

Draft Minutes

College Effectiveness Committee

Tuesday, September 27, 2011/ 2:30 p.m.

CCC ITV 300 and Vernon ITV 204

- Call meeting to order
 - Meeting was called to order by Betsy Harkey at 2:30 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	
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	Sjohnston Fanner/ Taylor Steward	X	
Classified Staff	Sandy Odell	X	
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston	X	

- Approval of August 2, 2011 minutes (Exhibit A, Action Item)
 - Garry David moved to accept the August 2, 2011 minutes as presented, Michelle Alexander seconded, the motion passed.

- Student Learning Measures Update: Dr. Gary Don Harkey
 - Dr. Gary Don Harkey reported that faculty are working diligently at the course level, revising end of course reviews and creating template for student learning outcomes. Instructional Services is looking in to the Work Hard –Work Smart Certification. He also reported that several from Instructional Services will be attending the NTCCC Learner Outcome and Assessment Conference.

- Director of Institutional Effectiveness Update:
 - Student Success by the Numbers Phase 1 group sessions September 14 and 15; Phase II begins in Spring 2012
 - Betsy shared that the consultants reported a very positive experience while visiting Vernon College. Their follow up report should be received soon. Participants were thanked by Betsy and Dr. Johnston who shared that plans were underway to get the group together as a whole in order to continue the conversation.

 - Governance thru Committee
 - 2010-2011 Annual Reports, Minutes and Agendas; the information will be posted to the College Effectiveness part of the web site
 - Betsy reported that she was working with Run Biz to try and develop a process for committee chairs to post to the web site. For the initial set up, she will do the posting. She reminded committee members to send their annual reports, minutes and agendas to her for posting.

 - Key Performance Indicators of Accountability charts and graphs for Annual President’s Report (see Blackboard for document)
 - Betsy referred committee members to the charts and graphs posted on Blackboard that are to be used as a part of the first Annual President’s Report. Dr. Gary Don Harkey suggested that total scholarship dollars offered be included in the future.

 - SACSCOC
 - Review of 5th year interim report requirement for QEP (see Blackboard for Power Point)
 - Betsy continued the conversation from the August meeting regarding the SACS 5th year interim report by reviewing the QEP requirements beginning with slide 33 of the PowerPoint.

 - Assessment and Report Calendar changes/additions (Exhibit B, Action item)
 - 2011-2012 Communication and Change templates posted in Blackboard
 - Betsy highlighted the changes and additions submitted for the 2011-2012 Assessment and Report Calendar. Shana Munson moved to accept the 2011-2012 Assessment and Report Calendar as presented, Michelle Alexander seconded, the motion passed.

Betsy also referred the committee members to the 2011-2012 communication and change form templates posted in Blackboard that now include a section regarding student success.

General Glossary changes/additions (Exhibit C, Action item)

-Betsy highlighted the additions to the General Glossary. Dr. Johnston pointed out how impressed the Student Success by the Numbers consultants were with documented evidence such as the General Glossary as well as the Assessment and Report Calendar. John Hardin III moved to accept the General Glossary for 2011-2012, Garry David seconded, the motion passed.

2010-2011 Annual Action Plans Summaries due to Betsy Harkey by October 3. Use templates emailed last month.

-Betsy reminded committee members that in order to comply with the Annual Planning Calendar, the summaries are due to her by October 3rd.

Working Timeline review and additions (see Blackboard for document)

-Betsy asked reminded committee members that the working timeline is not an action item that required approval. It is documentation to serve as a quick reminder of all things intended to be accomplished on a monthly basis. The timeline also provides evidence of ongoing review and oversight for the annual action plans. Committee members were encouraged to send her additional items they would like included in the timeline.

Annual Planning Calendar clarification (Exhibit D, Action item)

-Betsy presented clarifications made to the 2011-2012 Planning Calendar in order to ensure that each step of the planning process is articulated and followed as intended. Haven David moved to accept the 2011-2012 Annual Planning Calendar as presented, Criquett Lehman seconded, the motion passed.

- Review and approval of 2011-2015 Vernon College Strategic Plan components for 2012-2016 including: Philosophy, Vision, Values and Mission (Exhibit E, Action item)

- During review of the 2011-2015 Strategic Plan components, discussion included:
Reworking philosophy to reflect general education outcomes when they are developed
Accessibility is defined as open enrollment
Mission bullets are related to statute.

Michael Ruhl moved to accept the Vernon College Strategic Plan components as presented for 2012-2016, Joe Hite seconded, the motion passed.

- Review and approval of 2011-2015 Long Term Objectives for 2012-2016 (Exhibit F, Action item)
 - Shana Munson moved to accept the Long Term Objectives as presented for 2012-2016, Greg Fowler seconded, the motion passed.
- Review working timeline accomplishments for July and August will be accomplished as part of 2010-2011 Annual Action Plan Summaries
 - Betsy reported that the July and August working timeline accomplishments will be reviewed as part of the Annual Action Plan summaries which are to be completed by October 3rd.
- Assessment Activity - Report Communication and Change Presentations for July and August were shared with committee members. In order to continue the conversation regarding student success, presenters were asked to share how the report or assessment activity was related to student success. (Blackboard – refer to Assessment and Report Calendar folders)

July					
NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certified Surgical Technologist Test	Surgical Technology	Jeff Feix	Licensure Rate	August	Report
Student Report Summer 1 CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments	August	Both
Class Report Summer 1 CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	August	Both
	Instructional Services	Gary Don Harkey	Faculty Utilization		
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		August	Report
Student Right to Know Report	Student Relations	Director of Student Relations		August	Report
Semi Annual Recruiting Report	Student Relations	Associate Dean of Student Services		August	Report
August					
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Annual Operating Budget (Annual Operating Budget approved by the Board of Trustees)	President's Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved-fulfill budgetary approval requirements	September	Both
Student Report (Summer II CBM 001)	Admissions and Records	Lana Carter/Joe Hite	Enrollments	September	Both
Class Report Summer II CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	September	Both
	Instructional Services	Gary Don Harkey	Faculty Utilization		
Resident Hall Room Inspections & Inventory	Housing	Director of Housing	Resident Hall Inspection Report - evaluate physical needs and requirements of Housing	September	Report
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		September	Report
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report
Ongoing					
ADA tests	Special Services	Deana Lehman	Special Accommodations Eligibility	October	AA
Make up tests (for instruction)	Special Services	Deana Lehman		October	AA
Advisory Committee Meetings (Fall/Spring)	Career and Technical Education	CTE Faculty	Program Revisions	September	AA

Capstone Experiences	Career and Technical Education	CTE Faculty (reviewed every Spring by Academic Council)	Program Revisions	September	AA
Syllabi (Spring)	Instructional Services	Faculty and Linda Haney		September	AA
National Registry test scores	EMS/Fire	Al Garcia	Licensure Rate	September	Report
Texas Commission on Fire Protection Regulations	EMS/Fire	Al Garcia	Program Revisions/ Licensure Rate	September	Report
NET Testing for RN students	Testing Center and ADN	ADN staff	Entrance Test	September	AA
TEAS Testing for LVN students	Testing Center and LVN	LVN staff	Entrance Test	September	AA
AccuPlacer Testing for Pharmacy Technician students	Testing Center and Pharmacy Technician	Katrina Brasuell	Entrance Test	September	AA
American Society of Health-System Pharmacists (Spring /Summer)	Pharmacy Technician	Katrina Brasuell	Licensure	September	Report
Reaccreditation ASHP Pharmacy Technician Program (every 6 years)	Pharmacy Technician	Katrina Brasuell	Accreditation	September	Report
Texas Department of Licensure and Regulation Certified Nurse Aid Testing	Continuing Education	Michelle Wood	Licensure Rate	September	AA
Graduate Survey	Admissions and Records Institutional Effectiveness	Sarah Davenport/ Joe Hite Betsy Harkey	Department/Office Student Satisfaction	September	AA
CE Course Evaluations	Continuing Education	Michelle Wood	Course Revisions	September	AA
New Student Group Advising Survey	Counseling/Student Relations	Associate Dean of Student Services	NSGA survey will be used to re-evaluate content & scheduling.	September and March via Semi Annual NSGA Report	AA
Recruiting Visit/Presentation Log	Student Relations	Director of Student Relations	Recruiting contacts log will be used to evaluate schedule for optimal time use.	January and July via Semi Annual Recruiting Report	AA

- Mark calendars for meeting dates: October 17, November 28
- Adjournment
 - The meeting was adjourned at 3:40 p.m.