College Effectiveness Committee

Agenda
October 25, 2013 / 10:00 a.m.
Vernon 204 and CCC 712

- Call meeting to order

- Welcome and review of committee attendance
    - College Effectiveness Committee members:

Vernon College Position	Member	Present	Not Present
Director of Institutional Effectiveness	Betsy Harkey, Chair		
Dean of Administrative Services	Garry David		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Dean of Instructional Services	Dr. Gary Don Harkey		
Dean of Student Services/Athletic Director	John Hardin III		
Assistant to Dean of Instructional Services	Sharon Winn		
Associate Dean, Career and Technical Education	Shana Munson		
Associate Dean of Student Services	Kristin Harris		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Division Chair- Information Technology, Industrial Automation Instructor	Mark Holcomb		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		
Director of Continuing Education	Michelle Wood		
Director of Financial Aid	Melissa Elliott		
Director of Human Resources	Haven David		

Director of Institutional Advancement Executive Director, Vernon College Foundation	Michelle Alexander		
Institutional Support Specialist	Jim Binion		
Director of Library Services	Marian Grona		
Director of Special Services	Deana Lehman		
Director of Quality Enhancement	Criquett Lehman		
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill		
Counselor	Clara Garza		
Faculty Senate Representative	Dr. Donnie Kirk		
Faculty Senate Representative	Darlene Kajs		
Student Forum Representative	Jackie Polk /		
Student Government Representative	Sjohonton Fanner/		
Classified Staff	Sandy O'Dell		
Classified Staff	Rosa Alaniz		
President	Dr. Dusty Johnston		

- Approval of September 27, 2013 minutes (Exhibit A, Action Item)

- Student Learning Measures Update: Dr. Gary Don Harkey

- Director of Institutional Effectiveness Update:

  - SACS COC Fifth Year Interim Report
    - The letter has arrived! Report due September 15, 2014 (Exhibit B)
    - Responsibilities and Calendar – Responsibilities were assigned to subject matter experts for each of the criteria. Initial drafts have been posted in shared drive. (Exhibit C)
    - The SACS COC Leadership Team is Dr. Johnston, Dr. Harkey, Bettye Hutchins and Betsy Harkey (liaison).

- Student Success by the Numbers
    - Update of AIR Course participation – Linda Haney has completed her two courses and Mark Holcomb working on his two courses.
    - Next visit with Dr. Luzelma Canales, will be November 4, 2013. The agenda for the day will include visits with the Institute Team and the SSBTN Committee as well as Focus Group Training. The Focus Group Training participants include: Criquett Lehman, Joe Johnston, JoAnn Sharpe, Dona Crow, Jessica Bennett, Deana Lehman, Michelle Wood, Amanda Raines, Christie Lehman, LeAnn Scharbrough, Linda Haney, Marian Grona, Sjohonton Fanner, Kristin Harris, Shana Munson and Betsy Harkey.
    - The October SSBTN Committee agenda included review of the 2013 Fall and Fall I Count Day Snapshot and the Key Performance Indicators of Accountability benchmarks and data. Review of communication regarding the 2013-2014 Assessment and Report Calendar will begin at the November 11, 2013 meeting.

- Data update
    - CBM 116 Adult Learner Follow-up Report due October 25, 2013 was completed on October 24.
    - Providing data for Program/Discipline Review such as majors, completers/graduates, success

- Planning Calendar

    - Review and approve documented evaluation of 2012-2013 Annual Action Plan (Exhibit D, Action Item)
    - Approved by Board of Trustees, Strategic Plan Components: Philosophy, Vision, Values and Mission for 2014-2018 (Exhibit E)
    - Approved by Board of Trustees, Strategic Plan Component: Long Term Objectives for 2014–2018 (Exhibit F)
    - Review and approval of Strategic Plan Component: Primary Goals for 2014-2018 (Exhibit G, Action Item)
    - Review and approval of Strategic Plan Component: Priority Initiatives for 2014-2015 (Exhibit H, Action Item)
    - External review of Strategic Plan Components activity in planning stage
    - Review of draft Institutional Effectiveness Plan reporting document (Exhibit I)
        - 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
        - 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

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

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September

Admissions, Financial Aid and Records
Financial Aid

1. Provide documented entrance and exit loan counseling opportunities for increasing numbers of student borrowers Achieved
2. Contract with consulting firm to contact students approaching default status to explain options and consequences for increasing numbers of student borrowers Achieved

Instructional Services

1. Survey students during the spring 2013 to determine if students prefer weekend evening hours scheduled on Saturday or Sunday. Not Achieved
2. Request sufficient funds to compensate additional part time assistance at $9.00 per hour. A total of $2,331.00 is needed to compensate a weekend assistant working 7 hours on either Saturday or Sunday. Achieved
3. Interview and hire part time evening assistant to begin working at the start of the fall semester 2013. Achieved
4. Increase peer tutor level to $10.00 per hour Achieved
5. Increase professional tutor level to $16.00 an hour Achieved
6. Review course enrollments and faculty load and listing and prioritize additional full-time faculty. Achieved
   Biology – 1 ☺
   Psychology – 1 ☺

> Mathematics (including developmental) – 1 ☺ (S3 grant funds)
> English (including developmental) – 1 Not Achieved
> Fine Arts (Music/Art) – 1 Not Achieved
> Government – 1 Not Achieved
> Speech – 1 Not Achieved

7. Recruit qualified adjuncts (adjunct course load limited to 3 courses per long semester). Achieved
8. Maintain a 70%:30% full-time: part-time faculty ratio within disciplines/programs. Achieved
9. Hire secretarial support to assist faculty within the ADN program and Social/Behavioral Sciences division. Achieved
10. Investigate alternatives and implement measures to improve sound quality in ITV rooms V204, V423, V425, CCC712, CCC715, & CCC717. Achieved
11. Equip ITV room CCC302 with open microphone system. In Progress

Office of the President
Human Resources

1. Research various options for more detailed and cost effective background searches.
2. Share best options with President
3. Have company/companies give presentation of services, if necessary.
4. Make final selection.
5. Change background search forms/policy, if needed.
6. Updates for Employee Handbook, if needed.
7. Implement use of new background search process. In Progress
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8. Employee Handbook Committee will review for policies that need to be updated or amended on an annual basis.
9. Policies will be researched.
10. Update/amend policies.
11. Seek appropriate approvals.
12. Employee Handbook updated online.
13. Employee Notifications sent out via email. Achieved

Information Technology

1. Form a committee, assess needs, and find a solution. Achieved

Student Services

1. Examine the Testing Center Policy and Procedure Manual to verify that it covers required topics and is addressing all Testing Center issues. Achieved
2. Review the comprehensive Instructional Testing Policy and Procedure Manual to insure that consistent, fair, and best practices are followed by Testing Center staff, faculty, and students. Achieved
3. Review and disseminate all information regarding the new Texas Success Initiative laws. Achieved
4. Set up new checks and balances systems to verify that Vernon College is adhering to the new Texas Success Initiative laws. Achieved
5. Generate a comprehensive plan for security training for Vernon College employees. In Progress
6. Utilize QEP resources and staff to determine the most effective delivery of security training to Vernon College employees. In Progress

- Review student involvement and opportunities for input, Student Government Association October 1, 2013 minutes (Exhibit J)

- Next meeting: November 22

- Adjournment