

# Draft Minutes

## College Effectiveness Committee

Tuesday, March 29, 2011/ 2:30 p.m.

CCC ITV 504 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
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		<b>X</b>
Faculty Senate Representative	Michael Ruhl	<b>X</b>	
Faculty Senate Representative	Darlene Kajs		<b>X</b>
Student Forum Representative	Jackie Polk / Shamika Smith		<b>X</b>
Student Government Representative	Sjohnton Fanner/ Taylor Steward	<b>X (TS)</b>	
Classified Staff	Sandy Odell	<b>X</b>	
Classified Staff	Rosa Alaniz	<b>X</b>	
President	Dr. Dusty Johnston	<b>X</b>	

Also attending Lynn Kalski, Director of LVN Program

- Approval of March 1, 2011 minutes (Exhibit A, Action Item)
  - Shana Munson moved to accept the March 1, 2011 minutes as presented, Deana Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey
  - Dr. Harkey reviewed the process being used to update student learning measures. He shared that plans are still underway for faculty development in May which will concentrate on Assessment and Student Learning Measures. He will also be attending related trainings at the NTCCC Workshop – CISCO College in May and SACS Summer Institute – Fort Worth in July.
- Director of Institutional Effectiveness Update:
  - ✓ 2011-2012 Annual Action Plans :
    - Institutional Improvement Plan - Due to additions and corrections that were received after the last meeting, Betsy reported that she will be revising the Institutional Improvement Plan and ask the committee to review and approve the newest version.
    - Facilities Plan – Approved by the CE Committee at the March 1 meeting.
    - Personnel Plan – Dr. Dusty Johnston (Exhibit B, Action Item) – Dr. Johnston reviewed the priorities chosen by the Personnel Committee from the 2011-2012 Personnel Plan. He stressed the value of the planning process and how the established personnel priorities provided reasoning for hiring positions.
    - Technology Plan - Jim Binion – Mr. Binion reported that the Technology Committee was scheduled to meet on April 7 at 1:30 and will have recommendations and priorities to present at the next College Effectiveness Committee.

POISE – Betsy informed the members that she was working with Criquett Lehman, Jim Binion and Lana Carter to review batch files and communicate with ESP to ensure that correct information and processes are in place prior to the next registration period.

Key Performance Indicators for Accountability Review and Update (refer to Blackboard) – Betsy reviewed with the members the data available for each of the KPIA's. The information is located on Blackboard and will be posted to the new website when possible. She asked for feedback to help with clarification, understanding and potential uses for the KPIAs. The members discussed the difficulty of measuring developmental education progress and success. Betsy will continue to look for effective ways to measure developmental education. She informed the committee that one of her next goals is to establish a calendar for gathering the KPIA data and would like their input at the next meeting.

Strategic Plan Document update – SACS 2.5” Provide a schematic of the formal planning and evaluation process (cycle) as it pertains to programs and services, indicating at what points institutional research and realistic budgeting intersect with the process. Describe how goals are developed and linked to the mission statement, the length of planning cycles. Provide a schedule for planning and evaluation.” – Betsy also shared with the members that she is in the process of writing a new Strategic Plan document. She is currently doing a SACS search to try and ensure the document includes all SACS criteria. SACS 2.5 was shared as an example.

Betsy also encouraged the members to participate in the listserv that has been designed for SACS related questions and support. She will resend the email address so those who choose so can sign up.

- Review working timeline accomplishments for February – The committee reviewed the status of the objective listed in the Annual Action Plans for the month of February.

<b>February</b>		
<b>Administrative Services</b>		<b>Achieved as part of annual review</b>
<b>Physical Plant:</b>		
1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects		

- Assessment Activity - Report Communication and Change Presentations for February (Blackboard – refer to Assessment and Report Calendar folders)- Communication reports were reviewed by Shana Munson, Lynn Kalski, Joe Hite, Melissa Elliott, Sharon Winn and Betsy Harkey. The members asked for additional information from Melissa to clearly understand the Cohort Default Rate and its consequences. Interest was also expressed in the CMB 006 Withdrawal Rates and a comparison with other schools. Betsy said that she would check with the THECB to see if any type of benchmarking data is available.

February	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
	Texas Nurses Association Annual Report (see change form to delete report)	Continuing Education	Michelle Wood	Maintain Provider Status	March	Report
	End of Semester Class Report Fall CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	March	Both
	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
	Added Phlebotomy Exam from previous change request		Michelle Wood			

- The next meeting date is set for April 18, 2011. Included on the agenda will be the Strategic Plan and Key Performance Indicators for Accountability.
- Adjournment – The meeting was adjourned at 3:30.