

College Effectiveness Committee Draft Minutes

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

- Call meeting to order
- Welcome and review of committee attendance
 - Sjhonton Fanner will represent the Student Government Association and report during the SGA meetings.
 - No information provided regarding Student Forum Representative.

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

- Approval of October 2, 2012 minutes (Exhibit A, Action Item) – Deana Lehman made the motion to approve the October 2, 2012 minutes, Criquett Lehman seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey and Roxie Hill will be reviewing the summer results from the End of Course Reviews to present at the November 27 meeting for Instructional Services.
- Director of Institutional Effectiveness Update:
 - SACS COC Fifth Year Report review was conducted for Instructional Services Division Chairs and Directors on October 25, 2012 – more information can be found at <http://www.sacscoc.org/FifthYear.asp>
 - Student Success by the Numbers
 - Database Management Dictionary should continue to be reviewed for additional needed content- (Exhibit B)
 - Next meeting, November 1 to complete homework 1. Structured review of Vernon College’s most recent CCSSE
 - 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
 - Review of Homework - 1. A structured review of Vernon College’s most recent CCSSE results 2. Work with student cohort data 3. Culture of evidence inventory
 - Reminder, Institute, April 3-5 in San Antonio; team attending is Dr. Johnston, Dr. Harkey, John Hardin, Mike Ruhl - faculty representative and Betsy Harkey
- 2011-2012 Annual Action Plan Summaries – review and approve documented evaluation of 2011-2012 Annual Action Plan (Exhibit C, Action Item) – Jeff Feix made the motion to approve the 2011-2012 Annual Action Plan Summaries, Haven David seconded, the motion passed. Dr. Johnston suggested that in the future; develop a process for a thorough review of plan summaries with recommendations on value and content presented to the College Effectiveness Committee.
- Review and approval of 2012-2016 Vernon College Primary Goals for 2013-2017 (Exhibits D, Action Item) – Marion Grona made the motion to approve the 2012-2016 Primary Goals for 2013-2017, John Hardin III seconded, the motion passed.
- Review and approval of 2012-2013 Priority Initiatives for 2013-2014 (Exhibit E, Action Item) – Dr. Gary Don Harkey made the motion to approve the 2012-2013 Priority Initiatives for 2013-2014, Michelle Alexander seconded, the motion passed.
- Review and set benchmarks for Key Performance Indicators of Accountability (Exhibit F, Action Item) – possible benchmarks were discussed for each KPIA and the selection of benchmarks was tabled until the next College Effectiveness meeting.
- Review and approve the QEP Annual Progress Report (Exhibit G, Action Item) – Marion Grona made the motion to approve the QEP Annual Progress Report, Haven David seconded, the motion passed.
- Assessment Activity - Report Communication and Change form process – Betsy is reviewing the calendar along with change forms received in September to ensure all information is up to date and correct. The November College Effectiveness Committee agenda will include September and October.

- Working Timeline – committee review for the months of September and October will be included on the November College Effectiveness Committee agenda
- Fall meeting schedule: November 27, 2:30 p.m.; December – components meet individually to work on 2013-2014 Annual Action Plans
- Adjournment – the meeting was adjourned at 3:43 p.m.