

**College Effectiveness Committee
Draft Minutes**

March 1, 2013 / 11:00 a.m.
CCC ITV 712 and Vernon ITV 204

- Call meeting to order
- Welcome and review of committee attendance
 - New student representatives are:

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
Institutional Support Specialist	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	Jeff Feix		X
Faculty Senate Representative	Darlene Kajs		X
Student Forum Representative	Jackie Polk /		X
Student Government Representative	Sjohonton Fanner/		X
Classified Staff	Sandy Odell		X
Classified Staff	Rosa Alaniz		X
President	Dr. Dusty Johnston		X

- Approval of January 29, 2013 minutes (Exhibit A, Action Item) – Shana Munson made the motion to approve the January 29, 2013 minutes, Greg Fowler seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey reported that a group from Vernon College participated in the TAMU Assessment conference. Dr. Harkey and Joe Johnston participated in a Core Conversations meeting. He reported that movement is toward the use of the LEAP rubrics. The new core is due in October/November of 2013 and takes effect 2014. The next step will be assessing at the institutional level.
- Director of Institutional Effectiveness Update:
 - SACS COC Fifth Year Interim Report draft narratives are posted in a shared drive for review – Betsy reminded the group to move forward with any policy needs identified during the writing of the narratives in order to meet catalog deadlines. She shared that the updated (February 2013) Substantive Change Policy is available on the SACS COC website. She also share that she is evaluating accreditation software.
 - Student Success by the Numbers
 - Dr. Luzelma Canales next visit will be March 26-27, 2013 on Vernon campus
 - Reminder, Institute, April 3-5 in San Antonio; team attending is Dr. Johnston, Dr. Harkey, John Hardin, Mike Ruhl - faculty representative and Betsy Harkey
 - Update of AIR team course, Student Success through the Lens of Data: Lana Carter, Criquett Lehman, Shana Munson, JoAnn Sharp and Betsy Harkey
- 2013-2014 Annual Action Plans committee comments and recommendations for review and approval (Action Items)
 - Facilities (Exhibit B) – Joe Hite made the motion to approve, John Hardin III seconded, the motion passed.
 - Institutional Improvement (Exhibit C) – Garry David made the motion to approve, Shana Munson seconded, the motion passed.
 - Personnel (Exhibit D) – Shana Munson made the motion to approve, John Hite seconded, the motion passed.
 - Technology (Exhibit E) – Garry David made the motion to approve, Dr. Karen Gragg seconded, the motion passed.

Next step according the planning calendar is start of the budget process
- Assessment Activity - Report Communication and Change completed forms as posted in Blackboard and on the web site: - Betsy shared that a goal is to move the assessment and report review to the Student Success by the Numbers team next year in order to increase involvement .

Assessment Activity or Report Name by Title by Month	Department	Responsible Party	Assessment Measurement/ Proposed Use/	Month to Share Results	Assessment Activity
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Administered/conducted			Evidence of Use of Data	to Planning and Assessment Committee	(AA) Report Both
November					
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA
December					
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
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
National Student Clearinghouse	Admissions and	Lana Carter		February	Report

Graduates Only	Records				
Library Survey of Internet Students	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	February	AA

- Working Timeline progress of activities –

January

Administrative Services

Book Stores

1. Use GOnline to capture internet sales for all general merchandise. **In Progress**
2. All general merchandise received will be entered into GOnline as it is checked in, allowing a current and usable inventory worksheet at any given time. Also allowing us to integrate add-on inventory software. The add-on software would allow each item to be scanned during the year-end inventory. Reports can be generated instantly and accurately. **In Progress**

Business Office

1. Get direct deposit info on all employees; set up Employee ID cards for employees with no existing bank account **In Progress**

Admissions, Records and Financial Aid

Financial Aid

1. Attend annual DOE conference, called THECB conferences, and other professional development opportunities **Achieved**

Office of the President

President/Effectiveness

1. Provide formal and informal opportunities for input **In Progress/Ongoing**
2. Utilize community focus and advisory groups **In Progress/Ongoing**
1. Develop a specific job description and hire someone to fill the leadership position **Not Achieved**
1. Maintain hardware and software inventory, and anticipated replacement rotation list **Achieved**
2. Monitor and ensure budget development for efficient purchasing **In Progress**

Student Services

1. Explore and create a proposal and feasibility report for offering both the flu and bacterial meningitis vaccines to potential students on the

Vernon College campuses 2 weeks prior to registration. **In Progress**

1. Implement “live chat” online appointments to distance learning students who might have trouble accessing a VC counselor due to the fact they are not in the same town as one of our campuses. **Achieved**

- Meeting schedule: March 26 (combined meeting with SSBTN Phase II team) and April 26
- Adjournment