

Draft Minutes

College Effectiveness Committee

Tuesday, August 2, 2011/ 2:30 p.m.

CCC ITV 504 and Vernon ITV 204

- Call meeting to order
-Meeting was called to order by Betsy Harkey at 2:27 p.m.
She reminded the committee that due to scheduling conflicts, the meeting served as the monthly July meeting.
- 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		interviews
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		class
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

Also attending: Romona Vaughan, Director Tech Prep and Ruth Rascon, Health Information Technology Instructor

- Approval of May 16, 2011 minutes (Exhibit A, Action Item)
 - Garry David moved to accept the May 16, 2011 minutes as presented, Marion

- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Harkey reported that he had no updates.

- Director of Institutional Effectiveness Update:

Blackboard 9.1

-Review of the College Effectiveness “course” : Betsy Harkey reviewed the location of information uploaded to the new Blackboard 9.1 for the committee members.

Assessment and Report Calendar changes/additions due to Betsy by September 6 (see Blackboard for document)

General Glossary changes/additions due to Betsy by September 6 (see Blackboard for document)

Governance thru Committee

-Annual Reports, Minutes and Agendas are now due. The information will be posted to the College Effectiveness part of the web site.

2011-2012 Annual Action Plans - approved by the Board of Trustees on May 18, 2011.

Annual Planning Calendar review

- Completed 2010-2011 Annual Action Plans due by October 1. Betsy is working with IT to set up the document on a shared drive for data entry.

Working Timeline

-Review of purpose

-Additions due to Betsy by August 9th.

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

-Betsy Harkey reviewed the draft of the KPIAs which are to be included in the first Annual President's Report for AY 2010-2011 and distribute in November 2011

SACSCOC

-Ensure that all references include the COC

-Review of 5th year interim report requirement (see Blackboard for Power Point)

Betsy Harkey reviewed the power point developed by Dr. Crystal Baird which outlined information that will be required for the SACSCOC 5th year interim report. Committee members were reminded that artifacts will be gathered during the 2011-2012 Academic Year for the report.

- Review working timeline accomplishments for May and June

<i>May</i>	Achieved Not Achieved In Progress
Administrative Services Physical Plant: <ol style="list-style-type: none"> 1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects 	Achieved
Instructional Services <ol style="list-style-type: none"> 1. Provide training and professional development to be completed each semester by December 2010 and May 2011 2. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention 	Achieved Achieved
Office of the President Quality Enhancement: <ol style="list-style-type: none"> 1. Publish a student newsletter once a semester to be posted on the website and sent to all students via their Vernon College email account - Produce 1 student newsletter per semester (Fall 2010 & Spring 2011) 2. Present/provide information at orientations - students, new employees, Fall and Spring faculty and staff developments 3. Provide training and professional development to be completed each semester by December 2010 and May 2011: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention 4. Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory 5. Create satisfaction survey's to be administered at the end of each semester 6. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades 7. Administer the Community College Survey of Student Engagement (CCSSE). NOTE: Data will be shared in Fall 2011 8. Administer the Community College Faculty Survey of Student Engagement (CCFSSE). NOTE: Data will be shared in Fall 2011 	Partially achieved Achieved Achieved Achieved Partially achieved Achieved Achieved Achieved
Student Services <ol style="list-style-type: none"> 1. Baseball: Obtain architectural plans suitable for budget and projected needs 2. Baseball: Obtain bids for construction of baseball fieldhouse/batting cage/dugout according to Vernon College policy and procedure in 	Achieved Achieved

<p>accordance with state regulations</p> <p>3. Baseball: Construct new fieldhouse/batting cage/dugout</p> <p>4. Promote the "Friend of the College" award at the Annual Honors Program</p> <p>5. Encourage Honors recipients to remember alumni opportunities through the College</p> <p>6. Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work</p> <p>7. Recruitment and Retention: Initiate committee meetings focused on clear purpose</p>	<p>In progress</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
June	
<p>Administrative Services</p> <p>Information Technology:</p> <ol style="list-style-type: none"> 1. Replace all existing switches within the Campus infrastructure and upgrade the backbone equipment to allow for path to 10GB Ethernet in the future 2. Purchase and install Network Access Control appliance and Remediation Server <p>Physical Plant:</p> <ol style="list-style-type: none"> 1. Meet with Facilities Planning committees for all campuses to review prior plan 2. Present recommendations to Administrative Team 3. Update and distribute Master Plan 	<p>In progress</p> <p>Not achieved</p> <p>Not achieved</p> <p>Not achieved</p> <p>Achieved</p>
<p>Office of the President</p> <p>Human Resources:</p> <ol style="list-style-type: none"> 1. Participate in ERS Benefits Conference 2. Participate in TACCHRP Conference 3. Attend POISE training 	<p>Not achieved</p> <p>Not achieved</p> <p>Not achieved</p>

- Assessment Activity - Report Communication and Change Presentations for May and June (Blackboard – refer to Assessment and Report Calendar folders)
 - Committee members were asked if anyone had questions or discussion items for the May and June information. With no discussion requested, they were reminded that Assessment and Report Communication forms as well as change forms were posted in Blackboard and to contact the responsible person with questions.

May						
	Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	June	AA
	New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	June	AA
	Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	June	AA
	New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	June	AA
Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	June	Report	

June	Accreditation Review Committee Annual Report to CAAHEP (Commission on the Accreditation of Allied Health Education Programs) for Surgical Technology	Surgical Technology	Jeff Feix	Program Revision & Accreditation	June	Both	
	Student Financial Aid Audit (Annual Audit reported to the Department of Education)	Business Office	Dean of Administrative Services	Reports audit for the previous year ended – measures compliance with federal rules and regulations	June	Both	
	Faculty Survey of Library Services	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA	
	Library Services Survey (WF-students)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA	
	Faculty Professional Development Activities Report	Instructional Services	All faculty, Sharon Winn completes report		June	Report	
	Verification of Workplace Competencies Report	Instructional Services	CTE programs, Sharon Winn maintains data		June	Report	
	Perkins Basic Grant Application	Instructional Services	Sharon Winn		June	Report	
	Tech Prep Grant Application	Instructional Services	Romona Vaughan		June	Report	
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		June	Report	
	Resident Hall Inspection Report	Housing	Director of Housing		June	Report	
	Student Activities Year End Report	Student Activities	Director of Student Activities		June	Report	
	CAHIIM Annual Program Assessment	Health Information Technology	HIT Coordinator	Program Revision & Accreditation	July	Report	
	Medication Aide Testing	Continuing Education	Michelle Wood	Licensure Rate	July	Report	
	End of Semester Class Report Spring CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	July		
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		July	Report	
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		July	Report	
	THECB Year End TEOG Report	Financial Aid	Melissa Elliott		July	Report	
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		July	Report	
Texas Success Initiative Report Spring CMB 002	Admissions and Records	Sarah Davenport/Joe Hite		July	Report		
Con Ed Student Report Summer I CBM	Admissions and Records	Lana Carter/Joe Hite		July	Report		

	00A					
	Con Ed Class Report Summer 1 CBM 00C	Admissions and Records	Lana Carter/Joe Hite		July	Report
	THECB Year End TEXAS Grant Report	Financial Aid	Melissa Elliott		July	Report
	THECB Year End LEAP, SLEAP, State Work-Study and Nursing	Financial Aid	Melissa Elliott		July	Report

Also: Changes - Add National Student Clearinghouse for Graduates only
 Replace NET Text with HESI A2 and HESI PN

- Suggestions for August meeting date.
 - The general agreement of the committee was to handle any business electronically during August and meet via ITV in September.

- Adjournment
 - The meeting was adjourned at 3:30 p.m.