda for approval.
- The next meeting date is set for March 29, 2011. Betsy said that the Long Range Strategic Plan and Key Performance Indicators for Accountability would be included as agenda items.
- Betsy shared with the committee that she would be meeting with the Faculty Senate on February 25, 2011 to discuss college effectiveness and encourage participation and feedback through their representatives, Michael Ruhl and Darlene Kajs. Dr. Johnston said that the College Effectiveness Committee is approximately 13 % of the entire number of employees at Vernon College. He encouraged all members to communicate and share information with those they represent. Betsy volunteered to add as needed to the College Effectiveness Blackboard roster to help facilitate communication.
- Adjournment
-The meeting was adjourned at 3:40.