

## College Effectiveness Committee

Draft Minutes

September 27, 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:

<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 /		<b>X</b>
Student Government Representative	SjohOnton Fanner/	<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>	

- Approval of July 25, 2013 minutes (Exhibit A, Action Item) – Garry David made the motion to approve the July 25, 2013 minutes, Melissa Elliott seconded, the motion passed.
- Student Learning Measures Update: Dr. Gary Don Harkey – Dr. Harkey shared that general education outcomes was compiled by Roxie Hill. The data was presented to faculty during Fall 2013 Faculty Development.
- Director of Institutional Effectiveness Update:
  - Reminder -SACS COC Fifth Year Interim Report draft narratives are posted in a shared drive for review and enhancement. SACS COC Fifth Year Interim Report notification letter should be received soon and report will be submitted in September 2014. Responsibilities have been assigned to subject matter experts for each of the criteria. We will soon be asking for volunteers to serve as readers. 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 is working on his two courses.
    - Next visit with Dr. Luzelma Canales, will be Focus Group Training. We are trying to schedule dates
    - Reminder – The SSBTN Phase II Team is now a Standing Committee for the 2013-2014 academic year. They will begin providing oversight for data such as the KPIAs and 2013-2014 Assessment and Report Calendar.
    - Fall 2013 terms data was frozen the day after count day. The Count Day Snapshot was presented to the Board of Trustees on September 18 and will be distributed college wide as part of the next President’s Monthly Update.
- Planning Calendar
  - Reminder 2012-2013 Annual Action Plan Summaries due by end of September. Components should include data such as CCSSE results.
  - Review and approval of Strategic Plan Components: Philosophy, Vision, Values and Mission for 2014-2018 (Exhibit B, Action Item)

- Philosophy – Dr. Harkey made the motion to replace the words *cultural awareness* with *personal and social responsibility* in order to more closely reflect the new general education outcomes. Deana Lehman seconded, the motion passed.
  - Vision and Values – Melissa Elliott made the motion to approve the Vision and Values with no changes, Haven David seconded, the motion passed.
  - Mission – Dr. Harkey made the motion to enhance the wording of the Mission to state “...*student support services by means of traditional and distance learning modes. Therefore, to fulfill its mission, the College will provide access, within its available resources to...*” in order to more closely reflect Vernon College services. Melissa Elliott seconded, the motion passed.
- Review and approval of Strategic Plan Components: Long Term Objectives for 2014–2018 (Exhibit C, Action Item) – Dr. Harkey made the motion to reorganize terms Long Term Objective #11 to “*student learning, accountability and institutional improvement*” to more closely reflect the Vernon College student success agenda. Shana Munson seconded, the motion passed.
- Assessment Activity - Report Communication and Change completed forms for July, August and Ongoing will be posted in Blackboard and on the web site: Betsy shared that she will be conducting an audit of submitted forms for the 2012-2013 Assessment and Report Calendar. As of 2013-2014, the completed information will only be posted to the website with a link provided in Blackboard.

<b>July</b>					
Student Report Summer 1 CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments	August	Both
Class Report Summer 1 CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	August	Both
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		August	Report
Student Right to Know Report	Student Relations	Director of Student Relations		August	Report
Semi Annual Recruiting Report	Student Relations	Associate Dean of Student Services		August	Report
THECB Year End TEOG Report	Financial Aid	Melissa Elliott		August	Report
<b>August</b>					
New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Annual Operating Budget (Annual Operating Budget approved by the Board of Trustees)	President’s Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved-fulfill budgetary approval requirements	September	Both

Student Report (Summer II CBM 001)	Admissions and Records	Lana Carter/Joe Hite	Enrollments	September	Both
Class Report Summer II CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	September	Both
Resident Hall Room Inspections & Inventory	Housing	Director of Housing	Resident Hall Inspection Report - evaluate physical needs and requirements of Housing	September	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		September	Report
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report
New Student Orientation Report	Counseling	Associate Dean of Student Services		September	Report
National Student Clearinghouse – Graduates Only	Admissions and Records	Lana Carter		September	Report
<b>Ongoing</b>					
ADA tests	Special Services	Deana Lehman	Special Accommodations Eligibility	October	AA
Make up tests (for instruction)	Special Services	Deana Lehman		October	AA
Advisory Committee Meetings (Fall/Spring)	Career and Technical Education	CTE Faculty	Program Revisions	September	AA
Verification of Workplace Competencies	Career and Technical Education	CTE Faculty (reviewed every Spring by Academic Council)	Program Revisions	September	AA
Syllabi (Spring)	Instructional Services	Faculty and Linda Haney		September	AA
Texas Commission on Fire Protection Regulations	EMS/Fire	Shana Munson	Program Revisions/ Licensure Rate	September	Report
Testing for RN students HESIA 2 Assessment for all nursing students	Testing Center and ADN	ADN staff	Entrance Test	September	AA
TEAS Testing for LVN students	Testing Center and LVN	LVN staff	Entrance Test	September	AA

AccuPlacer Testing for Pharmacy Technician students	Testing Center and Pharmacy Technician	Katrina Brasuell	Entrance Test	September	AA
Reaccreditation ASHP Pharmacy Technician Program (every 6 years)	Pharmacy Technician	Katrina Brasuell	Accreditation	September	Report
Graduate Survey	Admissions and Records Institutional Effectiveness	Sarah Davenport/ Joe Hite Betsy Harkey	Department/Office Student Satisfaction	September	AA
CE Course Evaluations	Continuing Education	Michelle Wood	Course Revisions	September	AA

- Working Timeline progress of activities review will begin with October 25 meeting
- Meeting schedule: October 25 and November 22
- Adjournment – the meeting was adjourned at 10:25 a.m.