

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

September 27, 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 2:04 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>
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 (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 (conference call)</b>
Director of Library Services	Marian Grona	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Computer & Information Technology Instructor	Richard Warren		<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 Government Representative	Sjohnnton Fanner	<b>X</b>	
President	Dr. Dusty Johnston	<b>X</b>	

- **Welcome and review of committee membership** (Exhibit A) – Committee members were provided a list of current committee members and asked to review titles. Representatives from the Faculty Senate said they have not yet met this fall and will contact Betsy if there are any changes.

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- **Review of August 3, 2010 meeting** - The August 3<sup>rd</sup> meeting was actually a postponed meeting that had been scheduled for July. Due to low attendance and to ensure that all members had the information Betsy reviewed: minutes that had been approved for the June 29, 2010 meeting, the corrected Planning Calendar for 2010-2011 and the Draft Assessment Activity and Report Calendar. (Exhibits C, D, and E)

Action Item – Melissa Elliott moved to approve the Assessment Activity and Report Calendar for 2010-2011, Criquett Lehman seconded, the motion passed.

- **Approval of August 3, 2010 minutes** (Exhibit F) Criquett Lehman moved to accept the August 3, 2010 minutes as presented, Gary Don Harkey seconded, the motion passed.

- **Director of Institutional Effectiveness Update:**

- ✓ Annual Planning Process:  
2009-2010 Annual Plan Assessment/Summaries are due to Betsy by the end of September  
2010-2011 Annual Action Plan implementation has begun

She also reminded the committee that it is time to begin review of the 2006-2010 Strategic Plan to develop a 2011-2016 Long Range Plan and provided them with the web site link (Exhibit G). Committee members were issued a challenge to find the long range goals within the document. Dr. Johnston shared his plan for the College to have an Annual Action Plan and a Long Range Strategic Plan.

- ✓ Project Update:  
Betsy informed the committee that the Statewide Economic Impact Study has been submitted and data is available to be shared with anyone interested. Results will be shared when available.  
The data Betsy provides for Program/Discipline Evaluations has been completed.  
Work continues on the Key Performance Indicators for Accountability.  
Deana Lehman shared a concern she is investigating regarding the number of economic disadvantaged pulled in a POISE sort. She is visiting with Jim Binion to try and resolve.  
SACS Self Study – The committee was asked to continue to explore processes to ensure it happens.  
Web site – Dr. Johnston shared that he has been visiting with Joseph and work is continuing. A new network administrator is scheduled to begin working on October 11 which should allow more time for Joseph to concentrate on the project.  
Betsy shared with the committee that due to their hard work last year, there were very slight changes needed to the Glossary. She has made the changes and will email them to the members for review.  
College Effectiveness on Blackboard – A shell has been requested and the goal is to have ready for the next meeting. Betsy shared that this will be her first experience is creating a “course” in Blackboard. It is being developed to allow better organize documents for the committee and to provide more

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effective communication.

- **Assessment Activity – Report Communication and Change Presentations** for July, August and Ongoing will be posted to Blackboard with discussion time scheduled at the October meeting. Dr. Johnston reminded the committee members about the value of the Assessment Activity and Report Calendar as an accountability tool.
- **Fall meeting dates** – October 18 and November 15 at 2:00 p.m. are in rooms 423 Vernon and 205 CCC along with a December electronic meeting have been scheduled. Betsy reviewed the list of things to be accomplished at the October meeting. She also volunteered to help committee members who are responsible for committees and task forces to organize their agendas, minutes and attendance so they will be ready to post to the web site. Dr. Johnston reviewed the project and timeline he has been working on to clarify the committees purpose and membership at the College.
- **Adjournment**
  - The meeting was adjourned by Betsy Harkey at 3:47 p.m.