

College Effectiveness Committee

Agenda

September 27, 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 July 25, 2013 minutes (Exhibit A, Action Item)
- Student Learning Measures Update: Dr. Gary Don Harkey
- 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)
 - Review and approval of Strategic Plan Components: Long Term Objectives for 2014–2018 (Exhibit C, Action Item)

- Assessment Activity - Report Communication and Change completed forms for July, August and Ongoing will be posted in Blackboard and on the web site:

July					
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 th)	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
August					
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 th)	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 –	Admissions and	Lana Carter		September	Report

Graduates Only	Records				
Ongoing					
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