

**Draft Minutes**  
**Planning and Assessment Committee**  
**Vernon College**

October 18, 2010 ▪ 2:00 PM ▪ VC RM 425, CCC RM 504

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Betsy Harkey, Director of Institutional Effectiveness at 2:00 PM.

**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> <b>(conference)</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> <b>(class)</b>
Division Chair- Information and Industrial 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> <b>(conference)</b>
Director of Library Services	Marian Grona	<b>X</b>	
Director of Special Services	Deana Lehman	<b>X</b>	

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Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill		<b>X (class)</b>
Counselor	Clara Garza	<b>X</b>	
Faculty Senate Representative	Nancy Smith	<b>X</b>	
Faculty Senate Representative	Darlene Kajs		<b>X</b>
Student Forum	Jackie Polk		<b>X</b>
Student Government Representative	Sjohnton Fanner	<b>X</b>	
Classified Staff	tbd		
Classified Staff	tbd		
President	Dr. Dusty Johnston	<b>X</b>	

- **Welcome and review of committee purpose, responsibilities and membership as outlined in the Governance thru Committees 2010-2011 document** (Exhibit A) – Committee members were provided with a copy of the College Effectiveness page from the document. Members to be added will be one student from Student Forum. Clara Garza agreed to work with Jackie Polk to ensure student representation. Two members of classified staff that will be appointed from volunteers. A new agenda item for Student Learning Measures will be included each meeting. Committee members were also reminded that midyear committee reports will be posted on the website and are due to Betsy before leaving for the holidays.
- **Review of September 27, 2010 minutes.** (Exhibit B) – Shana Munson moved to accept the September 27, 2010 minutes as presented, Deana Lehman seconded, the motion passed.
- **Review of completed 2009-2010 Annual Plan** (Exhibit C) – Joe Hite moved to accept the 2009-2010 Annual Plan as presented, Nancy Smith seconded, the motion passed.
- **Review of Primary Goals** (Exhibit D) – No change was recommended as committee members reviewed the goals. Betsy reminded the committee that the goals will be review annually to ensure ongoing SACS compliance.
- **Review of 2010-2011 Priority Initiatives and adoption of 2011-2012 Priority Initiatives** (Exhibit E) – Dr. Gary Don Harkey recommended that for PI #4, to strike the words Global Learner Outcomes and use general education outcomes to be more consistent with statewide terminology. Haven David moved to adopt the 2011-2012 Priority Initiatives as enhanced, Criquett Lehman seconded, the motion passed. Criquett reminded committee members of the importance for each component of the college to include PI #2, regarding QEP integration, in their 2011-2012 Annual Action Plans. Betsy reminded the committee that drafts of the 2011-2012 Annual Action Plans are due to her before leaving for the holidays.
- **Discussion of 2006-2010 Strategic Plan review and determine process for development of 2011-2016 Long Range Strategic Plan** (Exhibit F) – After a brief review and discussion of the 2006-2010 Strategic Plan, committee members were asked to send Betsy a list of long term

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objectives, within each Primary Goal by November 8. To further define – “things we want to accomplish in 5 years”. The committee will review and compile/combine the submitted objectives at the November 15<sup>th</sup> meeting. Betsy emphasized the importance of each committee member discussing long term objectives with those they represent and sending her documentation of the communication.

- **Review of working timeline accomplishments for September** (Exhibit G) – Betsy told the committee that she gathered the information prior to the meeting from each component. The result listed does not provide explanation, such as not funded. Questions should be directed to the leadership of each component.

<b>September</b>	<b>Achieved Not Achieved In Progress</b>
<b>Admissions, Records and Financial Aid</b> <b>Financial Aid:</b> <ol style="list-style-type: none"> <li>1. Provide entrance and exit loan counseling opportunities for student borrowers</li> <li>2. Contract with consulting firm to contact students approaching default status to explain options and consequences</li> <li>3. Create a VC Financial Aid Facebook page</li> <li>4. Participate in New Student Group Advising and create brochure</li> <li>5. Outreach to financial aid applicants with personalized letter from VC President</li> <li>6. Create Financial Aid Television instructional website</li> <li>7. Create Financial Aid “8 Easy Steps to the FAFSA” website</li> <li>8. Provide Financial Aid outreach presentations to high school students/parents and counselors</li> </ol>	In progress Achieved Achieved Achieved In progress In progress (QEP) Achieved In progress
<b>Student Services</b> <ol style="list-style-type: none"> <li>1. Approval and funding of new position by Vernon College administration.</li> <li>2. Creation and approval of new job description</li> <li>3. Posting and hiring of new employee</li> <li>4.</li> </ol>	Not achieved (not funded) Not achieved Not achieved
<b>Other Target Dates</b> <ol style="list-style-type: none"> <li>1. 09-10 Annual Plan Summaries due to Director of Institutional Effectiveness</li> </ol>	Achieved

- **Assessment Activity – Report Communication and Change Presentations for September** (Exhibit H) – Joe Hite reviewed the information for the Admissions, Records and Financial Aid areas. Shana Munson reviewed the information for Continuing Education. For other communication information, committee members were referred to the folder in Blackboard.

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<b>Timeline Month Assessment Activity or Report is Conducted/ Administered</b>	<b>Assessment Activity or Report Name/Title</b>	<b>Department</b>	<b>Responsible Party</b>	<b>Assessment Measurement/ Proposed Use/ Evidence of Use of Data</b>	<b>Month to Share Results to Planning and Assessment Committee</b>	<b>Assessment Activity (AA) Report Both</b>
September						
	Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA
	DWI Education Annual Report	Continuing Education	Anne Patterson	Maintain Provider Status	October	Report
	Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott/ Joe Hite	College Student Loan Default Rate	October	Both
	Freshman Orientation Survey	Counseling	Counselors	New Student Orientation survey will be used to evaluate content relevancy & scheduling.	October	AA
	Survey of Entering Student Engagement (SENSE)	Institutional Effectiveness/QEP	Criquett Lehman	Entering student perception	March	AA
	End of year Testing Center Report	Testing	Testing Coordinator		October	Report
	Crime Awareness Statistics Report	Student Relations	Director of Student Relations		October	Report
	Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
	CTE Award Completer Forms	Instructional Services	CTE Programs and Sharon Winn		October	Report
	Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Sharon Winn		October	Report
	Tech Prep Final Evaluation and Budget Report for previous year	Instructional Services	Romona Vaughan		October	Report
	National Student Clearinghouse Transmission (15th)	Admissions and Records	Lana Carter		October	Report
	Con Ed Student Report Summer II CBM 00A	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Con Ed Class Report Summer II CBM 00C	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Graduate Survey Report	Admissions and	Sarah		October	Report

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		Records (ongoing collection) Institutional Effectiveness (annual compilation)	Davenport/Joe Hite  Betsy Harkey			
	Semi Annual NSGA Report	Counseling	Associate Dean of Student Services		October	Report

▪ **Director of Institutional Effectiveness Update:**

Project Update:

- ✓ Statewide Economic Impact Study is under review by Administrative Council
- ✓ CBM 116 – Adult Learner Follow-up data requested from programs
- ✓ Licensure Report data has been requested from programs for THECB report and the Key Performance Indicators for Accountability
- ✓ Key Performance Indicators for Accountability will be ready to present at next meeting
- ✓ SACS Self Study – the process will continued to be explored
- ✓ Web site – College Effectiveness pages have been built
- ✓ Glossary Review – needs an addition/s for long range strategic plan and related terms. Betsy will add as identified. (Exhibit I)
- ✓ College Effectiveness on Blackboard – committee members were asked for feedback to ensure it is working to their benefit

▪ **Student Learning Measures** – Dr. Gary Don Harkey reviewed with the committee the need for development of processes and procedures to ensure that student learning measures are met.

▪ **Fall meeting dates** –November 15 at 2:00 p.m. is in rooms 423 Vernon and 205 CC. A December electronic meeting will be scheduled. Betsy reviewed the list of things to be accomplished at the November meeting.

▪ **Adjournment**

– The meeting was adjourned by Betsy Harkey at 3:35 p.m.