

**College Effectiveness Committee and SSBTN Phase II Team  
Draft Minutes**

March 26, 2013 / 2:30 p.m.

Vernon 423

- Call meeting to order
- Welcome and review of committee attendance
  - College Effectiveness Committee members:

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Director of Institutional Effectiveness	Betsy Harkey, Chair	<b>X</b>	
Dean of Administrative Services	Garry David	<b>X</b>	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>	
Dean of Instructional Services	Dr. Gary Don Harkey	<b>X</b>	
Dean of Student Services/Athletic Director	John Hardin III	<b>X</b>	
Assistant to Dean of Instructional Services	Sharon Winn	<b>X</b>	
Associate Dean, Career and Technical Education	Shana Munson		<b>X</b>
Associate Dean of Student Services	Kristin Harris		<b>X</b>
Division Chair - Communications, English Instructor	Joe Johnston	<b>X</b>	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<b>X</b>	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg	<b>X</b>	
Director of Continuing Education	Michelle Wood	<b>X</b>	
Director of Financial Aid	Melissa Elliott	<b>X</b>	
Director of Human Resources	Haven David	<b>X</b>	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
Institutional Support Specialist	Jim Binion	<b>X</b>	
Director of Library Services	Marian Grona	<b>X</b>	
Director of Special Services	Deana Lehman	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill	<b>X</b>	
Counselor	Clara Garza	<b>X</b>	

Faculty Senate Representative	Jeff Feix		<b>X</b>
Faculty Senate Representative	Darlene Kajs	<b>X</b>	
Student Forum Representative	Jackie Polk /		<b>X</b>
Student Government Representative	Sjohnton Fanner/	<b>X</b>	
Classified Staff	Sandy Odell		<b>X</b>
Classified Staff	Rosa Alaniz	<b>X</b>	
President	Dr. Dusty Johnston	<b>X</b>	

- Student Success by the Number Phase II Team members:

		Present	Not Present
Michelle Alexander	Director of Institutional Advancement/Executive Director - Foundation	<b>X</b>	
Jeanne Ballard	Assistant Director of Financial Aid	<b>X</b>	
Jim Binion	Institutional Support Specialist	<b>X</b>	
Lana Carter	Admissions and Records Computer Coordinator	<b>X</b>	
Sarah Davenport	Assistant Registrar	<b>X</b>	
Marian Grona	Director of Library Services	<b>X</b>	
Linda Haney	Secretary – Instructional Services	<b>X</b>	
Mark Holcomb	Division Chair - Information and Technology and Instructor	<b>X</b>	
Bettye Hutchins	Instructor - History	<b>X</b>	
Joe Johnston	Division Chair – Communications and Instructor	<b>X</b>	
Criquett Lehman	Director of Quality Enhancement	<b>X</b>	
Deana Lehman	Director of Special Services	<b>X</b>	
Michael Ruhl	Instructor - Biology	<b>X</b>	
JoAnn Sharp	Counselor	<b>X</b>	
Michelle Wood	Director of Continuing Education	<b>X</b>	
Betsy Harkey, Chair	SSBTN Liaison; Chair Director of Institutional Effectiveness	<b>X</b>	
Dr. Dusty Johnston	President	<b>X</b>	

- Approval of March 1, 2013 minutes (Exhibit A, Action Item) – Criquett Lehman made the motion to approve the March 1, 2013 minutes, John B. Hardin III seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey reported that progress is continuing as reported during the March 1 meeting.
- Director of Institutional Effectiveness Update:
  - SACS COC Fifth Year Interim Report draft narratives are posted in a shared drive for review and enhancement. Using the SACS COC Resource Manual, Betsy developed checklists for each standard. She has started meeting with the writers to review the checklists. All writers are asked to move forward with any needed policies and processes identified while writing the draft narratives in order to ensure approval and to meet catalog printing guidelines.

- Student Success by the Numbers
  - 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; goal is to have all exercises completed by March 27. Exercises included: Urban Legends, Data Definitions, Data Access and Availability, Using Data within a Culture of Evidence, Snapshots of Student Success, and Using Longitudinal Data
- Planning Calendar Update
  - 2013-2014 Annual Action Plans for Facilities, Institutional Improvement, Personnel and Technology approved during the March 1, 2013 meeting are available to component leadership and will be presented to Board of Trustees in May
  - Budget process began March 1
- Assessment Activity - Report Communication and Change completed forms as posted in Blackboard and on the web site:

<b>February</b>					
LBB Performance Measures Report	Institutional Effectiveness	Betsy Harkey	Most information from CBM Reports; could be used for benchmarking	March	Both
Evaluation of King Center	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March	Report
VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	Lynn Kalski	Provides BON information to establish policy	March	AA
Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott/Joe Hite	College Student Loan Default Rate	March	Both
Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Sharon Winn		March	Report
Texas Success Initiative Report Fall CBM 002	Admissions and Records	Sarah Davenport/Joe Hite		March	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		March	Report
THECB State Program Progress Report	Financial Aid	Melissa Elliott		March	Report
Faculty Report Fall CBM 008 Moved from October	Admissions and Records	Lana Carter/Joe Hite		March	Report
Student Schedule Report CBM 00S	Admissions and Records	Lana Carter/Joe Hite		March	Report
Student End of Semester Reports CBM OEI	Admissions and Records	Lana Carter/Joe Hite		March	Report

- Working Timeline progress of activities –

## ▪ February

### Administrative Services

#### Book Stores

1. Include sufficient funds in the annual budget to allow director to attend Campus Market Expo. **Achieved**
2. Attend educational sessions and meetings. **Achieved**
3. Attend buying show to purchase general merchandise for the upcoming year. **Achieved**

- Discussion with Dr. Luzelma Canales, SSBTN Data Coach
  - Review/discuss briefly the purpose of the SSBTN Institute and homework (Exhibits B, C, D, E, F)  
CCSSE Data Review  
Student Cohort Data Review  
Culture of Evidence Inventory Survey  
SSBTN Institute: Key Findings  
Vernon College Data Brief
  - Process for selecting interventions/strategies using data (Exhibit G)
  - Developing strong evaluation plans for new interventions/strategies
  - Building sustainability and scaling new interventions/strategies (Exhibit H)
- Meeting schedule: March 26 and April 26
- Adjournment – the meeting was adjourned at 3:50 p.m.