

College Effectiveness Committee Draft Minutes

October 2, 2012, 2012/ 2:30 p.m.
CCC ITV 712 and Vernon ITV 204

- Call meeting to order – Betsy Harkey called the meeting to order at 2:32 p.m.
- Welcome and review of committee attendance
 - Jeff Feix replaced Mike Ruhl as a Faculty Senate Representative
 - New student representatives are to be chosen during the October meetings.

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	Sjohnnton Fanner/	X	
Classified Staff	Sandy Odell		X
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston	X	

- Approval of July 30, 2012 minutes (Exhibit A, Action Item) – Deana Lehman made the motion to approve the July 30, 2012 minutes, Michelle Alexander seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey reviewed the entire sequence of events and results of progress in working toward an efficient student learning measures process. His discussion included an update on the revised end of semester course reviews and plans for mapping.
- Director of Institutional Effectiveness Update:
 - 2012-2013 Annual Action Plans - As per Planning Calendar, the 2011-12 Annual Action Plan Summaries are due to Betsy at end of September and implementation of 2012-2013 Annual Action Plans began with academic year.
 - SACS COC Fifth Year Report review part of October 2, President’s Team meeting –more information can be found at <http://www.sacscoc.org/FifthYear.asp> - Betsy reminded the committee that a thought behind the accreditation process is “if not written, did not do it...”
 - Student Success by the Numbers
 - Fall Faculty and Staff Development follow up –
 - Dr. Luzelma and April Juarez presentations posted in Blackboard
 - Students SPEAK Are We Listening?* Book and video available for checkout from Betsy
 - What I will do... and What I want to know... (Exhibits B and C)
 - Update – Database Management Dictionary along with first day of class and count day data has been posted to the shared T: drive
 - Next meeting November 12 and 13 at Century City – Focus Group training the afternoon of November 12, SSBTN Institute Team on morning of 13th and SSBTN Team on the afternoon of 13th
 - Homework - 1. A structured review of Vernon College’s most recent CCSSE results 2. Work with student cohort data 3. Culture of evidence inventory
 - Institute, April 3-5 in San Antonio; team attending is Dr. Johnston, Dr. Harkey, John Hardin, faculty representative and Betsy Harkey
 - Student Cohort Tracking Webinar May 2 ; participants Betsy Harkey, Criquett Lehman, Deana Lehman, Jim Binion, Marian Grona, Mark Holcomb and Joe Johnston; available via Adobe Connect at <https://nisod.adobeconnect.com/a976081265/p4gmbcbju30/?launcher=false&fcsContent=true&pbMode=normal>
 - Key Performance Indicators of Accountability update (Exhibit D) –The committee received a KPIA update by Betsy that they are under construction and will be presented at the October 30 meeting.
 - Governance thru Committee 2011-2012 Annual Report and website posting review – An audit will be conducted during the week of October 7 to ensure that all minutes, agendas and annual reports are posted.
 - Working timeline review for ongoing Annual Action Plan oversight will continue at next meeting – Betsy is organizing the document and this process will begin at the CE November meeting.

- Review and approval of 2012-2016 Vernon College Strategic Plan components for 2013-2017 including: Philosophy, Vision, Values and Mission (Exhibits E and H, Action Item) – John Hardin made the motion, Joe Hite seconded, the motion passed to approve the 2013-2017 Strategic Plan components: Philosophy, vision, Values and Mission (as updated).
- Review and approval of 2012-2016 Long Term Objectives for 2013-2017 (Exhibit F, Action Item) – Michelle Alexander made the motion, Criquett Lehman seconded, the motion passed to approve the 2013-2017 Long Term Objectives with no revisions.
- Assessment Activity - Report Communication and Change completed forms for July, August and Ongoing as posted in Blackboard and on the web site – Betsy shared that she received several change forms and needs to audit the calendar before the moving forward with the 2012-2013 Assessments and Reports.

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
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
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
New Student Orientation Report	Counseling	Associate Dean of Student Services		September	Report
National Student Clearinghouse – Graduates Only	Admissions and Records	Lana Carter		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
Testing for RN students HESIA 2 Assessment for all nursing 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	Sarah Davenport/ Joe Hite Betsy Harkey	Department/Office Student Satisfaction	September	AA

	Effectiveness				
CE Course Evaluations	Continuing Education	Michelle Wood	Course Revisions	September	AA

- Fall meeting schedule: October 30 and November 27
Primary agenda items will ensure that the 2012-2013 Annual Planning Calendar is followed (Exhibit G) – Betsy reminded the committee that Primary Goals and Priority Initiatives will be on the October 30 agenda.
- Adjournment – the meeting was adjourned at 3:00 p.m.