

## College Effectiveness Committee

Draft Minutes

November 22, 2013 / 10:00 a.m.

Vernon 204 and CCC 712

- Call meeting to order
  
- Welcome and review of committee attendance
  - College Effectiveness Committee members:

<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>	
Institutional Support Specialist	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	Dr. Donnie Kirk		<b>X</b>
Faculty Senate Representative	Darlene Kajs	<b>X</b>	
Student Forum Representative	Jackie Polk / Raymond Stacey, Catherine Fells and Chris Wilton		<b>X</b>
Student Government Representative	Sjohonton Fanner/ Brittany Land and Samantha Hartsfield	<b>X</b>	
Classified Staff	Sandy O'Dell		<b>X</b>
Classified Staff	Rosa Alaniz		<b>X</b>
President	Dr. Dusty Johnston	<b>X</b>	
Faculty	Dr. Brad Beauchamp	<b>X</b>	

- Approval of October 25, 2013 minutes (Exhibit A, Action Item) - Criquett Lehman made the motion to approve the October 25, 2013 minutes, Marion Grona seconded, the motion passed.
  
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey shared that Instructional Services continues to work with the End of Semester Course Review to identify outcomes. The core curriculum and assessment plan will be submitted to the THECB on Monday, October 28, 2013.
  
- Director of Institutional Effectiveness Update:
  - SACS COC Fifth Year Interim Report
    - Updated Responsibilities and Calendar – The responsible subject matter experts were updated as requested. (Exhibit B)
    - Compliance Assist – Accreditation software has been approved and ordered as the content management system for the report.
    - The SACS COC Leadership Team is Dr. Johnston, Dr. Harkey, Bettye Hutchins, Criquett Lehman and Betsy Harkey (liaison).

- Review and approval of the QEP Annual Progress Report (Exhibit C, Action Item) – Shana Munson made the motion to approve, Greg Fowler seconded, the motion passed.
- Student Success by the Numbers
  - o Dr. Luzelma Canales was at the Vernon Campus on November 4, 2013. The agenda for the day will included visits with the Institute Team and the SSBTN Committee as well as Focus Group Training. The Focus Group Training participants included: Criquett Lehman, Joe Johnston, JoAnn Sharpe, Dona Crow, Jessica Bennett, Deana Lehman, Michelle Wood, Amanda Raines, Christie Lehman, LeAnn Scharbrough, Linda Haney, Marian Grona, Sjhonton Fanner, Kristin Harris, Shana Munson, Darlene Kajs and Betsy Harkey. Following the training, participants were asked to notify Betsy if they are interested in serving as a trainer, moderator and/or scribe for Vernon College focus groups. Dr. Canales last visit will be January 13, 2014.
- Data update
  - o POISE sorts for 2014 Spring and Spring I application and registration counts are being run weekly by Betsy
- Planning Calendar
  - Review by Board of Trustees on November 20, 2013 of 2012-2013 Annual Action Plan Final Summary (Exhibit D)
  - Review and approval by Board of Trustees on November 20, 2013, Strategic Plan Component: Primary Goals for 2014-2018 (Exhibit E)
  - Review and approval by Board of Trustees on November 20, 2013 of Strategic Plan Component: Priority Initiatives for 2014-2015 (Exhibit F)
  - External review of Strategic Plan Components activity in planning stage. A community meeting will be held during the Spring semester.
  - Review of Institutional Effectiveness Plan reporting document (Exhibit G)
    - o to address
      - Primary Goal #3 Vernon College will identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of improvement based on analysis of the results of educational programs, administrative support services, educational support services and community/public service within its educational mission. (planning and assessment including student learning outcomes)
      - Priority Initiative #1 “...The College will develop and implement multiple assessment measures to review and improve student support services...” and
    - o SACS COC
      - CR 2.5 The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that

- (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (Institutional effectiveness)
- CS 3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: (Institutional effectiveness)
  - 3.3.1.1. educational programs, to include student learning outcomes
  - 3.3.1.2. administrative support services
  - 3.3.1.3. academic and student support services
  - 3.3.1.4. research within its mission, if appropriate
  - 3.3.1.5. community/public service within its mission, if appropriate
- o IE Plan reporting document will be submitted with the 2014-2015 Annual Action Plan with the End of Year Summary Report.
- 2014- 2015 Annual Action Plan preliminary drafts to be posted in the shared drive: G by December 10 to be available for review by committee chairs

- Working Timeline progress of 2013-2014 Annual Action Plan activities review

## October

### Administrative Services

#### Book Stores

1. Include sufficient funds in the annual budget to allow managers to attend the Southwest College Bookstore Association meeting. **Achieved**
2. Attend educational sessions and meetings. **Achieved**
3. Specifically, seek out vendors offering ebooks and/or book rental programs. **Achieved**

### Office of the President

#### Institutional Advancement

1. Submission of the annual Voluntary Survey for Aid to Education (VSE) **Achieved**

### Student Services

1. Place television or computer monitors in each Student Services waiting rooms in Vernon and Century City so that specific information can be directed toward and available to students during waiting periods. **In Progress**

- Review student involvement and opportunities for input, Student Government Association October 29, 2013 minutes (Exhibit H)
- Next meeting: December will be electronic
- Adjournment - The meeting was adjourned at 10:55 a.m.