

## College Effectiveness Committee

Approved 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<br>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<br>Summer 1 CBM 001  | Admissions and<br>Records                 | Lana Carter/Joe<br>Hite                                | Enrollments  | August    | Both   |
| Class Report<br>Summer 1 CBM 004  | Admissions and<br>Records                 | Lana Carter/Joe<br>Hite                                | Contact Hours/Program  | August    | Both   |
| National Student Clearinghouse<br>Transmission (15 <sup>th</sup> )                        | Admissions and<br>Records                 | Lana Carter  |  | August    | Report |
| Student Right to Know Report  | Student Relations                         | Director of<br>Student Relations                       |  | August    | Report |
| Semi Annual Recruiting Report   | Student Relations                         | Associate Dean of<br>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<br>(Annual Operating Budget approved<br>by the Board of Trustees) | President’s Office and<br>Business Office | President and<br>Dean of<br>Administrative<br>Services | Proposed budget for upcoming year<br>approved-fulfill budgetary approval<br>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<br>Institutional Effectiveness | Sarah Davenport/<br>Joe Hite<br>Betsy Harkey | Department/Office<br>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.