

College Effectiveness Committee

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

- Call meeting to order - The meeting was called to order by Betsy Harkey at 10:00 a.m.
- Welcome and review of committee attendance
 - College Effectiveness Committee members:

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

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

- Approval of September 27, 2013 minutes (Exhibit A, Action Item) – Greg Fowler made the motion to approve the September 27, 2013 minutes, John B Hardin III seconded, the motion passed.
- Student Learning Measures Update: Joe Johnston presented a core curriculum assessment update as Chair of the Core Curriculum Task Force. He shared that the 42 hour core, including the assessment plan, must be submitted to the THECB within the next 30 days.
- 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) – Committee members were asked to email Betsy any changes to the list of responsible people on the calendar. Betsy reminded the group of the importance of documentation “if it is not written down, we

did not do it". At this point, narratives should be enhanced/changed according to the feedback checklist provided during the spring and responsible people should be posting artifacts in the shared drive. She shared that "most recent" artifacts is defined as 2014-2015 and should be approved and published by July 1, 2015 in order to ensure the report is completed by deadline. She also shared that a content management system has been approved and will be used for the report.

- The SACS COC Leadership Team is Dr. Johnston, Dr. Harkey, Bettye Hutchins and Betsy Harkey (liaison). – Betsy reminded the Committee that SACS COC defines the leadership team. For Vernon College purposes, Criquett Lehman is also considered part of the team due to the QEP requirements.

- 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, Sjhontont Fanner, Kristin Harris, Shana Munson and Betsy Harkey. – Betsy shared that Darlene Kajs was also added to the group.
- 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
Betsy added that data had also been provided for the Annual President's report.

■ Planning Calendar

- Review and approve documented evaluation of 2012-2013 Annual Action Plan (Exhibit D, Action Item) – Betsy thanked the Committee for their time and attention to documentation of assessment results. Deana Lehman requested one correction to Priority 6 – the additional interpreter was hired in January. John B Hardin III made the motion to approve with Deana Lehman's correction, Haven David seconded, the motion passed.
- 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)
Committee members were reminded to include the most recent approved strategic plan components in any publications and on the website. Word copies are available as needed.
- Review and approval of Strategic Plan Component: Primary Goals for 2014-2018 (Exhibit G, Action Item) – John B Hardin III made the motion to approve, Criquett Lehman seconded, the motion passed.
- Review and approval of Strategic Plan Component: Priority Initiatives for 2014-2015 (Exhibit H, Action Item) – Joe Hite made the motion to approve, Jim Binion seconded, the motion passed.
- External review of Strategic Plan Components activity in planning stage – Betsy shared that she is working with Dr. Johnston to set a date for a meeting to gain community input.
- Review of draft Institutional Effectiveness Plan reporting document (Exhibit I)
 - 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

Betsy reviewed the purposes of an Institutional Effectiveness Plan and gave examples of who should be completing the plans. The Draft plan document was presented to the Committee with a request for feedback prior to the November 22, 2013 meeting.

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

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**

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) – The Committee discussed potential ways to increase student involvement in College Effectiveness.

- Next meeting: November 22
Michelle Wood was asked to give a review of the Customer Service Training she was conducting for a professional development activity.
- Adjournment – the meeting was adjourned at 10:47 a.m.