

## College Effectiveness Committee Draft Minutes

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

- Call meeting to order – Betsy Harkey called the meeting to order at 2:34 p.m.
- Welcome and review of committee attendance

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Director of Institutional Effectiveness	Betsy Harkey, Chair	<b>X</b>	
Dean of Administrative Services	Garry David	<b>X</b>	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	<b>X</b>	
Dean of Instructional Services	Dr. Gary Don Harkey	<b>X</b>	
Dean of Student Services/Athletic Director	John Hardin III	<b>X</b>	
Assistant to Dean of Instructional Services	Sharon Winn	<b>X</b>	
Associate Dean, Career and Technical Education	Shana Munson		<b>X</b>
Associate Dean of Student Services	Kristin Harris	<b>X</b>	
Division Chair - Communications, English Instructor	Joe Johnston	<b>X</b>	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	<b>X</b>	
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb	<b>X</b>	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg	<b>X</b>	
Director of Continuing Education	Michelle Wood	<b>X</b>	
Director of Financial Aid	Melissa Elliott	<b>X</b>	
Director of Human Resources	Haven David	<b>X</b>	
Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander	<b>X</b>	
Director of Institutional Technology	Jim Binion	<b>X</b>	
Director of Library Services	Marian Grona		<b>X</b>
Director of Special Services	Deana Lehman	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill	<b>X</b>	
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		X
Student Government Representative	Sjohnnton Fanner/ Taylor Steward		X
Classified Staff	Sandy Odell	X	
Classified Staff	Rosa Alaniz	X	
President	Dr. Dusty Johnston	X	

- Approval of April 30, 2012 minutes (Exhibit A, Action Item) – The April 30, 2012 minutes were corrected to show that Haven David was present. Joe Hite moved to approve the minutes as corrected, Garry David seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey shared that the end of semester course reviews were changed last year to include the new core objectives and all syllabi are being updated for 2012-2013 which will be reflected in Academic Council. The next step will be to assess and look at using LEAP value rubrics.
- Director of Institutional Effectiveness Update:
  - 2012-2013 Annual Action Plans
    - As per Planning Calendar, the 2012-2013 Annual Action Plan Summary was presented to and approved by the Board of Trustees during May 16, 2012 meeting.
    - SACS – shared drive for Fifth Year Report Artifacts is set up and ready for uploading – Dr. Johnston suggested setting up a meeting to explain the requirements for the Fifth Year Report. He will decide who should be involved in the meeting.
    - Fall Semester Kick Off Agenda speakers (August 20) – April Juarez (Community College Center of Student Engagement and SSBTN ) and Dr. Luzelma Canales (SSBTN consultant); topics will include effective use of data and conducting focus groups
    - Student Success by the Numbers Update – current primary project is Data Base Dictionary to be used for freezing data; Betsy reported that she has completed two AIR modules. She also asked Student Services to schedule students for the SSBTN presentation during the Fall Semester Kick Off.
- Review and adopt 2012-2013 Planning Calendar (Exhibit B, Action Item) – Michelle Alexander moved to approve the 2012-2012 Planning Calendar, Criquett Lehman seconded, the motion passed. Dr. Johnston asked if people are referring to the calendar and reminded the committee that it should be considered a useful process and tool.
- Review and adopt 2012-2013 General Glossary (Exhibit C, Action Item) – Garry David moved to approve the 2012-2013 General Glossary, John Hardin seconded, the motion passed.
- Review and adopt 2012-2013 Assessment and Report Calendar (Exhibit D, Action Item) – Deana Lehman moved to approve the 2012-2013 Assessment and Report Calendar, Rosa Alaniz seconded, the motion passed.
- Assessment Activity - Report Communication and Change completed forms for April, May and June as posted in Blackboard and on the web site – Betsy reminded the committee that the communication forms include highlights of data, use of data and how associated with Student Success.

September					
Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA

April					
SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	June	AA
CCSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA
CCFSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA
Dental Assisting Testing	Continuing Education	Michelle Wood	Licensure Rate	May	Report
Athletic Scholarship Report	Athletics	Dean of Student Services		May	Report
Housing Inventory Report	Housing	Director of Housing		May	Report
THECB State Budgets (VC Student FA Budgets)	Financial Aid	Melissa Elliott		May	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		May	Report
IPEDS Graduation Rates	Admissions and Records	Sarah Davenport/Joe Hite		May	Report
IPEDS Student Financial Aid	Financial Aid	Melissa Elliott/Joe Hite		May	Report
IPEDS Fall Enrollment	Admissions and Records	Joe Hite		May	Report
IPEDS Finance	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite		May	Report
Higher Education Regional Council Report	Instructional Services	Gary Don Harkey/ Shana Munson		May	Report
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	August	Report
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
National Student Clearinghouse Transmission (15 <sup>th</sup> )	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
QERI Survey	Quality Enhancement	Criquett Lehman	Quality Enhancement Resource Inventory Evaluation	June	AA
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		June	Report
June					
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
THECB Year End TEOG Report	Financial Aid	Melissa Elliott		July	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		July	Report
Texas Success Initiative Report Spring CMB 002	Admissions and Records	Sarah Davenport/Joe		July	Report

		Hite			
Con Ed Student Report Summer I CBM 00A	Admissions and Records	Lana Carter/Joe Hite		July	Report
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
Faculty Report Spring CBM 008 moved to June	Admissions and Records	Lana Carter/Joe Hite		July	Report
Student Schedule Report CBM 00S	Admissions and Records	Lana Carter/Joe Hite		July	Report
Student End of Semester Reports CBM OEI	Admissions and Records	Lana Carter/Joe Hite		July	Report

- Working timeline accomplishments review to continue with component evaluation and completion of 2011-2012 Annual Action Plan (Exhibit E)
- In lieu of August face to face meeting, each component works on evaluation/completion of the 2011-2012 Annual Action Plan
- Other announcements included – List of accomplishments for 2011-2012 are due to Dr. Johnston. It is time for committee and advisory groups’ website update and completion of end of year/annual reports. The reports include recommendations and membership suggestions.
- Adjournment – The meeting was adjourned at 3:23 p.m.